

CITY OF LEE'S SUMMIT
 PROCUREMENT AND CONTRACT SERVICES DIVISION
 STANDARDIZED EVALUATION FORM
 (INDIVIDUAL RANKING SHEET)

Project: Sanitary Sewer Modeling, Hydraulics
 RFQu No: 2018-064

Interview Ranking Score Sheet

All scoring must be assigned only per the below tables.

	30 Point Questions	20 Point Questions	10 Point Questions
Outstanding	25 - 30	17 - 20	9 - 10
Exceeds Acceptable	19 - 24	13 - 16	7 - 8
Acceptable	13 - 18	9 - 12	5 - 6
Marginal	0 - 12	0 - 8	0 - 4

	Points per Criterion	Number of Committee Members	Maximum Points	FIRM Burns & Mc	FIRM HDR
1. Evidence of Experience, Reliability and References: (FORM 3): Consider experience and references listed by the firm/provider on Form 3 of the RFP. Is the provider experienced in providing services similar to that requested in the RFP? Consider any sub-consultants to be used and their experience (if applicable). Reference check information memo provided to the committee.	30	4	120	120	120
2. Expertise of Firm Personnel: (FORM 4): Consider comparable experience and background of specific personnel that shall be assigned to the City's project as outlined on Form 4 of the RFP. Also consider the specific involvement of those persons in projects listed on Form 3 of the RFP. Experience on projects of similar scope and size: Project Manager, Project team, sub-consultants (if applicable)	30	4	120	117	120
3. Applicable Resources: (FORM 1, 2, AND 5): / Schedule Evaluate the extent of applicable resources available to the firm / provider to complete the City's project as listed on Forms 1, 2, and 5 of the RFP. Standard Quality Assurance/Quality Control program or procedures the firm has in place. Adequacy of proposed team/resources to complete project within proposed time frame.	10	4	40	40	40
4. Project Approach: (FORM 5): Evaluate the firm/ provider's approach to and understanding of the Scope of Services required in the RFP as evidenced by the project approach outline in Form 5. Project schedule and detailed approach is reasonable/responsive to City's needs. Roles of all involved parties clearly identified. Familiarity with project location as evidenced by proposal (if applicable). Identify/recognize critical or unique issues specific to the project. Adequacy of proposed communications process. Unique approaches that have been successful elsewhere.	30	4	120	107	118
			400	384	398