

CITY OF LEE'S SUMMIT
 PROCUREMENT AND CONTRACT SERVICES DIVISION
 STANDARDIZED EVALUATION FORM
 Interview Ranking Composite Score Sheet

PROJECT:

Citizens Strategic Planning-Preliminary Project Planning

RFP NO:

2018-058

Composite Interview Score Sheet

	30 Point Questions	20 Point Questions	10 Point Questions				FIRM	FIRM	FIRM
Outstanding	25 - 30	17 - 20	9 - 10				The NOVAK Consulting Group 26 E. Hollister Street Cincinnati, OH 45219	National Civic League, 1909 East 9th Ave, Ste 200 Denver, CO 80246	Shockey Consulting 12351 W. 96th Terrace, Ste. 107 Lenexa, KS 66215
Exceeds Acceptable	19 - 24	13 - 16	7 - 8						
Acceptable	13 - 18	9 - 12	5 - 6						
Marginal	0 - 12	0 - 8	0 - 4						
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).				Pts	# Mmbrs	Max Pts			
				30	4	120	108	114	113
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	109	105	106
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	36	30	33
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 out. 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.				20	4	80	76	60	68
5. Cost: Includes all related cost associated with this project. (FORM 6D):				10	4	40	16	40	16
				100		400	345	349	336