Appendix 1 - Evaluation Criteria & Factors

EAST-WEST GATEWAY
Council of Governments
Creating Solutions Across Jurisdictional Boundaries

This Appendix 1 provides more detailed information regarding the criteria and factors that will be used to evaluate each firm during Steps 1, 2, and 5 of the evaluation and selection process. The evaluation criteria and factors for Step 2 and Step 5 are slightly different; the differences are noted below.

Step 1 - Firm Responsibility Factors

The Council's determination of firm responsibility may include, but is not limited to, an evaluation of any one or combination of the following factors, as appropriate for the type and scale of project:

(a) The firm's corporate profile. *Does the firm have stability and the organizational controls necessary to perform all of the services throughout the entire contract period?*

(b) The firm's current financial, technical, and resource capacity. *Does the firm have the necessary financial strength, technical skills, and resources (e.g. staff, facilities) or the ability to obtain the resources needed to successfully complete the project?*

(c) The firm's past performance and record of integrity and business ethics. *Does the firm have a history of successful performance, no history of violating laws, regulations, or rules, and no history of a lack of integrity or business ethics?*

(d) The firm's compliance with licensing and tax requirements, as applicable. *Does the firm have the licenses required to perform the work? Is the firm compliant with tax regulations and laws?*

(e) The firm's compliance with applicable public policy. *Is the firm compliant with applicable federal policies?*

(f) The firm's compliance with applicable affirmative action and DBE requirements. *Is the firm compliant with applicable affirmative action and DBE requirements?*

(g) The firm's ability to comply with the required delivery or performance schedule for the project when considering the firm's other commitments. *Has the firm devoted sufficient personnel and resources to the project to meet the project deadlines? What percentage of time has the firm's key personnel committed to other projects?*

(h) The firm's suspension or debarment history. *Does the firm have a history of suspension or debarment by any state or federal authority? Is the firm currently suspended or debarred, or being considered for suspension or debarment, by any state or federal authority?*

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Step 2 & Step 5 - Screening / Scoring Criteria & Factors

		Rating / Points		
		Step 2 - Screening	**Step 2 - Scoring**	**Step 5 - Scoring**
(a)	**Qualifications & Experience**	***Pass / Fail***	***30 points***	***30 points***
(i)	*The project manager's qualifications relative to the tasks assigned*	*Pass / Fail*	*5 points*	*5 points*
(ii)	*The other key personnel's qualifications relative to the tasks assigned*	*Pass / Fail*	*5 points*	*5 points*
(iii)	*The project manager's prior experience performing the types of tasks that have been assigned to him/her*	*Pass / Fail*	*5 points*	*5 points*
(iv)	*The other key personnel's prior experience performing the types of tasks that have been assigned to him/her*	*Pass / Fail*	*5 points*	*5 points*
(v)	*The consultant team / key personnel has experience completing projects similar to the Council's project*	*Pass / Fail*	*5 points*	*5 points*
(vi)	*The consultant team's project descriptions / work samples demonstrate that the team has the required qualifications and relevant prior work experience*	*Pass / Fail*	*5 points*	*5 points*
(b)	**Project Approach & Team**	***Pass / Fail***	***25 points***	***25 points***
(i)	*The proposed project approach clearly addresses each element of the scope of work*	*Pass / Fail*	*5 points*	*5 points*
(ii)	*The proposed project approach reflects a creative, innovative, or superior methodology to successfully complete the project*	*Pass / Fail*	*5 points*	*5 points*
(iii)	*The project manager's availability (e.g. % of time committed to project, # of hours assigned) clearly demonstrates a thorough project approach that will ensure successful completion of the project*	*Pass / Fail*	*5 points*	*5 points*
(iv)	*The other key persons' availability (e.g. % of time committed to project, # of hours assigned) clearly demonstrates a thorough project approach that will ensure successful completion of the project*	*Pass / Fail*	*5 points*	*5 points*
(v)	*The project team has sufficient personnel assigned to each major task to ensure successful completion of the project*	*Pass / Fail*	*5 points*	*5 points*

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Step 2 & Step 5 - Screening / Scoring Criteria & Factors, cont.

		Rating / Points		
		Step 2 - Screening	**Step 2 - Scoring**	**Step 5 - Scoring**
(c)	**Project Understanding**	***Pass / Fail***	***20 points***	***20 points***
(i)	*The consultant team's proposed approach demonstrates the team understands the project, project goals, and scope of work*	*Pass / Fail*	*5 points*	*5 points*
(ii)	*The consultant team's proposed approach demonstrates the team understands local / regional conditions that may affect the project, the constituents involved in the project, and the constituents that may be affected by the project*	*Pass / Fail*	*5 points*	*5 points*
(iii)	*The prime firm's choice of project manager, other key personnel, subcontractors, etc. demonstrates that it has a thorough understanding of the project, project goals, and scope of work*	*Pass / Fail*	*5 points*	*5 points*
(iv)	*The prime firm's task assignments to the key personnel demonstrate that is has a thorough understanding of the project, project goals, and scope of work*	*Pass / Fail*	*5 points*	*5 points*
(d)	**Past Performance**	***Pass / Fail***	***10 points***	***10 points***
(i)	*Based on its prior work experience form(s), the prime firm has performed projects of similar size, scale, and scope to the project that is described in the solicitation documents*	*Pass / Fail*	*5 points*	*5 points*
(ii)	*Based on its prior work experience form(s), the prime firm has successfully completed its projects on time, within budget, etc.*	*Pass / Fail*	*5 points*	*5 points*
(e)	**D/S/W/MBE Qualifications & Experience***	***n/a***	***10 points***	***10 points***
(i)	*The D, S, W, or MBEs' qualifications relative to the tasks assigned*	*n/a*	*5 points*	*5 points*
(ii)	*The D, S, W, or MBEs' prior experience performing the types of tasks assigned*	*n/a*	*5 points*	*5 points*
(f)	**D/S/W/MBE Participation***	***n/a***	***5 points***	***n/a***
(i)	*The committed level of D, S, W, or MBE participation for the project*	*n/a*	*5 points*	*n/a*
Total		***Pass / Fail***	***100 points***	***95 points***

For criteria (e) and (f), points are assigned based upon the level of proposed participation (e.g. the % of work assigned to a D, S, W, or MBE). Only participation by D, S, W, or MBEs that are currently and properly certified will be considered during the evaluation. Proposed participation by a D, S, W, or MBE that is not currently and properly certified will be excluded from the calculation of participation percentage prior to points being awarded. If there is a D, S, W, or MBE goal stated in Section VII of the solicitation documents and this goal is not met by currently and properly certified D, S, W, or MBEs, then 0 points will be awarded for these evaluation criteria.