

RFP Evaluation Scoring Sheet

Evaluation Factor	Points	Proposer Company			
Technical Ability (40%)					
1. Qualifications (20%)	20				
2. Proposed Personnel (20%)	20				
3. Transition Plan (10%)	10				
4. Proposed Management and Operations Plan (20%)	20				
5. Risks and Added Value Assessment (10%)	10				
6. Proposed Maintenance and Equipment Plan (20%)	20				
Subtotal - Technical	100				
Past Performance (20%)					
<i>Evaluate this factor based interviews with references that will be provided by the technical assistance consultant.</i>					
Reference Checks	50				
Subtotal – Past Performance	50				
Financial Ability (10%)					
<i>Evaluate this factor based on report to be prepared by the City Finance Department.</i>					
Financial Ability and Risk Ranking	25				
Subtotal – Past Performance	25				
Interviews with Key Staff (30%)					
<i>Evaluate this factor based on vendor interviews.</i>					
Interviews with Key Management Staff	75				
Subtotal – Interviews	75				
Total – All Evaluation Points	250				

Reviewer Name: _____

Title: _____

Engineering Proposal Evaluation Form

Evaluation Criteria	Points Possible	PE	WWC
Engineering Firm Names			
Ability of Project Manager & Project Engineer – Are there similar projects appropriate to Your Project?	15		
Checking References (at least 3) – How did the Project Manager & Project Engineer score when you checked their references? Do they have a satisfactory record of integrity? Do they have a satisfactory record of Rural Development cost estimating performance?	25		
Engineering Team Composition & Location of Work To Be Performed - Experience of design office and location of work to be performed.	5		
Ability to furnish the required services in a timely manner & team member workload. Can they start this project within 30 days?	5		
List Available Resources, Materials, Equipment, and Facilities Does the firm have the right resources?	5		
Project Scope and Approach -- Does the firm understand what you need? Can they handle the engineer and the feasibility aspect of this project?	20		
Potential Conflicts Statement -- Potential conflicts with clients? If yes... subtract 25 points from the firms score!	-10		
TOTAL	75		

Comments: _____
