

APPENDIX B – SAMPLE EVALUATION CRITERIA

PROPOSAL SUBMISSION AND EVALUATION CRITERIA

The following items should be included in your proposal submissions and will be the basis for evaluation. Information should be provided sequentially as shown:

No assumptions should be made that information regarding the Proposer or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proposer.

Cover Letter

0 Points

Your proposal should include a Cover Letter containing the following information:

- Company name, address, website address, telephone number, fax number, e- mail address and primary contact person.
- Signed by the person or persons authorized to sign on behalf of the company.
- Acknowledgment of any addendums issued for this Request for Proposal.

Qualifications

20 points

- Provide qualifications and resume for the Project Manager who has the overall responsibility for the project. The Project Manager should designate the backup person to act on their behalf during holidays, sickness, etc.
- Provide qualifications and resume of the key staff or any key sub-consultants in each discipline who will be involved in the project; their duties, their role in the project and percent of their time devoted to this project.

Knowledge and Experience

25 points

- The proposal shall demonstrate the knowledge and experience of the individual proposed as Project Manager as well other specialists and experts that may be necessary to complete the work. Teams must demonstrate they have expertise and experience in projects of similar scope, size and complexity and are familiar with challenges of the project.
- Provide a minimum of three (3) references from clients that the Proposer has served, highlighting **similar** previous experience.

Project Understanding and Innovation

15 points

- Proponents shall outline an approach to the undertaking of the project reflecting a clear understanding of the Scope of Work.
- Demonstrate your understanding of the project by describing key issues and potential resolutions.
- Outline your abilities to use creative solutions, innovations, methodology or other traits that will allow your firm to successfully complete this project.

Methodology and Work Plan

10 points

- Proponents should provide their methodology and work plan to achieve the program objectives and timelines.
- Provide an indication of the time commitment and availability for this project, with a Gant style report of the project including timeline preferably in MS Project that outlines dates or number of days for each stage of the proposal. Proponents are expected to be able to dedicate resources to reasonably meet expected timelines. Please detail challenges and opportunities to meet these timelines.
- Provide cost control procedures and the Proponent's method for monitoring the project timeframe, quality of workmanship and budget.
- A separate Excel style table should be included which details project tasks. The table should include expected number of hours to achieve each task broken down by the individual(s) anticipated to complete each task. **(The table should not include hourly rates).**

Sustainability

5 Points

- Provide information on your company's internal environmental and social programs, policies, procedures and accreditation.
- Suggest innovative ideas and/or programs that are aligned with the City's Sustainability Commitment, in performing the proposed Project Methodology.

Fee Proposal (in a separate envelope)

25 points

Proponents should provide a fee proposal, preferably in an Excel styled spreadsheet, including a detailed explanation of the makeup of the total cost for this project in three phases:

- Phase 1 – Preliminary Design Drawings
- Phase 2 – Phase 2 – Detailed Design Drawings
- Phase 3 – Tender and Contract Administration Services

For each Phase provide the following:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates and total proposal costs;
- submit a schedule of hourly rates should additional services be required;
- list of expected expenses, disbursements and any other probable costs; and
- all applicable value added taxes.