

**Ascension Parish Engineering Selection Committee
Score Card: RFQ Engineering Review Agency Services**

Firm Name _____

Score Card Factors

Weight Points

Qualifications and Experience

- Primary focus should be on project specific experience and resources. Consideration should be given to prime consultants experience and other team members.

0-25pts _____

Key Personnel Qualifications and Experience

- Emphasis should be placed on key personnel to assess experience with similar projects and requirements of the Scope of Work. Emphasis should be placed on project managers and project engineers/architects.

0-20pts _____

Project Experience

- Consideration should be given to firms/teams that can show experience with the user agencies (Parish, State, Federal) local criteria, codes, policies, procedures and standards to successfully facilitate project completion.

0-10pts _____

Proposal Understanding

- Firms/Teams should demonstrate a clear understanding of the project scope. The past work experience for both the firm and personnel should reflect past experience with the project scope.

0-5pts _____

Compatibility (firm size versus project size)

- Consideration for the size of the firm and key personnel must be considered relative to the size of the project. Must be evaluated concurrently with the firm's current workload.

0-5pts _____

Current Work Load

- Number and size of projects currently under contract must be considered in relation to the size of the project.
- Qualified firms that have not been awarded an Ascension Parish contract within the last 3 years should be given priority consideration

0-5pts _____

Firm Location (Where work is to be Performed)

- Qualified firms that maintain an office within 30 miles of Gonzales, and adequately staffed to do the required work, shall be given priority consideration. In state firms shall be given priority over out of state firms.

0-5pts _____

Past Performance

- Evaluation should be based on past performance, special capabilities to accomplish work coordination and cooperation with the user agency and others, ability to meet deadlines and quality of work.

0-10pts _____

Special Conditions/Requirements Specified in RFP/RFQ

- Special project considerations may be included in the RFP/RFQ. These special requirements and project considerations must be clearly spelled out in the RFP/RFQ

0-5pts _____

Oral Presentations

0-10pts _____

Total _____

Committee Member Signature

Date

Oral Presentation (possible 10 points if applicable)

When specified, Oral Presentations shall provide committee members with the opportunity to clarify questions, and obtain a greater understanding of each short listed firms submittal. After the Oral Presentation, each member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating.