Ascension Parish Non-Engineering Professional Selection Committee
Score Card (RFP)

Firm Name: _____

SCORECARD FACTORS	Weight	Max Total Points
Firm/Team Qualifications and Experience Firm/Team shall be evaluated based on project specific experience and resources • Primary focus should be on Prime Consultants Experience; however, the other team members must be considered.	0-25pts	_____
Key Personnel Qualifications and Experience • Specific Personnel Experience with Similar Projects must be considered • While Firm Principals are listed, they traditionally have little involvement in the design, Emphasis should be placed on the Project Managers and Project Engineers/Architects.	0-25 pts	_____
Local Project Experience • Consideration must 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.	0-10 pts	_____
Proposal/Understanding • Firm/Teams RFP should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications.	0-5 pts	_____
Compatibility (firm size versus project size) • Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This 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 available Staff. • Qualified Firms that have not been awarded an Ascension Parish contract within the last 3 years should be given priority consideration.	0-10 pts	_____
Firm Location (Where Work Is To Be Performed) • Qualified firms that maintain an office within 30 miles of Gonzales, and staffed with an adequate number of qualified employees to do the required work, shall be given priority consideration. In state firms shall be given priority over out of state firms.	0-5 pts	_____
Past Performance • Board members shall independently evaluate each firm, less the "User Agency Recommendation". After the user agency provides their recommendation, each board member shall consider this along with any past performance, and then apply any additional points to finalize their scoring. The User Agency should generally provide recommendations based on such items as: past performance, special capabilities to accomplish work, coordination and cooperation with the user agency and others, ability to meet deadlines and budgets, and quality of work.	0-5 pts	_____
Special Conditions/Requirements Specified in RFP • Special project considerations may be included in the RFP. These special requirements and project considerations must be clearly spelled out in the RFP.	0-10 pts	_____
	TOTAL	_____

_____ _____
Committee Member Signature Date

Oral Presentation (possible 10 points, if applicable)
When specified, Oral Presentations shall provide Board Members with the opportunity to clarify questions, and obtain a greater understanding of each short-listed firms RFP submittal. After the Oral Presentation, each Board member will have an opportunity to re-evaluate and adjust their initial score card to establish their final rating.