

## GUIDANCE FOR EVALUATING THE PROPOSALS

### Evaluation Criteria from page 2 of the advertisement

#### EVALUATION CRITERIA

The criteria to be used by DOTD in evaluating responses for the selection of a consultant to perform these services are listed below:

1. firm experience on similar projects, weighting factor of three (3);
2. staff experience on similar projects, weighting factor of four (4);
3. firm size as related to the project magnitude, weighting factor of three (3);
4. past performance on similar DOTD projects, weighting factor of six (6)\*;
5. current work load with DOTD, weighting factor of five (5);
6. approach and methodology, weighting factor of nine (9).

- **Item 1:** found in **Section 17 of the DOTD Form 24-102** - firm experience on similar projects
  - Do they provide projects that show they have the firm experience to do the advertised project. Refer to Section 12 to see how they divide the work for the prime and sub-consultants and what type of work (disciplines) they will be doing.
- **Item 2:** found in **Section 16 of the DOTD Form 24-102** - staff experience on similar projects
  - This section will be the resumes for PM to determine if they meet the requirements of the minimum personnel requirements – Section 15. CCS only validates they are a P.E. or P.L.S. in the correct discipline, if required, but CCS does not determine if they meet the experience/years requirements.
    - note: if they do not meet the requirements at this point, grade accordingly, CCS will not deem anyone non-responsive at this time.
  - PM will also review the resumes to determine if they show the experience to do the job. The only resumes PM will review are the ones that are identified in Section 14 (Organization Chart) as relevant personnel.
- **Item 3:** found in **Section 13 of the DOTD Form 24-102** - firm size as related to the project magnitude
  - This section will show PM how the team is committed to this contract and what they have as a bench if needed.
  - PM will provide an ideal team size of different classifications and PM will see if the proposals are on target, undersized or oversized.
  - Oversized is better than undersized
- **Item 4:** found in **Exchange Folder with 44#** past performance on similar DOTD projects
  - See the Confidential email in the folder to see their past performance ratings, again taking into consideration the disciplines.
  - If they have N/A or -.01 this means that it is a narrative and PM can read as many or as little as PM need to come up with an idea of how PM will score them in the evaluation meeting.
- **Item 5:** found in **Section 19 of the DOTD Form 24-102** - current work load with DOTD
  - This section will be help PM determine if their workload is heavy or light, PM can take into consideration where their workload is per discipline per percentage (see Section 12).
- **Item 6:** found in **Section 18 of the DOTD Form 24-102** - approach and methodology
  - This section should reflect how they are going to approach this project, it should not be a recapping of previous information or a selling area of how great they are.