

WTP RFQ Scoring Rubric Summary

Instructions: Proposals will be scored using the scoring criteria outlined below, with 1 being low and 5 being high. Fill in the colored cell that corresponds to the scoring criteria below. A Selection Committee meeting to discuss the proposals will be held on Tuesday, April 20th at 1:00 pm in Town Hall Conference Room 201. During this meeting, we will discuss the final scoring and determine whether we need to conduct interviews with any of the candidate firms.

Proposal Firms		Municipal Engineering, Inc		Rivers & Associates, Inc		Stroud Engineering, P.A.		The East Group		Withers Ravenel	
		RAW	FINAL	RAW	FINAL	RAW	FINAL	RAW	FINAL	RAW	FINAL
Category	WEIGHT										
Qualifications of the Firm	20%	13	2.6	20	4	10	2	12	2.4	15	3
Qualifications of Manager/Team	30%	14	4.2	20	6	10	3	12	3.6	16	4.8
Approach and Understanding	30%	13	3.9	18	5.4	11	3.3	14	4.2	17	5.1
Relevant Experience	20%	12	2.4	19	3.8	12	2.4	14	2.8	15	3
TOTALS			13.1		19.2		10.7		13		15.9
Comments:											
RANK		3 of 5		1 of 5		5 of 5		4 of 5		2 of 5	

Scale

1: Inadequate and incomplete 2: Basic and not easily executed 3: Basic and feasible 4: Detailed and feasible 5: Detailed and easily executed

Evaluation Criteria

Qualifications of the Firm:

- Demonstrate a strong background in assisting local government with strategic planning services that are completed within budget.
- The ability to foresee and address potential issues and concerns.
- The ability to work effectively with town staff.

Overall Qualifications of the Project Manager and Project Team:

- Statement of proposed project approach.
- Recommended scope of work.
- Timeline for milestones and completion.

Project Approach and Project Understanding:

- Identify the availability of the project leader, key staff members and sub-consultants that will be working on this project.
- Identify the location of all members working on this project, including all current contact information for each member.

Relevant Experience:

- Identify the project leader and that person's qualifications.
- Brief qualifications and organization of other key personnel involved with this project, both in-house and any sub-consultants that may be used.
- Describe coordination and relationships with any sub-consultants.