

# Submittal Ranking Score Sheet

Request for Qualifications Phase

Criteria	Points Possible	Points Earned	Scorer Remarks
<b>Cover Letter</b> includes company contacts, Federal Tax ID Number, statement regarding MBE/WBE/SVBE, statement regarding compliance with RFQ Section 4.4, contact information for team lead	<b>Pass/Fail</b>		
<b>Project Manager</b> Team is led by a professional with exceptional project management and technical experience in undertaking and delivering studies and plans according to federal agency regulations, timeframes, and funding agreements	<b>15</b>		
<b>Team Personnel</b> Team consists of subject matter experts in the areas of hydrology, dam safety, water resource management, transportation planning, economic development, community recreation and public facilities planning and cultural resource management	<b>20</b>		
<b>Team Experience: Themes</b> Team has completed recent and relevant projects which demonstrate a track record of planning for innovation, environmental and financial sustainability/resiliency, social equity, and community support	<b>20</b>		
<b>Team Experience: Types</b> Team has breadth and depth of experience with recent projects similar to this proposed study, including large-scale hydrologic and hydraulic investigations; planning studies focused on key elements of recreation, multimodal transportation, community facilities and economic development project experience	<b>15</b>		
<b>Team Capacity and Capability</b> Evidence of team's capacity and capability to perform the work assignment of the project	<b>15</b>		
<b>Familiarity with Locale</b> Evidence of team's familiarity with the project site and region, or the team's capability to adapt to and accommodate local characteristics and conditions	<b>15</b>		

Total **100**

<b>Scoring Ranges</b>	<b>Unacceptable</b>	<b>Marginal</b>	<b>Acceptable</b>	<b>Outstanding</b>
20-Point Criteria	0	1-6	7-13	14-20
15-Point Criteria	0	1-4	5-10	11-15

# Presentation/Interview Ranking Score Sheet

Presentation/Interview Phase

Name of Reviewer \_\_\_\_\_

Criteria	Points Possible	Points Earned	Scorer Remarks
<b>Project Manager</b> Team leader during interview demonstrates ability to listen, ability to manage his/her team, and an understanding of client needs and objectives, including compliance with grant requirements	<b>20</b>		
<b>Understanding of Project Scope</b> Team demonstrates in its presentation and interview an understanding of services required for both analysis of and planning for the site, and that the overall purpose of the plan is economic development	<b>20</b>		
<b>Relevance and Quality of Deliverables</b> Team uses in its presentation deliverables from prior projects that inspire as well as inform, and can be easily converted to exhibits for funding appeals	<b>15</b>		
<b>Understanding of Public Engagement Role</b> by demonstrating in the presentation an understanding of the roles of both the consultant and City PIO; by demonstrating how the consultant team would support PIO; by demonstrating insight, sensitivity and creativity for engaging underrepresented and disaffected groups	<b>15</b>		
<b>Understanding of Risks and Opportunities</b> Team acknowledges prior, present and potential future uses of site. Team acknowledges environmental issues. Team acknowledges opportunities inherent in site	<b>15</b>		
<b>Innovative Approaches</b> Team demonstrates ability to innovate and be creative within prescribed conventions	<b>15</b>		

Total **100**

<b>Scoring Ranges</b>	<b>Unacceptable</b>	<b>Marginal</b>	<b>Acceptable</b>	<b>Outstanding</b>
20-Point Criteria	<b>0</b>	<b>1-6</b>	<b>7-13</b>	<b>14-20</b>
15-Point Criteria	<b>0</b>	<b>1-4</b>	<b>5-10</b>	<b>11-15</b>