



5.2 Scoring Proposal (400 Possible Points)

The CEC will evaluate proposals that are found responsive, using the criteria below. Responses will be evaluated and ranked or scored. To ensure the most qualified evaluation team, certain members of the team may score certain elements that best reflect their particular expertise.

Table 4: Scored Proposal Evaluation Criteria–Maximum Possible Points

No.	Evaluation Criteria for Proposals	Maximum Points
1	Qualification of Proposer	50
2	Location of the Firm	20
3	Past Performance of Proposer	50
4	Qualifications of Key Personnel	100
5	Proposer’s Approach to Executing the Project	100
6	Proposer’s Ability to Meet Time and Budget Requirements	80
Total for Proposals		400
7	Interview	500
8	Finalist Price Proposal (scoring described in Section 5.6 below)	100
Total for Selection Process:		1000

References

The [redacted] may contact references for each of those proposers that are selected for the short-list of firms to be interviewed. The [redacted] may contact one or more professional references provided by the firms in their Proposal, and/or may contact other sources that may not have been named by the Proposer but can assist the [redacted] in determining performance.

5.3 Short List Interview (500 Possible Points)

The [redacted] Program Administrator will announce the short list candidates. Short List candidates will be invited and scheduled to interview. The format of the interview will be described in the notification letter to the short-listed Proposers.

5.4 Short list Finalists

The [redacted] Program Administrator will announce the short list finalists after interviews, which will be the top-ranked/scored firms based on the scoring of the proposals and interviews. The final short list finalists will be issued a Price Proposal Form.

5.5 Price Proposal Submittal Instructions (100 Possible Points)

Short-list finalists will submit a Price Proposal for a percent fee based on the estimated MACC, a percent fee for the negotiated self-performed work, and a bid amount for the Specified General Conditions Work. The Price Proposal Form is Attachment 5. Upon request [redacted] short-listed finalists following interviews, each shall submit its price in a sealed envelope to [redacted] no later than the scheduled date, time and place specified on the Price Proposal Form. Price Proposals are to be submitted on the forms furnished by the [redacted] or on copies of those forms. Price Proposals shall be clearly marked to show the project name, proposal submittal deadline date and time, and the Proposer name.

Submittal of the Price Proposal form is considered binding to the Proposer. The Price Proposal Form should be manually signed in ink. Do not mark-up or add any written comments on the Price Proposal Form. If revisions to the Price Proposal Form are made that attempt to modify the offer in any way, the City may declare the Proposal non-responsive.

