

Bidder: \_\_\_\_\_

Rating Standards for RFP # \_\_\_\_\_

Total \_\_\_\_\_

**YOUR ROLE AS AN EVALUATION COMMITTEE MEMBER:**

Individually and professionally evaluate each proposal fairly and objectively based on the evaluation criteria and weights in specifications.  
 You must conduct yourself with complete confidentiality. You must not discuss the contents of the proposals with anyone.  
 Please remember that the proposals  
 (1) may contain proprietary information.  
 (2) usually list names of the key personnel proposed for the project.  
 (3) outline a fee schedule that will be used to negotiate a final contract price.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Purchase Price/Pricing**

|   | 0 | 1  | 2 | 3  | 4 | 5  |
|---|---|--|---|--|---|--|
| <p><b>Materials and Supplies:</b> Outline the cost of materials or products that will be used, including any bulk discounts or specific vendors you plan to work with.<br/> <b>Total bid price:</b> The overall cost of the project, including materials, labor equipment, and any other cost.<br/> <b>Cost Breakdown:</b> A detailed breakdown of the proposed cost for different project components, including, labor, materials, subcontractors, and any contingencies.<br/> <b>Cost Effectiveness:</b> Evaluation of cost in relation to the project scope, schedule, and overall value provided.</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Prohibitive</p> |   | <p>The proposal demonstrates an approach which is capable of meeting all requirements and objectives. The approach has both strengths and weakness, but still no deficiencies. As a result the proposal does provide both advantages and disadvantages, however the disadvantages do not outweigh the advantages and the approach can be expected to result in satisfactory performance. The solutions proposed are considered to reflect moderate risk. The proposal is clear, precise, supported, and demonstrates a general understanding of all the requirements. Risk Level: Moderate</p> |   | <p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous strengths and no weaknesses or deficiencies. As a result, the proposal provides significant advantages and no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk. The proposal is clear and precise, fully supported, and demonstrates a complete understanding of the requirements. Risk Level: Very Low Good</p> |
| <b>Materials and Supplies:</b>  | 0 | 0  | 0 | 0  | 0 | 0  |
| <b>Total bid price:</b>   | 0 | 0  | 0 | 0  | 0 | 0  |
| <b>Cost Breakdown:</b>  | 0 | 0  | 0 | 0  | 0 | 0  |
| <b>Cost Effectiveness:</b>  | 0 | 0  | 0 | 0  | 0 | 0  |

**Comments :**  
 \_\_\_\_\_  
 \_\_\_\_\_

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|       |       |              |
|-------|-------|--------------|
| Date: | Name: | Department : |
|-------|-------|--------------|

**Local Hiring and Community Engagement**

|  | 0 | 1   | 2 | 3   | 4 | 5  |
|--|---|---|---|---|---|--|
| <p><b>Local workforce Utilized:</b> Preference for contractors who are or plan to hire local workers or subcontractors, supporting the local economy.</p> <p><b>Community Impact:</b> The contractor's approach to minimizing disruption to the community, such as noise, traffic, and other nuisances during remodel.</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives.</p> <p>This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Prohibitive</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Moderate</p> |   | <p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous strengths and no weaknesses or deficiencies. As a result, the proposal provides significant advantages and no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk. The proposal is clear and precise, fully supported, and demonstrates a complete understanding of the requirements. Risk Level: Very Low Good</p> |
| <b>Local workforce Utilized:</b>   | 0 | 0   | 0 | 0   | 0 | 0  |
| <b>Community Impact:</b>   | 0 | 0   | 0 | 0   | 0 | 0  |

**Comments:**

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Date: \_\_\_\_\_ Name: \_\_\_\_\_ Department : \_\_\_\_\_

**Experience and Qualifications**

|   | 0 | 1  | 2 | 3   | 4 | 5  |
|---|---|--|---|---|---|--|
| <p><b>Relevant Experience:</b> The bidder's experience in handling similar remodeling projects, particularly municipal buildings like the City hall Annex.</p> <p><b>Personnel and Team Qualifications:</b> The qualifications and experience of the project team, including project managers, supervisors, key personnel, and subcontractors. Years in business, particularly in government or public-sector work. Previous projects.</p> <p><b>References:</b> Past performance on similar projects, with focus on quality of work, adherence to schedules, and cost control.</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Prohibitive</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Moderate</p> |   | <p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous strengths and no weaknesses or deficiencies. As a result, the proposal provides significant advantages and no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk. The proposal is clear and precise, fully supported, and demonstrates a complete understanding of the requirements. Risk Level: Very Low Good</p> |
| <b>Relevant Experience:</b>   | 0 | 0  | 0 | 0   | 0 | 0  |
| <b>Personnel &amp; Team Qualifications:</b>   | 0 | 0  | 0 | 0   | 0 | 0  |
| <b>References:</b>  | 0 | 0  | 0 | 0   | 0 | 0  |

Comments: \_\_\_\_\_

Bidder: \_\_\_\_\_

Rating Standards for RFP # \_\_\_\_\_

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Date: \_\_\_\_\_ Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Financial Stability**

|   | 0 | 1   | 2 | 3   | 4 | 5  |
|---|---|---|---|---|---|--|
| <p><b>Financial:</b> Ensure the bidder has the financial capacity to handel a project of this size review the financial statements of the company or bonds ,proving the company's abilityto secure and complete the project.<br/> <b>Stability:</b> Review the bidders insurance or bonding requirements to ensure performance and payment.</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level:Prohibitive</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Moderate</p> |   | <p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous strengths and no weaknesses or deficiencies. As a result, the proposal provides significant advantages and no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk. The proposal is clear and precise, fully supported, and demonstrates a complete understanding of the requirements. Risk Level: Very Low Good</p> |
| <b>Financial:</b>   | 0 | 0   | 0 | 0   | 0 | 0  |
| <b>Stability:</b>   | 0 | 0   | 0 | 0   | 0 | 0  |

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Bidder: \_\_\_\_\_

Rating Standards for RFP # \_\_\_\_\_

Total \_\_\_\_\_

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Date: \_\_\_\_\_ Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Safety and Risk Management**

|  | 0 | 1   | 2 | 3   | 4 | 5  |
|--|---|---|---|---|---|--|
| <p><b>Safety:</b> Evidence of the company's commitment to workplace safety and its past safety performance on similar projects.<br/> <b>Risk Management:</b> The Company's Safety plan for the project Complianc (e.g. OSHA compliance, workers protection)<br/> <b>Quality Assurance:</b> the contractors quality control procedures to ensure the project meets the city's standards and specifications.<br/> <b>Compliance:</b> ensuring adherence to all applicable code, regulations, and standardsin the construction process.</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level:Prohibitive</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Moderate</p> |   | <p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous strengths and no weaknesses or deficiencies. As a result, the proposal provides significant advantages and no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk. The proposal is clear and precise, fully supported, and demonstrates a complete understanding of the requirements. Risk Level: Very Low Good</p> |
| <b>Safety:</b>   | 0 | 0   | 0 | 0   | 0 | 0  |
| <b>Risk Management:</b>  | 0 | 0   | 0 | 0   | 0 | 0  |
| <b>Quality Assurance:</b>  | 0 | 0   | 0 | 0   | 0 | 0  |
| <b>Compliance:</b>   | 0 | 0   | 0 | 0   | 0 | 0  |

Comments: \_\_\_\_\_

|  |
|--|
|  |
|--|

Bidder: \_\_\_\_\_

Rating Standards for RFP # \_\_\_\_\_

Total \_\_\_\_\_

| <b>Timeline/Project Schedule</b>   |   |  |   |  |   |  |
|--|---|--|---|--|---|--|
|  | 0 | 1  | 2 | 3  | 4 | 5  |
| <p><b>Project timeline:</b> Does the timeline account for potential risks, delays, or unforeseen issues and is there sufficient resources allocated for each phase.</p> <p><b>Key milestones and deadlines are clearly defined:</b> Have all major milestones been identified and scheduled appropriately? Are the deadlines set for each milestone realistic considering the complexity of task</p> <p><b>How will progress be tracked to ensure adherence to the timelines:</b> Is there a monitoring process in place to ensure milestones are met on time.</p> <p><b>Are there defined checkpoints for progress reviews:</b> Have all interdependent tasks been correctly sequenced to prevent delays.</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Prohibitive</p> |   | <p>The proposal demonstrates an approach which will not be capable of meeting all requirements and objectives. This approach has multiple weaknesses and/or multiple deficiencies with minimal strengths. Collectively, the disadvantages are likely to result in unsatisfactory performance. The solutions proposed are considered to reflect very high risk in that they lack any clarity or precision, are unsupported, or indicate a lack of understanding of the requirement. Risk Level: Prohibitive</p> |   | <p>The proposal has exceptional merit and reflects an excellent approach which should clearly result in the superior attainment of all requirements and objectives. The proposed approach includes numerous strengths and no weaknesses or deficiencies. As a result, the proposal provides significant advantages and no disadvantages, and can be expected to result in outstanding performance. The solutions proposed are considered very low risk. The proposal is clear and precise, fully supported, and demonstrates a complete understanding of the requirements. Risk Level: Very Low Good</p> |
| <b>Project timeline:</b>   | 0 | 0  | 0 | 0  | 0 | 0  |
| <b>Key milestones and deadlines are clearly defined</b>  | 0 | 0  | 0 | 0  | 0 | 0  |
| <b>How will progress be tracked to ensure adherence to the timelines</b>   | 0 | 0  | 0 | 0  | 0 | 0  |
| <b>Are there defined checkpoints for progress reviews:</b>   | 0 | 0  | 0 | 0  | 0 | 0  |
| Comments:  |   |  |   |  |   |  |
|  |   |  |   |  |   |  |
|  |   |  |   |  |   |  |
|  |   |  |   |  |   |  |

Bidder: \_\_\_\_\_

RFP# **Bid scoring sheet**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

| <b>Purchase Price/Pricing</b>                                     |  | <b>SCORE</b> | <b>NOTES</b> |
|---|--|--------------|--------------|
| Materials and Supplies:   |  |              |              |
| Total bid price:  |  |              |              |
| Cost Breakdown:   |  |              |              |
| Cost Effectiveness:   |  |              |              |
| <b>Local Hiring and Community Engagement</b>                      |  |              |              |
| Local workforce Utilized:   |  |              |              |
| Community Impact:   |  |              |              |
| <b>Experience and Qualifications</b>                              |  |              |              |
| Relevant Experience:  |  |              |              |
| Personnel & Team Qualifications:                                  |  |              |              |
| References:   |  |              |              |
| <b>Financial Stability</b>  |  |              |              |
| Financial:  |  |              |              |
| Stability:  |  |              |              |
| <b>Safety and Risk Management</b>                                 |  |              |              |
| Safety:   |  |              |              |
| Risk Management:  |  |              |              |
| Quality Assurance:  |  |              |              |
| Compliance:   |  |              |              |
| <b>Timeline/Project Schedule</b>                                  |  |              |              |
| Project timeline:   |  |              |              |
| Key milestones and deadlines are clearly defined:                 |  |              |              |
| Are there defined checkpoints for progress reviews:               |  |              |              |
| How will progress be tracked to ensure adherence to the timelines |  |              |              |
| H.U.B YES / NO  |  |              |              |
| <b>TOTAL SCORE:</b>   |  | <b>/100</b>  |              |