

reserves the right to make investigations related to and/or arising out of the SOQs and/or qualifications of proposers as it deems necessary and appropriate.

6.0 EVALUATION CRITERIA

- 6.1 **RFQ EVALUATION CRITERIA:** The SOQs submitted by the proposing firm must include information documenting how the firm meets the evaluation criteria described below and will be evaluated based on the criteria and weighting identified below. Submittals will not be returned to the firms submitting their SOQ. The Town reserves the right to request additional information from Proposers subsequent to the receipt of proposals.

6.2 QUALIFICATION STATEMENT EVALUATION FORMS:

SUBMITTAL EVALUATION & SCORING

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name:

Robert A Stearns

EVALUATION FORM		
EVALUATION CRITERIA	WEIGHT	SUBTOTAL
Meeting the Minimum Requirements of the RFQ	5 points 0-5	24
Adequacy of Personnel & Organizational Resources	10 points 0-10	34
Work Experience & Past Public-Sector Performance	25 points 0-25	110
Work Approach	25 points 0-25	112
Team Member Qualifications	20 points 0-20	90
Adherence to Time Budget Requirements	10 points 0-10	40
MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization	5 points 0-5	6
TOTAL WEIGHTED RATING:	100	444

Evaluator:

[Signature]

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62 **QUALIFICATION STATEMENT EVALUATION FORMS:**

SUBMITTAL EVALUATION & SCORING

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Robert A. STEVENS & ASSOC

EVALUATION FORM		
EVALUATION CRITERIA	WEIGHT	SUBTOTAL
Meeting the Minimum Requirements of the RFQ	5 points 0-5	5
Adequacy of Personnel & Organizational Resources	10 points 0-10	6
Work Experience & Past Public-Sector Performance	25 points 0-25	20
Work Approach	25 points 0-25	20
Team Member Qualifications	20 points 0-20	15
Adherence to Time Budget Requirements	10 points 0-10	10
MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization	5 points 0-5	0
TOTAL WEIGHTED RATING:	100	76

Evaluator: Bruce Lyon

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Firm Name: Robert Stevens & Associates, Inc

EVALUATION FORM		
EVALUATION CRITERIA	WEIGHT	SUBTOTAL
Meeting the Minimum Requirements of the RFQ	5 points 0-5	4
Adequacy of Personnel & Organizational Resources	10 points 0-10	8
Work Experience & Past Public-Sector Performance	25 points 0-25	25
Work Approach	25 points 0-25	25
Team Member Qualifications	20 points 0-20	20
Adherence to Time Budget Requirements	10 points 0-10	10
MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization	5 points 0-5	0
TOTAL WEIGHTED RATING:	100	92

Evaluator:

Tandra Davis

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62 QUALIFICATION STATEMENT EVALUATION FORMS:

SUBMITTAL EVALUATION & SCORING

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Firm Name:

Robert A. Stevens & Asso.

EVALUATION FORM		
EVALUATION CRITERIA	WEIGHT	SUBTOTAL
Meeting the Minimum Requirements of the RFQ	5 points 0-5	5
Adequacy of Personnel & Organizational Resources	10 points 0-10	10
Work Experience & Past Public-Sector Performance	25 points 0-25	25
Work Approach	25 points 0-25	25
Team Member Qualifications	20 points 0-20	20
Adherence to Time Budget Requirements	10 points 0-10	10
MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization	5 points 0-5	0
TOTAL WEIGHTED RATING:	100	95

Evaluator:

Gracy Mercer

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Firm Name: Robert A. Stevens & Associates Inc.

EVALUATION FORM		
EVALUATION CRITERIA	WEIGHT	SUBTOTAL
Meeting the Minimum Requirements of the RFQ	5 points 0-5	5
Adequacy of Personnel & Organizational Resources	10 points 0-10	5
Work Experience & Past Public-Sector Performance	25 points 0-25	20
Work Approach	25 points 0-25	25
Team Member Qualifications	20 points 0-20	20
Adherence to Time Budget Requirements	10 points 0-10	5
MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization	5 points 0-5	5
TOTAL WEIGHTED RATING:	100	85

Evaluator: Johnathon Vice

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Firm Name: Robert A. Stevens + Associates

EVALUATION FORM		
EVALUATION CRITERIA	WEIGHT	SUBTOTAL
Meeting the Minimum Requirements of the RFQ	5 points 0-5	5
Adequacy of Personnel & Organizational Resources	10 points 0-10	5
Work Experience & Past Public-Sector Performance	25 points 0-25	20
Work Approach	25 points 0-25	17
Team Member Qualifications	20 points 0-20	15
Adherence to Time Budget Requirements	10 points 0-10	5
MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization	5 points 0-5	1
TOTAL WEIGHTED RATING:	100	68

Evaluator: Laurie Peterson

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