


# Chairperson Evaluation Criteria Score Sheet

<b>Department of Finance Procurement Division</b>				
<b>2024-RFP-008 Impact Fee Study</b>			<b>RESPONDERS</b>	
Criteria	Description	Maximum Points	DIOSS, LLC	Hatley Plans, LLC
<b>TECHNICAL APPROACH</b>	a. Include a Cover/Letter of Interest expressing the firm's interest in being considered for the project and summarizing the qualifications and experience relevant to the scope. Include a statement regarding the consultant's technical approach to include the availability to dedicate time, personnel, and resources to this effort. The letter of interest must include a commitment to the availability of all <del>key staff and any subconsultants to provide specified</del>	<b>10</b>	7.67	9.67
<b>EXPERIENCE AND QUALIFICATIONS</b>	a. Responders are required to provide cover letter of interest expressing the firm's interest in being considered for the project and summarizing the qualifications and experience relevant to the scope. b. Demonstrate the firm's capacity to complete the project based upon education, training and experience within the last five (5) years. The Proponent must provide a detailed	<b>25</b>	11.67	25
<b>PROJECT MANAGEMENT PLAN</b>	a. Describe how the firm plans to perform tasks and execute the work. b. Assign designated person as the principal contact for the tasks associated with the scope. Provide information on the experience of the principal contact person on similar projects.	<b>30</b>	16.67	28.34
<b>ORGANIZATIONAL STRUCTURE / PROJECT TEAM</b>	a. Provide an organizational chart that lists key team and their titles and describes the roles and qualifications of proposed project team.			

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	b. Describe its back-up personnel, identify the individual(s) and role(s) in the event there is a need to replace key team members during the term of any contract awarded.	<b>20</b>	11.67	20
<b>COST</b>	<b>Methodology: lowest cost/next cost X 15 points</b>	<b>15</b>	8	15
<b>Total Points Prior to Bonus Points</b>		<b>100</b>	<b>55.68</b>	<b>98.01</b>
<b>BONUS POINTS FOR: LOCAL SMALL BUSINESS DIVERSITY PARTICIPATION &amp; INTERVIEWS</b>	Utilitizes a LSBD subcontractor (5 pts.)	<b>5</b>		
	Interview (10 pts.), if needed	<b>10</b>		
<b>GRAND TOTAL POINTS</b>		<b>115</b>		
<b>COMMENTS/SCORING JUSTIFICATION:</b> Recommended highest scoring proposer is Hatley Plans, LLC.				
<b>Approved:</b> <u>Talisa R Adams</u>		Date: 2/11/2025		

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	Chairperson: Talisa R. Adams, CPPO			
	Procurement Manager			
	Department of Finance - Procurement			