

# Ordinance Rewrite RFQ Scorecard

Name \_\_\_\_\_

## SCORING CRITERIA

Scores Available from 1-5. Basis for scoring must be listed with specific examples.

0 represents "Not Provided"

1 represents "Poor"

2 represents "Moderate"

3 represents "Good"

4 represents "Excellent"

5 represents "Exceptional"

| 1. Adherence to RFQ Instructions                      | Antero   | VENDOR 2 | VENDOR 3 | BASIS FOR SCORE   |
|---|----------|----------|----------|---|
| Timeliness  | 5        | 0        | 0        | Arrived by deadline of 11:30 AM on July 15, 2022. Responses received at or before deadline receives all 5 points  |
| Completeness  | 3        | 0        | 0        | Completed sections in same order as mentioned in the "Submission Details" in the RFQ receives all 5 points.   |
| Overall Quality & Level of Professionalism            | 3        | 0        | 0        | Technically compliant and attractive receives all 5 points  |
| Overall Response                                      | 4        | 0        | 0        | Overall quality very high receives all 5 points   |
| Cover Letter  | 5        | 0        | 0        | Cover letter with composition of the entire team as mentioned in RFQ receives all 5 points  |
| Average Score   | 5        | 0        | 0        |   |
| 2. Company Information                                | VENDOR 1 | VENDOR 2 | VENDOR 3 | BASIS FOR SCORE   |
| Qualifications of the Firm                            | 3        | 0        | 0        | Exceptional qualifications and expertise, number of years in existence and range of professional services provided receives all 5 points  |
| Qualifications and Experience of Project Team Members | 3        | 0        | 0        | Explained org chart for the team, individual qualifications, certifications, experience and expertise, individual responsibilities and estimated percentage of project completed by each individual receives all 5 points |
| Experience with Similar Municipalities                | 2        | 0        | 0        | Proof of experience with similar sized municipalities, and experience in Texas for Ordinance writing receives all 5 points  |
| Current and Past Projects                             | 4        | 0        | 0        | Name of Project, type, location, firms role in the project, and status of the project receives all 5 points   |
| References  | 4        | 0        | 0        | Positive references from three municipalities within the past 5 years with details as mentioned in "Submission Details" in RFQ provided receives all 5 points   |
| Average Score   | #DIV/0!  | 0        | 0        |   |
| 3. Project Understanding                              | Antero   | VENDOR 2 | VENDOR 3 | BASIS FOR SCORE   |



|  |               |                 |                 |   |
|--|---------------|-----------------|-----------------|---|
| Overall Comprehension of Project Objectives              | 4             | 0               | 0               | RFQ response shows understanding/comprehension of the project including project description, scope, and plan elements receives all 5 points   |
| Conceptual Timeline                                      | 4             | 0               | 0               | Conceptual timeline for completion of the project within 12 months from the project start date provided receives all 5 points   |
| Methodology and Approach                                 | 3             | 0               | 0               | Description of the methodology, approach, and tasks consultant has used in the past and anticipates using for completion of this project along with description of role of City staff and officials receives all 5 points |
| Public Engagement Approach                               | 4             | 0               | 0               | Description of at least 3 innovative public engagement activities utilized in the past receives all 5 points.   |
| Average Score  | #DIV/0!       | 0               | 0               |   |
| <b>4. Criteria for Evaluation</b>                        | <b>Antero</b> | <b>VENDOR 2</b> | <b>VENDOR 3</b> | <b>BASIS FOR SCORE</b>  |
| Technical Understanding of Code Writing                  | 3             | 0               | 0               | A good technical understanding of ordinance writing specifically for small towns receives all 5 points  |
| Project Team Members Knowledge in Code Writing           | 3             | 0               | 0               | Experience and knowledge in writing ordinance by individuals directly involved in the project receives all 5 points   |
| Ability to Complete Project within the Timeline          | 4             | 0               | 0               | Demonstrated ability to complete City of Sanger's ordinance rewrite within the given timeframe receives all 5 points  |
| Ability to Maintain Communication on Project Development | 4             | 0               | 0               | Demonstrated ability to maintain communication with the city staff and public officials on ordinance rewrite receives all 5 points  |
| Ability of the Firm to Perform the Proposed Work         | 3             | 0               | 0               | Demonstrated ability to perform the proposed work receives all 5 points   |
| Average Score  | #DIV/0!       | 0               | 0               |   |