

Administrative Professional Services Rating Sheet Summary

Grant Recipient: City of Stephenville – Community Development Fund Tx-CDBG Contract No. _____ Date of Rating: 12/31/2020

Experience	Respondents: Max Pts.	Public Management Score	Taylor & Associates Score	Score
Factor	10	10	10	Score
1 Related Experience / Background with federally funded projects	10	10	5	Score
2 Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	10	10	4	Score
3 Certified Administrator of Tx-CDBG Program by TDA	10	10	5	Score
4 References from current/past Clients	40	40	24	0
Subtotal, Experience				0
Work Performance				
Factor	Max Pts.	Score	Score	Score
1 Submits requests to client/TDA in a timely manner	5	5	4	Score
2 Responds to client/TDA requests in a timely manner	5	5	4	Score
3 Past client/TDA projects completed on schedule	5	5	4	Score
4 Work product is consistently of high quality with low level of errors	5	5	4	Score
5 Past client/TDA projects have low level of monitoring findings/concerns	5	5	4	Score
6 Manages projects within budgetary constraints	5	5	4	Score
Subtotal, Performance	30	30	24	0

NOTE: Submitters are asked to answer the questions on their criteria sheet as follows by submitting performance data.

Capacity to Perform	Respondents: Max Pts.	Public Management Score	Taylor & Associates Score	Score
Factor	5	5	3	Score
1 Qualifications of Professional Administrators / Experience of Staff	5	5	5	Score
2 Present and Projected Workloads	5	3	5	Score
3 Quality of Proposal	5	5	5	Score
4 Demonstrated understanding of scope of the Tx-CDBG Project	5	5	5	Score
Subtotal, Capacity to Perform	20	18	18	0
Cost				
Factor	10	10	5	Score
1 Cost	10	10	5	Score
Subtotal, Capacity to Perform				0
Factors	Max Pts.	Score	Score	Score
1 Experience	40	40	24	0
2 Work Performance	30	30	24	0
3 Capacity to Perform	20	18	18	0
4 Cost	10	10	5	0
Total Score	100	98	71	0

Evaluator's Name, Title and Signature:

[Signature]
 Nick Williams, P.E. - Director of Public Works

[Signature]
 Sara Tankersley, Executive Administrative Assistant

[Signature]
 Alan Wicks - Chair of Public Works Committee

Notes: Trelor & Associates - Submitted expired grant certificates. Only two people certified - Left voicemails for the four references listed in submittal. No response
 Notes: Public Management - References left 3 voicemails (City of Strawn, Beaumont and Granbury) Spoke with Angela Smith w-City of Cleveland, highly recommend, worked with John Reed and Patrick Wiltshire. Stated very timely and communicate amazingly. Could not rave enough about the great service they have received from them over the past 10 years