

Administrative Professional Services Rating Sheet Summary

Grant Recipient: City of Stephenville -- 2021 Downtown Revitalization / Main Street Program TxCDBG Contract No. _____ Date of Rating: 12/31/2020

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

*NOTE: Submissions received by email are not eligible to be graded by respondents/clients.

Factor	Max Pts	Score	Score	Score
Capacity to Perform				
1 Qualifications of Professional Administrators / Experience of Staff	5	5	3	
2 Present and Projected Workloads	5	5	5	
3 Quality of Proposal	5	3	5	
4 Demonstrated understanding of scope of the TxCDBG Project	5	5	5	
Subtotal, Capacity to Perform	20	18	18	0

Factor	Max Pts	Score	Score	Score
Cost				
1 Cost	10	10	5	
Subtotal, Capacity to Perform	10	10	5	0

Factor	Max Pts	Score	Score	Score
Factors				
1 Experience	40	40	24	
2 Work Performance	30	30	24	
3 Capacity to Perform	20	18	18	
4 Cost	10	10	5	
Total Score	100	98	71	0

Evaluator's Name, Title and Signature:

 Alan Nix - Chair of Public Works Committee


 Sara Tankersley, Executive Administrative Assistant

Notes: Taylor & 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 Willshire. Stated very timely and communicate amazingly. Could not rave enough about the great service they have received from them over the past 10 years