

## EVALUATION CRITERIA

### 180. Evaluation Criteria

If an award is made, it is expected that the City's award will be to the candidate that agrees to meet the needs of the City. A number of relevant items will be considered, including qualifications. The evaluation criteria listed below is a general guideline on how the proposals will be evaluated.

### 190. Understanding of the Project

Proposals will be evaluated against the questions set out below.

- a) How well has the candidate demonstrated an understanding of the purpose and scope of the project?
- b) How well has the candidate identified issues and potential problems related to the project?
- c) How well has the candidate demonstrated that it understands the deliverables the City expects it to provide?
- d) How well has the candidate demonstrated that it understands the City's schedule and can meet it?
- e) Adherence to the City's SDBE program.

### 200. Methodology Used for the Project

Proposals will be evaluated against the questions set out below.

- a) How well do the proposed tasks and sub-tasks demonstrate a logical approach to address RFQ requirements?
- b) How well has the candidate demonstrated the ability to conduct successful and engaging outreach activities?
- c) How well does the proposed approach help Stormwater and GIS Services develop an integrated methodology to educate, identify, evaluate, install, and monitor SCMs throughout the City?
- d) How well has the candidate demonstrated a history of experience interacting with homeowners and working at a residential level.

### 210. Project Management

Proposals will be evaluated against the questions set out below.

- a) How well does the proposal support all of the project requirements and logically lead to the deliverables required in the RFQ?
- b) Is the organization and availability of the project team clear?
- c) Does the candidate already have the necessary tools (e.g., certifications) to perform the work?
- d) How well has the candidate prepared the schedule with deliverables that match with the RFQ?
- e) Is the proposal practical and feasible?
- f) How well have potential problems been identified?
- g) Is the proposal responsive to all material requirements in the RFQ?

## **220. Experience and Qualifications**

Proposals will be evaluated against the questions set out below.

### *Questions regarding the personnel:*

- a) Do the personnel assigned to the project have successful experience on similar projects at the residential scale?
- b) How extensive are the applicable education, experience, and certifications of the personnel designated to work on the project? Do personnel possess the minimum qualifications?
- c) Do the personnel have applicable experience working with communities and homeowners in areas similar to Durham including Spanish speaking communities?
- d) How knowledgeable are the personnel of the local area and if they have worked in Durham or North Carolina previously?

### *Questions regarding the candidate:*

- e) How well has the candidate demonstrated experience in completing similar projects on-time and within budget?
- f) If subcontractors will perform work on the contract, how well do they measure up to the evaluation used for the candidate?
- g) Has the candidate provided letters of reference from clients and satisfactory examples of actual work performed for outreach and educational material?