

# 1 Evaluation

## 1.1 Evaluation criteria

The evaluation criteria will be used to choose the top two firms to present to the Board of Aldermen in October 2015.

### 1. Understanding of the Project—25%

- a. How well has the candidate demonstrated a thorough 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 Town expects it to provide?
- d. How well has the candidate demonstrated that it understands the unique character and needs of Carrboro?

### 2. Methodology used for the project—10%

- a. How well does the methodology depict a logical approach to fulfilling the requirements of the RFP?
- b. How well does the methodology match and contribute to completing the tasks set out in the RFP?
- c. How well does the methodology interface with the schedule in the RFP?

### 3. Management plan for the project—10%

- a. How well does the management plan support all of the project requirements and logically lead to the deliverables required by the RFP?
- b. How well is accountability completely and clearly defined?
- c. Is the organization of the project team clear?
- d. How well does the management plan illustrate the lines of authority and communication?
- e. Does it appear that the candidate can meet the schedule set out in the RFP?
- f. Has the candidate gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- g. Is the proposal practical, feasible and within budget?

### 4. Experience and qualification—35%

- a. Do the individuals assigned to the project have experience on similar projects?
- b. Do the individuals assigned to the project have experience with the specific tasks outlined in the RFP?
- c. Are resumes complete and do they demonstrate backgrounds that are desirable for individuals engaged in the work the project requires?

- d. How well has the candidate demonstrated experience in completing similar projects on time and within budget?
  - e. How successful is the general history of the candidate regarding timely and successful completion of projects?
  - f. Has the candidate provided letters of reference from clients?
  - g. How reasonable are the candidate's cost estimates?
  - h. If subcontractors will perform work on the contract, how well do they measure up to the evaluation used for the candidate?
- 5. Contract cost—20%**
- Candidates will be evaluated on whether the proposed cost is reasonable in relation to the strategy and methodology proposed.