

## **Consultant Selection Process – UVLSRPC On-Call Engineer Services**

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Firms will be ranked based on qualifications and the UVLSRPC may choose to interview several of the top ranked firms. However, at its discretion, the UVLSRPC may dispense with interviews and select a firm to perform the work. Firms will be evaluated on the following factors:

- Firm History and Capability to Perform Project (25%);
  - Does the firm adequately document a history in good standing? Does the firm display capabilities of completed projects?
- Relevant Federally and State-Funded Project Experience (20%);
  - Does the firm provide examples of or demonstrate experience with Federal or State- funded projects of a similar nature?
- Qualifications of Project Team and Backup (15%);
  - Does the firm provide information about the project team members? Do they have adequate qualifications?
- Project Approach (10%);
  - Do they have a clear process from start to finish for completing a project?
- References (10%);
  - Did they provide relevant references?
- Availability of the Project Personnel to Begin Work According to the Project Timeline (10%);
- Ability to Complete Work According to the Project Timeline (10%).

A selection committee appointed by the Executive Director of the UVLSRPC will assist with firm evaluations. The UVLSRPC will seek to negotiate a contract, a detailed scope of work, fee, schedule, etc. with the preferred firm. If unable to reach agreement, the UVLSRPC will terminate negotiations, and commence negotiations with the second-ranked firm, and so forth.

In the evaluation of the Qualifications, the UVLSRPC, at its discretion, may obtain technical support from outside sources. The Respondents will agree to fully cooperate with the personnel of any such organization.

The UVLSRPC expects to evaluate proposals and provide written notification of the results within 30 days of receipt of qualifications. If interviews are held, you will be contacted at least seven (7) days before the interview date.

Reviewer:\_\_\_\_\_ Consultant:\_\_\_\_\_

| Criteria  | Value | Awarded | Comments/Notes |
|---|-------|---------|----------------|
| Firm History and Capability to Perform Project  | 25%   |         |                |
| Relevant Federally and State-Funded Project Experience                                | 20%   |         |                |
| Qualifications of Project Team and Backup   | 15%   |         |                |
| Project Approach  | 10%   |         |                |
| References  | 10%   |         |                |
| Availability of the Project Personnel to Begin Work According to the Project Timeline | 10%   |         |                |
| Ability to Complete Work According to the Project Timeline                            | 10%   |         |                |
| <b>Totals</b>   | 100%  |         |                |