

MISC. ORDER NO. 2023-32

In the County Court of Craighead County, Arkansas

In the matter of evaluating and selecting the most qualified Architectural Firm with Engineering services to provide the best service for requested county project.

FILED

MAY 04 2023

COUNTY & PROBATE COURT CLERK

ORDER

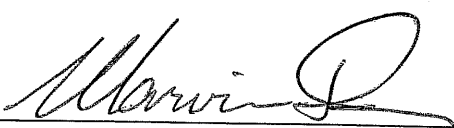
Comes before the County Court of Craighead County, Arkansas, the matter of evaluating and awarding contracts to the best qualified Architectural Firms with engineering services to provide services to Craighead County. Current projects that are being reviewed are utilizing federal State and Local Fiscal Recovery Fund Grant funds to improve HVAC air quality in county facilities located in various areas of the county. Architectural and engineering professionals must be fully familiar with federal law and regulations relevant to projects and expenditures funded by the U.S. Department of Treasury State and Local Fiscal Recovery Fund Program (SLFRF). Other county projects may be forthcoming if funding becomes available. Selected firms shall be licensed to business within the State of Arkansas to provide design, construction observation, and ancillary services, as well as preparation of necessary documents for permitting, bidding, review phases of construction, approval of pay schedule, and overall construction process in progress, pursuant to Arkansas Code Annotated 22-9-203 and 2 CFR & 200.321.

Requests for Qualifications for architectural firms with engineering services were advertised in the local newspaper and the County website for two consecutive weeks as required by law. Craighead County received RFQ proposals from architectural firms. A committee of three elected officials met to review RFQ's. The committee met on May 4, 2023, at 10:30 AM to review the RFQ packets received to select the best qualified firm, according to Arkansas codes 19-11-802; 19-11-803; and 19-11-804. After full in-depth discussion and evaluations were completed, the committee selected the best qualified architectural firm for the specified projects.

It is therefore, considered, ordered, and adjudged that the contract for the best qualified architectural firm with engineering services to design construction observation, and ancillary services, as well as preparation of necessary documents for permitting, bidding, review phases of construction, approval of pay schedule, and overall construction process in progress and evaluate and design HVAC to improve air quality in various county facilities, and a contract for the best qualified architectural firm be awarded to Brackett Krennerich Architects, 100 E. Huntington Ave, Suite D, Jonesboro, AR 72401.

Dated this 4th day of May 2023

Approved:


Marvin Day
Craighead County Judge

AA13
544

AFFP
REQUEST FOR QUALIFICATIONS (RF

RECEIVED

APR 05 2023

Affidavit of Publication

STATE OF AR }
COUNTY OF CRAIGHEAD } SS

Matthew Smith, being duly sworn, says:

That he is Classified Director of the Jonesboro Sun, a daily newspaper of general circulation, printed and published in Jonesboro, Craighead County, AR; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

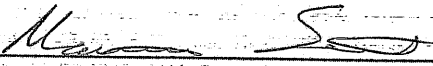
March 28, 2023

April 01, 2023

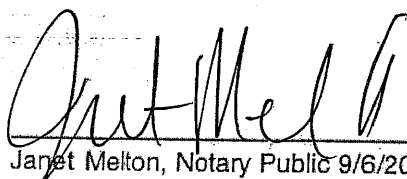
Publisher's Fee: \$ 460.20

That said newspaper was regularly issued and circulated on those dates.

SIGNED:



Subscribed to and sworn to me this 1st day of April 2023.



Janet Melton, Notary Public 9/6/2032

FROM
CRAIGHEAD COUNTY
JUDGE'S OFFICE
REQUEST FOR QUALIFICATIONS (RFO)
PROFESSIONAL ARCHITECTURAL SERVICES WITH ENGINEERING SERVICES
PROVIDED

Craighead County is requesting Statements of Qualifications from interested and qualified professionals to provide Architectural services with Engineering services provided for various current and future county projects. Current projects that are being reviewed are utilizing U.S. Treasury Coronavirus Local Fiscal Recovery Fund grant to improve HVAC Air Quality in County facilities located in various areas of the county. Interested professionals should ask for the "REQUEST FOR QUALIFICATIONS (RFQ) PACKAGE" and may submit RFQ's according to the federal law and regulations relevant to projects and expenditures funded by the U.S. Department of Treasury Coronavirus Local Fiscal Recovery Fund Program. To be considered, RFQs must be received at the Office of the Craighead County Judge, 511 Union Street, Room 119, Jonesboro, AR 72401 before April 11, 2023, 2:00 p.m. local time. All questions regarding the qualification process should be directed to Al Haines at ahaines@craigheadcounty.org or by telephone at 870.933.4500. Submitting firms shall be licensed to do business within the State of Arkansas to provide design, construction observation, and ancillary services, as well as, preparation of necessary documents for permitting, bidding, review phases of construction, approval of pay schedule, and overall construction process and progress. Pursuant to Arkansas Code Annotated 22-9-203 and 2 CFR § 200.321, Craighead County encourages all qualified small, minority and women owned business enterprises to bid on and receive contracts for goods, services, and construction. Also, the county encourages the primary firm to consult portions of their contract to qualified small, minority, and women owned business enterprises. Craighead County reserves the right to reject any or all RFQs and to waive irregularities therein, and all parties submitting shall agree that such rejection shall be without liability on the part of Craighead County for any damage or claim brought by any submitting party because of such rejections, nor shall the party submitting seek any recourse of any kind against Craighead County because of such rejections.

RFQ is available to view on the Craighead County website at www.craigheadcounty.org.

Al Haines
Purchasing Agent
Craighead County

JANET MELTON
NOTARY PUBLIC - STATE OF ARKANSAS
CRAIGHEAD COUNTY
My Commission Expires 09-06-2032
Commission No. 12389619

CRAIGHEAD COUNTY JUDGES OFFICE
511 UNION STE 119
JONESBORO, AR 72401

00013656 70631562

Judge Day

Form 13
RFQ Evaluation Package
(Engineer/Architect)
Criteria for Procurement

A. Specialized Experience and Technical Competence (40 Points Possible*)

1.	Experience with Project Planning and Start-Up Services	5 Points Maximum
2.	Project Design	5 Points Maximum
3.	Knowledge and Experience with State and Federal Requirements	5 Points Maximum
4.	Experience with Financial Management	5 Points Maximum
5.	Experience with Contract Management	5 Points Maximum
6.	Experience with Competitive Bidding Process	5 Points Maximum
7.	Experience with Construction Management and Observation	5 Points Maximum
8.	Experience with Project Closeout	5 Points Maximum
	TOTAL POINTS SCORED SECTION A	40 TOTAL Points Maximum

B. Performance (15 Points Possible*)

1.	Ability to Meet Schedules and Deadlines	5 Points Maximum
2.	Control of Costs	5 Points Maximum
3.	Quality of Work	5 Points Maximum
	TOTAL POINTS SCORED SECTION B	15 TOTAL Points Maximum

C. Capacity and Capability of Firm to Perform Work (15 Points Possible*)

1.	Staff to be Assigned	5 Points Maximum
2.	Staff Experience	5 Points Maximum
3.	Staff Time Available	5 Points Maximum
	TOTAL POINTS SCORED SECTION C	15 TOTAL Points Maximum

D. Proximity to and Familiarity with Project Area (10 Points Possible*)

1.	Convenient proximity to project to facilitate sufficient contact.	5 Points Maximum
2.	Familiarity with confines of project area.	5 Points Maximum
	TOTAL POINTS SCORED SECTION D	10 TOTAL Points Maximum

TOTAL POINTS SCORED	SECTIONS A THROUGH D	80 POINTS
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* Numeric amounts are suggested guidance.

**RFQ Evaluation Package
(Engineer/Architect)
Rating Guidelines**

For a Project Administrator, Architect, Engineer, Surveyor or Lawyer, the following RFQ Rating Guidelines are to be used in evaluating all RFQs received:

Score

- 5 Documentation **clearly indicates** that the offeror possesses the knowledge and experience necessary to perform the job.
- 4 Documentation clearly indicates that the offeror **does possess** the knowledge and experience necessary to perform the job, but there is also **evidence of factors that limit the offeror.**
- 3 Documentation is **unclear**; it **neither does nor does not** indicate that the offeror has the knowledge and experience necessary to perform the job.
- 2 Documentation is **considerable** that the offeror **does not** possess the knowledge and skills necessary to perform the job.
- 1 Documentation is **clear and convincing** that the offeror **does not** possess the necessary knowledge and experience to perform the job.

Specialized Experience and Technical Competence

- The selection committee must evaluate each offeror's response to each area of the criterion "specialized experience and technical competence."
- Next, the selection committee must rate each area of "specialized experience and technical competence" on a scale from 1 to 5 using the rating guideline scale above.
- The rating achieved for each area of "specialized experience and technical competence" must then be placed on each offeror's rating worksheet.
- The selection committee must now document on each scoring sheet why each particular score was given, i.e., explain why one offeror was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors limiting the offeror's ability to provide the services desired, etc.
- Lastly, the individual areas of "specialized experience and technical competence" must be summed to produce a subtotal.

Performance

- The three areas of "performance" will be evaluated in terms of the results of reference checks.
- The selection committee should contact references and check work experience claimed by each offeror in response to the "performance" criterion.
- Next, the selection committee must evaluate the results of these contacts and rate each offeror using the rating scale on the preceding page.
- The rating achieved for each area of "performance" must then be placed on the rating worksheet of each offeror.

- The selection committee must now document on each scoring sheet why each particular score was given, i.e., explain why one offeror was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors limiting the offeror's ability to provide the services desired, etc.
- Finally, the individual areas of "performance" scores must be summed to obtain the "performance" subtotal.

Capacity and Capability of Firm to Perform Work

- The selection committee must evaluate each offeror's response to each area of the criterion "capacity and capability of firm to perform work."
- The selection committee must rate each area of "capacity and capability of firm to perform work" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
- Next, the rating achieved for each area of "capacity and capability of firm to perform work" must be placed on each offeror's rating worksheet.
- The selection committee must now document on each scoring sheet why each particular score was given, i.e., explain why one offeror was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors limiting the offeror's ability to provide the services desired, etc.
- Lastly, the individual areas of "capacity and capability of firm to perform work" must be summed to obtain the "capacity and capability to perform work" subtotal.

Proximity to and Familiarity with Project Area

- The selection committee must evaluate each offeror's response to each area of the criterion "proximity to and familiarity with the project area."
- The selection committee must rate each area of "proximity to and familiarity with the project area" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
- Next, the rating achieved for each area of "proximity to and familiarity with the project area" must be placed on each offeror's rating worksheet.
- The selection committee must now document on each scoring sheet why each particular score was given, i.e., explain why one offeror was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors that limit the offeror's ability to provide the services desired, etc.
- Lastly, the individual areas of "proximity to and familiarity with the project area" must be summed to obtain the "proximity to and familiarity with the project area" subtotal.

Total Score

- Sum all category subtotal scores above.

RFQ Evaluation Package
(Engineer/Architect)

Rating Sheet

Name of Offeror: _____

Possible Points: _____

80

Points Awarded: _____

Brackett-Kremerich

A. Specialized Experience and Technical Competence

(40 Points Possible)

	Points Possible	Points Awarded
1. Experience with Project Planning and Start-Up Services <i>Justify the score given:</i> <p style="text-align: center;"><u>Lots of Experience</u></p>	5	<u>5</u>
2. Project Design <i>Justify the score given:</i>	5	<u>4</u>
3. Knowledge and Experience with State and Federal Requirements <i>Justify the score given:</i>	5	<u>4</u>
4. Experience with Financial Management <i>Justify the score given:</i>	5	<u>5</u>
5. Experience with Contract Management <i>Justify the score given:</i>	5	<u>5</u>

	Points Possible	Points Awarded
6. Experience with Competitive Bidding Process <i>Justify the score given:</i>	5	<u>5</u>
7. Experience with Construction Management and Observation <i>Justify the score given:</i>	5	<u>5</u>
8.. Experience with Project Closeout <i>Justify the score given:</i>	5	<u>5</u>

SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE SUBTOTAL 30

B. Performance

(15 Points Possible)

	Points Possible	Points Awarded
1. Ability to Meet Schedules and Deadlines <i>Justify the score given:</i>	5	<u>4</u>
2. Control of Costs <i>Justify the score given:</i>	5	<u>4</u>

	Points Possible	Points Awarded
3. Quality of Work _____	5	<u>5</u>
<i>Justify the score given:</i>		

PERFORMANCE SUBTOTAL

13

C. Capacity and Capability of Firm to Perform Work

(15 Points Possible)

	Points Possible	Points Awarded
1. Staff to be Assigned _____	5	<u>5</u>
<i>Justify the score given:</i>		

2. Staff Experience _____	5	<u>5</u>
<i>Justify the score given:</i>		

3. Staff Time Available _____	5	<u>4</u>
<i>Justify the score given:</i>		

CAPACITY AND CAPABILITY OF FIRM TO PERFORM WORK SUBTOTAL

14

D. Proximity to and Familiarity with Project Area**(10 Points Possible)**

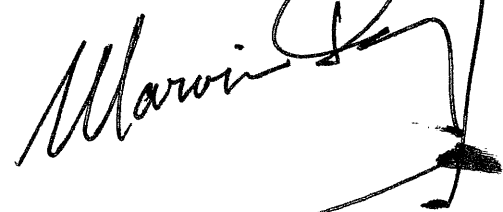
	Points Possible	Points Awarded
1.. Convenient Proximity to Project to Facilitate Sufficient Contact <i>Justify the score given:</i>	5	<u>5</u>
2. Familiarity with Confines of Project Area. <i>Justify the score given:</i>	5	<u>5</u>

PROXIMITY TO AND FAMILIARITY WITH PROJECT AREA SUBTOTAL 10**TOTAL SCORE**
points)**(80 maximum**

Criteria	Points Possible	Points Achieved
1. Experience/Competence Subtotal	40	<u>38</u>
2. Performance Subtotal	15	<u>13</u>
3. Capacity/Capability Subtotal	15	<u>14</u>
4. Proximity/Familiarity Subtotal	10	<u>10</u>

TOTAL SCORE

80

75

Procurement Summary Sheet

[illegible]

Form 13 - I
RFQ Evaluation Package
(Engineer/Architect)
Instructions for Completing the Procurement Summary Sheet

The Grantee shall list each offeror submitting a response to the Grantee's Request for Qualifications (RFQ) in column 1. **The offeror achieving the highest total score during the evaluation should be listed first**, the second highest score should be listed second, and so on.

The Grantee should list the four (4) general evaluation category scores of specialized experience and technical competence; performance; capacity and capability of firm to perform work; and proximity to and familiarity with project area achieved by each offeror during the RFQ evaluation in columns 2, 3, 4 and 5 respectively. The total score for each offeror should be listed in column 6.

Column 7 is used to indicate incomplete offers and/or non-responsive submittals. If an offeror's response is judged non-responsive, a check should be placed in this column and columns 2 through 6 should be left blank.

Richard Rogers

Form 13
RFQ Evaluation Package
(Engineer/Architect)
Criteria for Procurement

A. Specialized Experience and Technical Competence (40 Points Possible*)

1.	Experience with Project Planning and Start-Up Services	5 Points Maximum
2.	Project Design	5 Points Maximum
3.	Knowledge and Experience with State and Federal Requirements	5 Points Maximum
4.	Experience with Financial Management	5 Points Maximum
5.	Experience with Contract Management	5 Points Maximum
6.	Experience with Competitive Bidding Process	5 Points Maximum
7.	Experience with Construction Management and Observation	5 Points Maximum
8.	Experience with Project Closeout	5 Points Maximum
TOTAL POINTS SCORED SECTION A		40 TOTAL Points Maximum

B. Performance (15 Points Possible*)

1.	Ability to Meet Schedules and Deadlines	5 Points Maximum
2.	Control of Costs	5 Points Maximum
3.	Quality of Work	5 Points Maximum
TOTAL POINTS SCORED SECTION B		15 TOTAL Points Maximum

C. Capacity and Capability of Firm to Perform Work (15 Points Possible*)

1.	Staff to be Assigned	5 Points Maximum
2.	Staff Experience	5 Points Maximum
3.	Staff Time Available	5 Points Maximum
TOTAL POINTS SCORED SECTION C		15 TOTAL Points Maximum

D. Proximity to and Familiarity with Project Area (10 Points Possible*)

1.	Convenient proximity to project to facilitate sufficient contact.	5 Points Maximum
2.	Familiarity with confines of project area.	5 Points Maximum
TOTAL POINTS SCORED SECTION D		10 TOTAL Points Maximum

TOTAL POINTS SCORED	SECTIONS A THROUGH D	80 POINTS
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* Numeric amounts are suggested guidance.

**RFQ Evaluation Package
(Engineer/Architect)
Rating Guidelines**

For a Project Administrator, Architect, Engineer, Surveyor or Lawyer, the following RFQ Rating Guidelines are to be used in evaluating all RFQs received:

Score

- 5 Documentation **clearly indicates** that the offeror possesses the knowledge and experience necessary to perform the job.
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- 3 Documentation is **unclear**; it **neither does nor does not** indicate that the offeror has the knowledge and experience necessary to perform the job.
- 2 Documentation is **considerable** that the offeror **does not** possess the knowledge and skills necessary to perform the job.
- 1 Documentation is **clear and convincing** that the offeror **does not** possess the necessary knowledge and experience to perform the job.

Specialized Experience and Technical Competence

- The selection committee must evaluate each offeror's response to each area of the criterion "specialized experience and technical competence."
- Next, the selection committee must rate each area of "specialized experience and technical competence" on a scale from 1 to 5 using the rating guideline scale above.
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- Lastly, the individual areas of "specialized experience and technical competence" must be summed to produce a subtotal.

Performance

- The three areas of "performance" will be evaluated in terms of the results of reference checks.
- The selection committee should contact references and check work experience claimed by each offeror in response to the "performance" criterion.
- Next, the selection committee must evaluate the results of these contacts and rate each offeror using the rating scale on the preceding page.
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- Finally, the individual areas of "performance" scores must be summed to obtain the "performance" subtotal.

Capacity and Capability of Firm to Perform Work

- The selection committee must evaluate each offeror's response to each area of the criterion "capacity and capability of firm to perform work."
- The selection committee must rate each area of "capacity and capability of firm to perform work" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
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- Lastly, the individual areas of "capacity and capability of firm to perform work" must be summed to obtain the "capacity and capability to perform work" subtotal.

Proximity to and Familiarity with Project Area

- The selection committee must evaluate each offeror's response to each area of the criterion "proximity to and familiarity with the project area."
- The selection committee must rate each area of "proximity to and familiarity with the project area" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
- Next, the rating achieved for each area of "proximity to and familiarity with the project area" must be placed on each offeror's rating worksheet.
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- Lastly, the individual areas of "proximity to and familiarity with the project area" must be summed to obtain the "proximity to and familiarity with the project area" subtotal.

Total Score

- Sum all category subtotal scores above.

RFQ Evaluation Package
(Engineer/Architect)

Rating Sheet

Name of Offeror:

Brackett Krennerich

Possible Points:

80

Points Awarded: _____

A. Specialized Experience and Technical Competence

(40 Points Possible)

	Points Possible	Points Awarded
1. Experience with Project Planning and Start-Up Services <i>Justify the score given:</i>	5	<u>4</u>
2. Project Design <i>Justify the score given:</i>	5	<u>5</u>
3. Knowledge and Experience with State and Federal Requirements <i>Justify the score given:</i>	5	<u>5</u>
4. Experience with Financial Management <i>Justify the score given:</i>	5	<u>5</u>
5. Experience with Contract Management <i>Justify the score given:</i>	5	<u>5</u>

	Points Possible	Points Awarded
6. Experience with Competitive Bidding Process <i>Justify the score given:</i>	5	<u>5</u>
7. Experience with Construction Management and Observation <i>Justify the score given:</i>	5	<u>4</u>
8.. Experience with Project Closeout <i>Justify the score given:</i>	5	<u>5</u>

SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE SUBTOTAL 38

B. Performance

(15 Points Possible)

	Points Possible	Points Awarded
1. Ability to Meet Schedules and Deadlines <i>Justify the score given:</i>	5	<u>4</u>
2. Control of Costs <i>Justify the score given:</i>	5	<u>4</u>

	Points Possible	Points Awarded
3. <u>5</u> Quality of Work	5	
<i>Justify the score given:</i>		

PERFORMANCE SUBTOTAL

13

C. Capacity and Capability of Firm to Perform Work

(15 Points Possible)

	Points Possible	Points Awarded
1. Staff to be Assigned	5	<u>4</u>
<i>Justify the score given:</i>		

2. Staff Experience	5	<u>5</u>
<i>Justify the score given:</i>		

3. Staff Time Available	5	<u>4</u>
<i>Justify the score given:</i>		

CAPACITY AND CAPABILITY OF FIRM TO PERFORM WORK SUBTOTAL

13

D. Proximity to and Familiarity with Project Area**(10 Points Possible)**

	Points Possible	Points Awarded
1.. Convenient Proximity to Project to Facilitate Sufficient Contact <i>Justify the score given:</i>	5	<u>5</u>
2. Familiarity with Confines of Project Area. <i>Justify the score given:</i>	5	<u>5</u>

PROXIMITY TO AND FAMILIARITY WITH PROJECT AREA SUBTOTAL10**TOTAL SCORE**
(points)**(80 maximum**

Criteria	Points Possible	Points Achieved
1. Experience/Competence Subtotal	40	<u>38</u>
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3. Capacity/Capability Subtotal	15	<u>13</u>
4. Proximity/Familiarity Subtotal	10	<u>10</u>

TOTAL SCORE

80

74

RFQ Evaluation Package

[illegible]

Form 13 - I
RFQ Evaluation Package
(Engineer/Architect)
Instructions for Completing the Procurement Summary Sheet

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~~Column 7 is used to indicate incomplete offers and/or non-responsive submittals. If an offeror's response is judged non-responsive, a check should be placed in this column and columns 2 through 6 should be left blank.~~

Smiles Bony

Form 13
RFQ Evaluation Package
(Engineer/Architect)
Criteria for Procurement

A. Specialized Experience and Technical Competence (40 Points Possible*)

1.	Experience with Project Planning and Start-Up Services	5 Points Maximum
2.	Project Design	5 Points Maximum
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5.	Experience with Contract Management	5 Points Maximum
6.	Experience with Competitive Bidding Process	5 Points Maximum
7.	Experience with Construction Management and Observation	5 Points Maximum
8.	Experience with Project Closeout	5 Points Maximum
TOTAL POINTS SCORED SECTION A		40 TOTAL Points Maximum

B. Performance (15 Points Possible*)

1.	Ability to Meet Schedules and Deadlines	5 Points Maximum
2.	Control of Costs	5 Points Maximum
3.	Quality of Work	5 Points Maximum
TOTAL POINTS SCORED SECTION B		15 TOTAL Points Maximum

C. Capacity and Capability of Firm to Perform Work (15 Points Possible*)

1.	Staff to be Assigned	5 Points Maximum
2.	Staff Experience	5 Points Maximum
3.	Staff Time Available	5 Points Maximum
TOTAL POINTS SCORED SECTION C		15 TOTAL Points Maximum

D. Proximity to and Familiarity with Project Area (10 Points Possible*)

1.	Convenient proximity to project to facilitate sufficient contact.	5 Points Maximum
2.	Familiarity with confines of project area.	5 Points Maximum
TOTAL POINTS SCORED SECTION D		10 TOTAL Points Maximum

TOTAL POINTS SCORED	SECTIONS A THROUGH D	80 POINTS
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* Numeric amounts are suggested guidance.

**RFQ Evaluation Package
(Engineer/Architect)
Rating Guidelines**

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Score

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- Lastly, the individual areas of "specialized experience and technical competence" must be summed to produce a subtotal.

Performance

- The three areas of "performance" will be evaluated in terms of the results of reference checks.
- The selection committee should contact references and check work experience claimed by each offeror in response to the "performance" criterion.
- Next, the selection committee must evaluate the results of these contacts and rate each offeror using the rating scale on the preceding page.
- The rating achieved for each area of "performance" must then be placed on the rating worksheet of each offeror.

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- Finally, the individual areas of "performance" scores must be summed to obtain the "performance" subtotal.

Capacity and Capability of Firm to Perform Work

- The selection committee must evaluate each offeror's response to each area of the criterion "capacity and capability of firm to perform work."
- The selection committee must rate each area of "capacity and capability of firm to perform work" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
- Next, the rating achieved for each area of "capacity and capability of firm to perform work" must be placed on each offeror's rating worksheet.
- The selection committee must now document on each scoring sheet why each particular score was given, i.e., explain why one offeror was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors limiting the offeror's ability to provide the services desired, etc.
- Lastly, the individual areas of "capacity and capability of firm to perform work" must be summed to obtain the "capacity and capability to perform work" subtotal.

Proximity to and Familiarity with Project Area

- The selection committee must evaluate each offeror's response to each area of the criterion "proximity to and familiarity with the project area."
- The selection committee must rate each area of "proximity to and familiarity with the project area" on a scale from 1 to 5 using the rating guidelines scale on the preceding page.
- Next, the rating achieved for each area of "proximity to and familiarity with the project area" must be placed on each offeror's rating worksheet.
- The selection committee must now document on each scoring sheet why each particular score was given, i.e., explain why one offeror was judged to possess the knowledge and experience necessary to perform the job or explain what evidence exists to justify a judgment that there are factors that limit the offeror's ability to provide the services desired, etc.
- Lastly, the individual areas of "proximity to and familiarity with the project area" must be summed to obtain the "proximity to and familiarity with the project area" subtotal.

Total Score

- Sum all category subtotal scores above.

RFQ Evaluation Package
(Engineer/Architect)

Rating Sheet

Name of Offeror:

Brackett Krennerich

Possible Points:

80

Points Awarded:

A. Specialized Experience and Technical Competence

(40 Points Possible)

	Points Possible	Points Awarded
1. Experience with Project Planning and Start-Up Services <i>Justify the score given:</i>	5	<u>4</u>
2. Project Design <i>Justify the score given:</i>	5	<u>4</u>
3. Knowledge and Experience with State and Federal Requirements <i>Justify the score given:</i>	5	<u>4</u>
4. Experience with Financial Management <i>Justify the score given:</i>	5	<u>5</u>
5. Experience with Contract Management <i>Justify the score given:</i>	5	<u>5</u>

	Points Possible	Points Awarded
6. Experience with Competitive Bidding Process <i>Justify the score given:</i>	5	<u>5</u>
7. Experience with Construction Management and Observation <i>Justify the score given:</i>	5	<u>4</u>
8.. Experience with Project Closeout <i>Justify the score given:</i>	5	<u>4</u>

SPECIALIZED EXPERIENCE AND TECHNICAL COMPETENCE SUBTOTAL 35

B. Performance

(15 Points Possible)

	Points Possible	Points Awarded
1. Ability to Meet Schedules and Deadlines <i>Justify the score given:</i>	5	<u>4</u>
2. Control of Costs <i>Justify the score given:</i>	5	<u>4</u>

	Points Possible	Points Awarded
3. Quality of Work <i>Justify the score given:</i>	5	4

PERFORMANCE SUBTOTAL

12

C. Capacity and Capability of Firm to Perform Work

(15 Points Possible)

	Points Possible	Points Awarded
1. Staff to be Assigned <i>Justify the score given:</i>	5	4
2. Staff Experience <i>Justify the score given:</i>	5	4
3. Staff Time Available <i>Justify the score given:</i>	5	4

CAPACITY AND CAPABILITY OF FIRM TO PERFORM WORK SUBTOTAL

12

D. Proximity to and Familiarity with Project Area**(10 Points Possible)**

	Points Possible	Points Awarded
1.. Convenient Proximity to Project to Facilitate Sufficient Contact <i>Justify the score given:</i>	5	<u>5</u>
2. Familiarity with Confines of Project Area. <i>Justify the score given:</i>	5	<u>5</u>

PROXIMITY TO AND FAMILIARITY WITH PROJECT AREA SUBTOTAL10**TOTAL SCORE**
points)**(80 maximum**

Criteria	Points Possible	Points Achieved
1. Experience/Competence Subtotal	40	<u>35</u>
2. Performance Subtotal	15	<u>12</u>
3. Capacity/Capability Subtotal	15	<u>12</u>
4. Proximity/Familiarity Subtotal	10	<u>10</u>

TOTAL SCORE

80

69

Procurement Summary Sheet

[illegible]

Form 13 - I
RFQ Evaluation Package
(Engineer/Architect)
Instructions for Completing the Procurement Summary Sheet

The Grantee shall list each offeror submitting a response to the Grantee's Request for Qualifications (RFQ) in column 1. **The offeror achieving the highest total score during the evaluation should be listed first**, the second highest score should be listed second, and so on.

The Grantee should list the four (4) general evaluation category scores of specialized experience and technical competence; performance; capacity and capability of firm to perform work; and proximity to and familiarity with project area achieved by each offeror during the RFQ evaluation in columns 2, 3, 4 and 5 respectively. The total score for each offeror should be listed in column 6.

~~Column 7 is used to indicate incomplete offers and/or non-responsive submittals. If an offeror's response is judged non-responsive, a check should be placed in this column and columns 2 through 6 should be left blank.~~