

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

Addendum 1 - RFQ 11-07 Civil Engineering and Land Planning Services

An evaluation committee, appointed by the Chairman of the Board of Governors of the Leon County Research and Development Authority (“the Authority”), will screen the proposals. Vendors will be asked to make short presentations to the evaluation committee.

Evaluation Criteria

Proposals, and presentations by the vendors, will be scored based on the following criteria:

1. *Experience and Ability*

The committee will review each vendor’s relevant experience, qualifications, and prior work on similar projects. **The score range is 0-25.**

2. *Understanding of the Project Requirements*

The vendors will be evaluated for their understanding of the requirements and needs of the project as demonstrated by their project teams, including consultants. The vendors will be rated on the completeness of their understanding of the factors which are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the presentation. **The score range is 0-25.**

3. *Approach and Method*

The committee will consider the vendor’s approach to the project and methods proposed for planning, designing and administration of the project. **The score range is 0-25.**

4. *Ability to Provide Service*

The committee will evaluate the vendor’s ability to meet the Authority’s timetable and to provide for the special or unique requirements of the project, including a projected timeline of activities through project completion. The vendors may be asked to discuss their ability to fulfill each project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks are considered in this category. **The score range is 0-25.**

Question and Answer Period

Following the vendor presentation, a time may be set aside for questions and answers for committee members to ask questions of the vendors.

Rating Scale

Evaluation committee members will assign a score (0 to 25) to each of the four (4) evaluation criteria based on the following scale.

Rating Scale	
Outstanding	25
Good	20
Satisfactory	15
Poor	5
Unacceptable	0

Individual evaluation committee member scores will be totaled to determine the rankings of the vendors. In the event of a tie, the majority vote of the committee prevails. The committee will make a recommendation to the Authority’s Board of Governors based on their evaluation.

No commitment

This RFQ does not commit the Authority to award a contract or to pay any costs incurred in the preparations or submission of Quotes, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The Authority reserves the right to reject any or all quotes received in response to this RFQ and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of the Authority. The Authority reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFQ in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and reject Quote of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of the Authority, is not in a position or is not sufficiently qualified to perform the contract.

Leon County Research and Development Authority

RFQ 11-07 Civil Engineering & Land Planning Services Score Sheet

Company Name	Experience & Ability (0 to 25)	Understanding of Project Requirements (0 to 25)	Approach & Method (0 to 25)	Ability to Provide Service (0 to 25)	Total

Rating Scale

Outstanding	25
Good	20
Satisfactory	15
Poor	5
Unacceptable	0