

Selection Committee Evaluation Factors

Short List

1. Qualifications

- a. Qualification of project manager and key team members to perform the tasks on the project.
- b. Availability of project manager and key team members for the life of the project.
- c. Firm's knowledge of NDOR standards and procedures.
- d. Computer capability of firm; GeoPak design and MicroStation drafting software.
- e. Capability and availability of key subconsultants.
- f. What is the knowledge and experience of consultant's design team with this type of project?
- g. Did consultant list comparable projects they have designed?

2. Performance Data

- a. Performance evaluations for firm and design team with NDOR.
- b. Have previous plan submittals to NDOR been complete and meet NDOR standards?
- c. Has consultant met project schedule on previous projects with NDOR?
- d. Has consultant cooperated with NDOR staff on previous projects?
- e. If firm has no experience with NDOR, did they provide references for previous experience with other states, local governments, or appropriate clients?

3. Understanding of the Project.

- a. Did the consultant demonstrate comprehension of the key elements of the project?
- b. Did the consultant adequately address through the response to the RFP that they were allocating appropriate and sufficient staff resources or qualified subconsultants to address the key elements as they perceived them?
- c. Did the time frame for completion of the project reflect an adequate understanding of the scope and level of work of the project?

Final Selection

1. Ability to Perform the Work

- a. Does the consultant have adequate staff available to complete the project in an acceptable time frame?
- b. Are the subconsultants qualified to perform the level and scope of work required by the primary consultant?
- c. Are the subconsultants available to complete the work in an acceptable time frame?

2. Location

- a. Are the prime consultant and subs in-state or out-of-state firms?
- b. What is relationship of prime consultant's office of responsibility to the project location?
- c. Does prime consultant's office of responsibility location affect the cost of the project design?

3. Quality of Interview

- a. Did consultant have clear and concise interview?
- b. Did consultant address evaluation factors and cover project specific issues adequately?
- c. Did consultant satisfactorily answer committee questions?
- d. Approach to Project
 - Does consultant understand nature and scope of project?
 - Does consultant recognize and identify any special problems on project?
 - Did consultant provide complete explanation of project including logical approach to project tasks and issues?
 - Did consultant provide realistic schedule for project?

4. Workload

- a. How much work does the consultant's proposed team currently have under contract? What is the scheduled completion date of this work?
- b. Does firm have any work with NDOR scheduled, but not underway? This could include phase 2 of projects under way or just being completed, such as final design for a project in which functional design will soon be complete.
- c. How much non-NDOR work does firm have going at this time?

5. Equity of NDOR Consultant Work for Firm