

MPA Stormwater Study – Qualifications Statement Evaluation Criteria

Evaluation and Selection Processes

The MPO uses a qualifications-based selection process for all competitive selections. Cost shall not be a factor in the selection process for planning and related services.

Evaluation and selection of qualified firms will be based on the general criteria outlined below. A selection committee will review each proposal and rate them on a standardized form. The form will include the following categories:

Criteria	Weights
Qualifications and relevant experience of the firm and its personnel including relevant current/past projects along with familiarity with relevant requested services	30%
Demonstrated knowledge of, and experience with, the development of detailed stormwater studies and relevant models	30%
Experience in natural and man-made drainage infrastructure inventory and assessment	25%
Staff size to be assigned to this project and current workload/availability	15%

Firms will be objectively evaluated based on their responses to the project scope as outlined in the RFQ. The written proposal should clearly demonstrate how the firm could best satisfy the requirements outlined in the RFQ with respect to the above-listed criteria.

Upon review, the selection committee will recommend the highest ranked, qualified firm. RAPC will notify all respondents of the recommendation and begin contract negotiations with the selected firm. If negotiations fail, RAPC will terminate such negotiations and begin negotiations with the next highest qualified firm. The Selection Committee may elect to shortlist the three highest ranked firms and conduct further written proposals or interviews as necessary to determine the best qualified firm. If applicable, shortlist selection will be transmitted to all RFQ respondents.