

Selection Committee Evaluation Factors

Short List

1. Qualifications

- a. Project manager and key team members are qualified to perform the work categories on the project.
- b. Firm's knowledge of NDOR standards and procedures.
- c. Computer capability of the firm; GeoPak design and MicroStation drafting software.
- d. Qualifications and capability of key subconsultants.
- e. What is the knowledge and experience of the consultant's design team with this type of project?
- f. Did the consultant list comparable projects they have been involved with?

2. Performance Data

- a. Performance evaluations for the firm and the study team with NDOR.
- b. Have previous plan submittals to NDOR been complete and did they meet NDOR standards?
- c. Has the consultant met project schedule on previous projects with NDOR?
- d. Has the 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 Study

- a. Did the consultant demonstrate understanding 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?

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 available to complete the work in an acceptable time frame?
- c. How much work does the consultant's proposed team currently have under contract? What is the scheduled completion date of this work?
- d. Does the 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.
- e. How much non-NDOR work does the firm have going at this time?

2. Quality of Interview

- a. Did the consultant have clear and concise interview?
- b. Did the consultant address evaluation factors and cover study issues adequately?
- c. Did the consultant satisfactorily answer committee questions?

3. Approach to the Project

- a. Does the consultant understand nature and scope of the project?
- b. Does the consultant recognize and identify special circumstances on the project?
- c. Did the consultant provide explanation of the project including logical approach to project tasks and issues?