



RFP 2023-03
June 14, 2023

APPENDIX "F"

Request for Proposal Evaluation Form

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REQUEST FOR PROPOSAL EVALUATION FORM

Proponent’s Name: _____			
Project Title: Station Street Placemaking Project			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Basic Attributes	Proposal received prior to closing		
	Sub-consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Design fee schedule (overall) included		
	Complete proposal as requested		
	Project Team travelling times to CoD submitted		
Step 2:		Assigned Points	Points
Proponent	Qualifications of firm and project team members	10	
	Experience of firm and project team members	10	
	Past Performance / References	10	
	Resources	10	
Proposal	Scope	5	
	Project Approach	10	
	Scheduling	5	
	Clarity of Proposal	10	
	Sustainability including local / regional employment	10	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (% weight)	20	
Total Score	Proponent + Proposal + Price Scores	100	

Note: Scoring for Price may be calculated using the overall fee schedule, or a comparison of hourly rates for a senior consultant / project manager role, or a combination of both approaches.