

**VTrans - LTF Consultant SOQ Ranking Form**

**Project Name / Number:**

**Date:** \_\_\_\_\_

**Reviewer's Name/Title/Signature :**

\_\_\_\_\_

Signature and Date

**Consultant Firm Name:**

\_\_\_\_\_

Please fill in yellow boxes. If you open this form in excel, it will do the math for you and give you a final score in the red box.

| Scoring Scale | Poor | Average | Exceptional |
|---------------|------|---------|-------------|
|               | 1 2  | 3       | 4 5         |

% of Total Score \* Criteria Brief Comments (required):

**Ranking Criteria :**

(\*Determined in advance by LPM and VTRANS )

|  | % of Total Score * | Score | Pt Total    | Brief Comments (required):<br>(To Support your Score) |
|--|--------------------|-------|-------------|---|
| 1 Addresses all <b>major project aspects</b> per request   | 25                 |       | 0           |   |
| <i>5= very clear/organized covers all aspects, 3= basic organization, left out a point, 1= missed several aspects, incomplete</i>                              |                    |       |             |   |
| 2 <b>History</b> of success on similar LTF projects  | 20                 |       | 0           |   |
| <i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>   |                    |       |             |   |
| 3 <b>Qualifications/Experience</b> of proposed Staff   | 20                 |       | 0           |   |
| <i>5= project manager+ lead engineer/designer experience &gt; 8-10 yrs , 3= experience &gt;5 years and , 1= experience &lt;3 years</i>                         |                    |       |             |   |
| 4 Experience with Fed./State <b>regulations+permits</b>  | 15                 |       | 0           |   |
| <i>5= many successful projects with support comments, 3= a few projects with lite documentation, 1= only 1-2 slightly related projects, no documentation</i>   |                    |       |             |   |
| 5 <b>Unique insights</b> on technical issues, schedule, etc?   | 10                 |       | 0           |   |
| <i>5= raised several issues , 3= a few thoughtful comments, 1= no "depth" to analysis</i>  |                    |       |             |   |
| 6 <b>Sub-consultant</b> Reputation/experience  | 10                 |       | 0           |   |
| <i>5= many successful projects by sub/ estab. relationship, 3= a few projects/less freq.teaming, 1= only 1-2 prev. projects, no on-going work relationship</i> |                    |       |             |   |
| Maximum Score  | 100                |       | Final score | 0   |

**VTrans - LTF Design Consultant Proposal Ranking Form**

**Project Name / Number:**

**Date:**

\_\_\_\_\_

**Reviewer's Name/Title/Signature :**

\_\_\_\_\_

Signature and Date

**Consultant Firm Name:**

\_\_\_\_\_

Things to keep in mind when completing this form:

- A. By Federal Law (Brooks Act), Cost **cannot** be considered as a primary criteria in a qualifications based selection (QBS) procurement of Architectural or engineering Services. Local Project Manager shall confirm that all pricing information has been separated from qualifications packages before distribution to committee. (Not applicable to SOQ package review.)
- B. Please review proposals BEFORE you meet with the selection committee, allow 20-30 minutes (min) for each review, or more as needed.
- C. In comments section, include specific references to parts of proposal (page numbers or phrases, etc.) to support your score. Add an additional sheet, if you wish.
- D. Reviewers may prefer to scan the proposal to develop an overview, before studying the details. Do not contact firms for clarification.
- E. Fill out your review independently of others on the committee. You can discuss your reasoning at the ranking meeting, where you may choose to adjust your score.
- F. When 2-3 consultant proposals are determined to be essentially "tied" during the ranking process, a representative may be invited to a interview to clarify their proposal.
- G. If Scope of work includes "non-participating" work separate from the LTF enhancement grant, consultant should state that it will be tracked and billed separately and adjust their hours accordingly.