

PROPOSAL RATING AND SELECTION PROCESS

RFP proposals for the Public Safety Building will be reviewed by a team consisting of representatives from the Town of Windham and Harriman Associates and scored using the evaluation criteria in the section below.

After review in accordance with the criteria set forth below, the review team will rank the proposals. The team may finalize the rankings and select the successful proposer or may interview the top ranked firms to aid in its determination of the final rankings. A recommendation will be made to the Town Council for awarding the bid to the most complete applicant with pricing as determined by the review team.

EVALUATION CRITERIA (below are some questions used in the evaluation but not all)

- a. **Pricing Project**-(40 points) All submission documents are completed, Pricing breakdown as requested. Proper documentation on bonding/insurances, etc.
- b. **Quality of General Contractor Team** – (15 points) How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? How will information be presented or shared during the process? Has the General Contractor Team adequately defined the human resources necessary to complete the project? Who will be performing the key elements of the project?
- c. **Project Understanding** (10 points) – How well does the General Contractor Team understand all aspects of this project? What elements of the project require extraordinary focus to achieve the schedule?
- d. **Prior experience** (20 points) – Has the General Contractor Team presented a proven history of similar projects set forth in the RFP? Has the General Contractor Team completed those projects on time within budgets?
- e. **References** (10 points) – Proposers should include contact information for similar projects completed within the last five years. Similar projects performed by personnel proposed for this study will be evaluated more favorably.
- f. **Schedule Quality** (5 points)- The Proposal should demonstrate that the team has the availability and necessary human resources to respond to and deliver this project. The proposal should lay out timelines for the various elements and identify responsibilities of all parties as they relate to schedule deadlines.