

# Southeast Denton Area Plan | RFQ Evaluation Checklist

Name of Lead Consultant/:

Names of Project Team (Sub-consultants):

## Lead Contact Person

Name:

Phone:

Email Address:

## Submission Requirements: (to be completed by Purchasing as part of their completeness review)

The City of Denton accepts electronic in Ionwave or hard copy submittals until the due published date.

- Each section clearly labeled and separated by tabs (or page inserts)
  - Cover letter (*three page max*)
  - Method and approach (*four page max*)
  - Experience and examples of comparable projects
  - Team member qualifications
  - References (*five references for completed projects, accomplished within past three years*)
- Pages must be numbered
- Font of no less than 10 point, on 8 ½" x 11" paper with foldouts as required
- Hard copy submittals must:
  - be bound only utilizing a staple or binder clip, do not submit responses in a binder or file folder
  - be no more than 200 pages in length
  - utilize tabs to identify exhibits and attachments
  - include one (1) original signed by an officer authorized to bind the firm
  - be in a sealed envelope with the solicitation number and name
  - include the following:
    - Completed Bid Invitation
    - Pricing Sheet
    - Safety Record (if applicable form will be attached)
    - Conflict of Interest Questionnaire
    - Appendices may be used for additional documentation or clarification at the respondent's option
    - USB flash drive with all submittal documents

## **RFQ Evaluation to be completed by Evaluation Team (from this point forward)**

### **Minimum Qualifications**

- Three (3) years of experience providing similar products or services
- Five (5) References, with the following:
  - Government/Company Name
  - Contact Person & Title
  - Phone
  - Email Address
  - Scope of Work
  - Contract Period
  - Scope of Work
- Registered with the State of Texas

### **Statement of Qualification**

The consultant shall provide all documents necessary to support its qualifications and include at a minimum the following:

#### **Cover Letter (three pages maximum)**

- Experience and qualifications of the consultant/project team
- Relevant experience with similar projects, including any unique qualifications or special services that enhances the consultant/project team's ability to perform the work described in this RFQ
- Identify the project manager and a description of this person's experience with similar type projects
- Identify project team personnel and respective consultant name (if more than one consultant represented on the project team) for persons participating on the project team, including explanation of each person's relationship to the overall project work plan
- Familiarity with Denton and its regional context
- Identification of the contact person during the selection phase, including name, address, telephone, and email; this contact must be available during normal business hours.

#### **Method and Approach (four pages maximum)**

- Narrative describing the project team's overall method and approach to developing the Northeast Denton Area Plan, including market analysis and public input processes
- Approximate time frame for completion of the project

### **Experience and Examples of Comparable Projects**

- Samples of final documents and graphics from comparable projects completed within the previous five years, with contact information for the client (name of client project manager with phone number, email address)

### **Team Member Qualifications**

- Resume/Bio for the project manager and each team member
- Availability and manpower estimates for the project manager and team members who will be committed to completing the project through acceptance/adoption by City Council
- Describe the lead consultant's personnel resources that are available to the project manager in the event such resources are required to remain on schedule or address unique challenges presented during the project

### **References**

- Provide five current references (within the past three years) for each individual and/or consultant that will have significant and specific responsibility for this project. References provided shall be for work completed for similar type projects

## **Evaluation Criteria**

The RFQ response submittals will be reviewed by the Evaluation Team based on the criteria listed below.

### **Method and Approach (40%)**

Proposals will be evaluated considering the project team's ability to align their method and approach with the City's goals, objectives and expectations identified in the initial Scope of Work. The ability of the project team's ability to complete the project within a reasonable time frame will be considered as a component of this evaluation criteria.

### **Experience and Examples of Comparable Projects (40%)**

The project team's experience and performance will be judged with respect to the quality, size, complexity, and outcomes of comparable projects accomplished. Input from provided references will be considered as a component of this evaluation criteria.

### **Team Member Qualifications (20%)**

The project team members' qualification will be evaluated based on key personnel's technical and management experience, qualifications, experience with Area Plans, availability to work on the project, and project references provided.

## Content Review:

To assist in your evaluation of the criteria above and to provide the Evaluation Team a consistent review method, please review each submittal using the point system range of 0 to 10, with zero (0) being the criteria was not addressed at all and ten (10) being the criteria was addressed exceptionally well in the RFQ response.

### Responsiveness to the RFQ (0 to 10 points)

Score: \_\_\_\_\_

- Did the consultant/project team provide the information we asked for in the RFQ?
- Is the RFQ response well thought-out?
- Did the consultant/project team follow directions?

Notes:

### Overall qualifications and experience (0 to 10 points)

Score: \_\_\_\_\_

- Has the consultant/project team worked on Area Plans with infill development and redevelopment?
- Has the consultant/project team worked on Area Plans that involved underrepresented groups with innovative public engagement?
- Did the consultant/project team demonstrate successful experience with the following:
  - Inclusivity, Diversity, and Equity (IDE)
  - Preservation of cultural character
  - Strong facilitation skills
  - Land Use Planning and Market Analysis
  - Multimodal Transportation Analysis
  - Open Space and Recreation Planning
- Does the consultant/project team have successful Visioning and Conceptual Plan experience?
- Any unique qualifications or public engagement strategies that enhances the consultant/project team's ability to perform the work described in the RFQ?
- Is the consultant/project team familiar with Southeast Denton, its history, and the surrounding context?

Notes:

### Demonstrated competence with comparable projects (0 to 10 points)

Score: \_\_\_\_\_

- Did the consultant/project team provide project examples that demonstrate proven and effective plan implementation strategies and monitoring strategies associated infill development and redevelopment (note: examples must be for work completed for similar projects, completed within past five years)? The following strategies should be scored higher:
  - Building community trust and neighborhood pride

- Meeting housing needs
- Encouraging infill development/redevelopment
- For project teams with multiple consultants, do the project examples reflect their work together as a team?

Notes:

**Proposed project methodology and approach (0 to 10 points) Score: \_\_\_\_\_**

- What is the consultant/project team’s method/process for developing the Area Plan?
- What is the consultant/project team’s method/process for engaging the community?
- What time frame is the consultant/project team recommending completing the Area Plan?
- How much time (weeks/months) is allocated to key tasks?
- Does the consultant/project team have the availability to work on the Area Plan?

Notes:

**Experience with government entity clients (0 to 10 points) Score: \_\_\_\_\_**

- Has the consultant/project team prepared an Area Plan that demonstrated proven and effective plan implementation strategies and monitoring strategies associated infill development and redevelopment for other government clients? Private sector only? Or both?

Notes:

**Availability to respond to the needs of the City in a timely manner (0 to 10 points)**

**Score: \_\_\_\_\_**

- Has the consultant/project team successfully completed projects on time and within budget?
- Within what time frame does the consultant/project team respond to staff inquiries and/or comments?
- Did the consultant/project team provide examples of project scenarios where the city requested additional services not originally included in the scope of work, and how did the consultant/project team go about incorporating the client’s additional requested tasks?
- What resources are available to the project manager (of the lead consultant) in the event such resources are required to remain on schedule or address unique challenges presented during the project?

Notes:

**Other relevant factors (0 to 10 points)**

**Score: \_\_\_\_\_**

- Anything unique that stood out the consultant/project team's response?

Notes:

**TOTAL SCORE: \_\_\_\_\_**