

Attachment B

City of Sammamish

SE Issaquah-Fall City Road Improvements Consultant Evaluation Criteria

1. Letter of Transmittal and Company Documentation (Not Scored)

(Does not count toward page limit)

- Include the e-mail address for the individual designated as the contact person for the proposal.
- Include Legal Company Name (Does not count toward page limit.): Submit a certificate, copy of web-page, or other documentation from the Secretary of State (or Washington State Department of Revenue/Licensing if you are a sole proprietor) in which you incorporated that shows your legal name as a company. It can be verified through the State Corporation Commission in the state in which you were established, which is often located within that Secretary of State's Office. For the State of Washington, see <http://www.secstate.wa.gov/corps/>.

2. Project Approach (40 Points Possible)

Describe in detail how your team will approach managing and completing the project. Your approach must clearly demonstrate the following:

- A clear understanding of the Preliminary Scope of Work.
- Provide a project schedule that demonstrates a clear understanding of the drivers, stakeholders, desired outcomes, and cost and schedule constraints.
- What approach will the firm take to deliver the project most efficiently?
- How the proposed approach reduces the impact to the community while staying within the budget and schedule.
- A proactive approach to:
 - Monitoring, tracking and communicating project scope, schedule and cost progress and issues or concerns in a timely manner;
 - Ensuring accuracy of project status reports, and
 - Expedite design schedule where possible
- Description of how your firm has effectively managed risk and ensured quality. Include your QA/QC plan (this can be in addition to the overall page limitation for the Proposal).
- Approach for effectively managing project team communications and timely decision-making.

Qualifications/Expertise of Project Manager (15 Points Possible)

- For the proposed Project Manager, provide up to three examples that demonstrate his/her prior experience as a Project Manager on similar projects managing the following items:
 - i. Project schedule
 - ii. Scope of work/scope creep
 - iii. Budget issues
 - iv. Changes that arose throughout the life of the project

For each example project include the dates; name of the client/organization and contact information; the project's projected and actual design and construction schedules and costs, and list the project manager's responsibilities and tasks.

3. Qualifications/Expertise of Team (30 Points Possible)

- For each proposed task leader, provide up to three examples of prior relevant projects. Include the name of project(s); dates of the project(s); client/organization name and contact information; and roles/responsibilities for each team member on those project(s)
- Based on your approach described in criterion number two, describe the experience of key team members in each of the following areas:
 - i. Environmental documentation and permit acquisition
 - ii. Geotechnical
 - iii. Stormwater management
 - iv. Drainage
 - v. Utilities
 - vi. Non-motorized
 - vii. Landscaping/Aesthetics
 - viii. Access management
 - ix. If deemed appropriate, other area of expertise important to this project
- List the type(s) of expertise that each firm on your team can provide and indicate how long each firm has provided these type(s) of service

4. Team Organization (15 Points Possible)

- Provide a listing of all firms on your proposal team
- Provide information demonstrating the team's:
 - i. Organizational structure
 - ii. Reporting relationships between individual team members
 - iii. The physical location of the office(s) from which the work will be performed

5. Other (Not Scored)

Please submit a minimum of three (3) specific references, including name of client, mailing address, telephone number, email address and contact person, which demonstrate the firm's and key sub-consultants' experience and expertise in performing work similar to this project. References may be checked only for the highest-scoring firms. References will not be scored but will be used to verify qualifications, which may affect the rating of the respondent.