

Appendix J: CCNA Rating Guide

CONSULTANT SELECTION CRITERIA RATING GUIDE

EVALUATION CRITERIA NO. 1 – ABILITY OF FIRM AND ITS PROFESSIONAL PERSONNEL

- 1 - Project team personnel do not have appropriate level of experience. Project team does not contain all necessary disciplines. Organization of project team is inappropriate.
- 2 - Most project team personnel have the proper level of experience. Project team contains all but one necessary discipline. Organization of project team is inappropriate.
- 3 - All project team personnel have the proper level of experience. Project team contains all necessary disciplines. Organization of project team is adequate to the project.
- 4 - All project team personnel have the proper level of experience and the project manager is uniquely qualified. Project team contains all necessary disciplines. Organization of project team is adequate to the project.
- 5 - All project team personnel have the proper level of experience and several are uniquely qualified. Project team contains all necessary disciplines. Organization of project team is adequate for the project.

EVALUATION CRITERIA NO. 2 – FIRM'S EXPERIENCE WITH PROJECTS OF A SIMILAR TYPE AND SIZE

- 1 - No successful experience with similar type projects.
- 2 - Successful experience with 1 – 2 similar type projects.
- 3 - Successful experience with 3 - 5 similar type projects, at least one of which has been in the past 2 years.
- 4 - Successful experience with more than 5 similar type projects, 1 - 2 of which are the same type and size as the proposed project.
- 5 - Successful experience with more than 5 similar type projects, 3 or more of which are the same size and type as the proposed project.

EVALUATION CRITERIA NO. 3 – FIRM'S WILLINGNESS AND ABILITY TO MEET SCHEDULE AND BUDGET REQUIREMENTS

- 1 - Submittal does not address either the schedule or budget.
- 2 - Submittal shows a longer schedule than in the RFP.
- 3 - Submittal shows schedule same as in the RFP.
- 4 - Submittal shows same or better schedule than the RFP.
- 5 - Submittal shows an improved schedule over the RFP.

EVALUATION CRITERIA NO. 4 – EFFECT OF FIRM'S RECENT, CURRENT AND PROJECTED WORKLOAD

- 1 - Submittal shows that consultant does not have sufficient available personnel to complete project on schedule.
- 2 - Submittal shows that consultant will have to work overtime to complete project on schedule.
- 3 - Submittal shows that consultant has adequate time and available personnel to complete project on schedule.
- 4 - Submittal shows that consultant's project team has adequate time and available personnel to complete project on schedule.
- 5 - Submittal shows that consultant's project team has no or very light current or projected workload.

EVALUATION CRITERIA NO. 5 – EFFECT OF PROJECT TEAM LOCATION (ONLY THE EVALUATION COMMITTEE CHAIRPERSON RATES THIS AREA)

- 1 - Non-local location of most of project team including the Project Manager, may adversely affect work quality and schedule.
- 2 - Non-local location of some of project team (project manager local) may adversely affect work quality and schedule.
- 3 - One or two key elements of project teams are non-local and may adversely affect work quality and schedule.
- 4 - Only minor elements of project team are non-local and probably will not affect work quality or schedule.
- 5 - All of the project team is local. (Local is any county within the Tampa Bay Regional Partnership area, i.e. Hillsborough, Pinellas, Pasco, Polk, Manatee, Sarasota and Hernando Counties.)

NOTE: THIS DOCUMENT IS A GUIDE. THE MAJORITY OF PROJECTS WILL USE THE CRITERIA ABOVE FOR RATING THE FIRM'S WRITTEN RESPONSE. FOR SOME PROJECTS, HOWEVER, IT MAY BE NECESSARY TO REVISE THE CRITERIA IN SOME AREAS. FOR EXAMPLE, BUT NOT LIMITED TO, PROJECTS SUCH AS SURVEYING AND MAPPING, GUARANTEED ENERGY SAVINGS (ESCO), AND UNIQUE ARCHITECTURAL PROJECTS MAY REQUIRE REVISED CRITERIA. THE REQUESTING DEPARTMENT MUST IDENTIFY ALTERNATIVE CRITERIA WHEN THE REQUEST IS SUBMITTED TO THE DEPARTMENT OF PROCUREMENT SERVICES IN ORDER FOR THE REVISIONS TO BE INCLUDED IN THE RFP.