# Appendix D

## QUALIFICATIONS-BASED SELECTION (QBS) FOR CONSULTANT/VENDOR SERVICES
## REQUEST FOR PROPOSALS (RFP) SELECTION CRITERIA

For all Qualifications-Based Selections, the Local Agency selection team will review the information submitted and will select the consultant considered most highly qualified to perform the services based on the proposals. The selected consultant will be asked to prepare a cost proposal. **Cost-related items cannot be considered in the selection process.** Negotiations will be conducted with the consultant selected.

One scoring sheet shall be filled out per RFP received.

Items marked with a "*" are optional. Weighting factors can be applied to each category at the discretion of the Local Agency selection team. Comments should be provided that explain reasoning for selected score.

**Rating Description:** 5-point scale used with the rating description guidelines listed below.
1 – RFP did not fulfill the requirement or failed to fully convey work necessary.
5 – RFP conveyed the information clearly and without question. The proposal exceeded expectations by providing a complete and accurate conveyance of the work to be completed, value added innovations, specific examples of applicable past work, etc.

**RFP Specific Information:**

Prime Consultant/Vendor: _____
☐ Design Services          ☐ Construction Engineering Services          ☐ Testing Services

JN: _____          Description: _____

**\*Understanding of Service:** How well does the RFP describe understanding of service intended to be proposed? This should be based on the scope of services.
☐ 1          Comments: _____
☐ 2          _____
☐ 3          _____
☐ 4          _____
☐ 5          _____
Category Weighting Factor: _____ x Score: _____ = Category Total: _____

**Qualifications of Team:** How well did the RFP provide information related to organization chart, describe the structure of the project team including the roles of all key personnel?
☐ 1          Comments: _____
☐ 2          _____
☐ 3          _____
☐ 4          _____
☐ 5          _____
Category Weighting Factor: _____ x Score: _____ = Category Total: _____

**Past Performance:** Take into consideration of past performance of the consultant/vendor by the Local Agency, evaluations done by the Local Agency for similar scope of services, and/or any references offered by the vendor.

☐ 1         Comments: _____
☐ 2         _____
☐ 3         _____
☐ 4         _____
☐ 5
Category Weighting Factor:_____ x Score:_____ = Category Total: _____

**\*Quality Assurance/Quality Control Process:** How well does the RFP outline this service including background information of selected manager? The person managing this service should have extensive background of applicable standards and practices.

☐ 1         Comments: _____
☐ 2         _____
☐ 3         _____
☐ 4         _____
☐ 5
Category Weighting Factor:_____ x Score:_____ = Category Total: _____

**\*\*Local Presence** (The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity):

☐ 0 (Less than 10%)      Comments: _____
☐ 1 (10-24%)             _____
☐ 2 (25-49%)             _____
☐ 3 (50-79%)             _____
☐ 4 (10-94%)             _____
☐ 5 (95-100%)
Category Weighting Factor:_____ x Score:_____ = Category Total: _____

**\*\*Disadvantaged Business Enterprise (DBE) Participation:** Does the RFP meet the criteria for DBE participation? If yes:
Category Weighting Factor:_____ x Score:_____ = Category Total: _____
*\*\*Local Presence and DBE Participation can only account for a maximum of 10% combined of the total RFP score.*

**\*Presentation/Other:** General evaluation of quality of presentation and technical proposal or other RFP evaluation criteria.

☐ 0         Comments: _____
☐ 1         _____
☐ 2         _____
☐ 3         _____
☐ 4         _____
☐ 5
Category Weighting Factor:_____ x Score:_____ = Category Total: _____

**<u>RFP Total Score (All Categories):</u>** _____

| | | |
|---|---|---|
| Selection Team Name: | Signature: | Date: |
| Selection Team Name: | Signature: | Date: |
| Selection Team Name: | Signature: | Date: |
| Selection Team Name: | Signature: | Date: |