

**PROFESSIONAL SERVICES PROCUREMENT EVALUATION TEMPLATE**  
**Referenced in the Professional Services Procurement Section of the LPA Guide**

Purpose: To provide LPAs with the statutorily defined criteria they must use to evaluate and hire professional service providers.

Note: If other criteria are important, it is acceptable to add that criteria for a particular project. Under no circumstances may the LPA consider the price the professional service provider will charge in making its evaluations and hiring decisions.

SAMPLE

**EXHIBIT II  
ENGINEERING SERVICES  
SELECTION RATING SYSTEM**

1. <u>Project Engineer's Experience</u>	<u>Maximum 20 Points</u>
A. 5 or more years experience with TEA-21 or other federal/state programs	20 Points
B. 3 or more years experience	15 Points
C. 1-2 years experience	10 Points
D. No experience	0 Points
2. <u>Firm's Project Completion Background</u>	<u>Maximum 20 Points</u>
A. Completion of 5 previous, similar type projects within proposed timeframe & budget	20 Points
B. Completion of 3 projects	10 Points
C. No projects were completed	0 Points
3. <u>References from Similar Projects</u>	<u>Maximum 20 Points</u>
A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service.	20 Points
B. Respondent lists 2 previous clients	15 Points
C. Respondent lists 1 previous client	10 Points
D. Respondent lists no previous references.	0 Points
4. <u>Firm's Familiarity with Community's Needs</u>	<u>Maximum 20 Points</u>
A. Firm is thoroughly familiar with City	20 Points
B. Firm is somewhat familiar with City	10 Points
C. Firm is unfamiliar with City	0 Points
5. <u>Local Engineer</u>	<u>Maximum 5 Points</u>
A. Firm is located within 25 miles of the City where project is located	5 Points
B. Firm is not located within 25 miles of the City where project is located	0 Points
6. <u>Minority or Female-Owned Firm</u>	<u>Maximum 5 Points</u>
A. Firm is minority or female-owned	5 points
B. Firm is not minority or female-owned	0 Points
7. <u>Small Business Firm</u>	<u>Maximum 5 Points</u>
A. Firm is a small business	5 Points
B. Firm is not a small business	0 Points

**MAXIMUM TOTAL POINTS**

**95 POINTS**

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.

**ENGINEER SELECTION  
U.S. 60 SIDEWALK CONSTRUCTION PROJECT  
CITY OF SIMPSONVILLE**

CRITERIA	POINTS AWARDED			
1. Engineer's Experience				
2. Firm's Project Completion Background				
3. References from Similar Projects				
4. Firm's Familiarity with Community's Needs				
5. Local Engineer				
6. Minority or Female-Owned Firm				
7. Small Business				
<b>TOTAL POINTS</b>				