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.
## EXHIBIT II
### ENGINEERING SERVICES
#### SELECTION RATING SYSTEM

1. **Project Engineer's Experience**
   - Maximum 20 Points
   - 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. **Firm's Project Completion Background**
   - Maximum 20 Points
   - 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. **References from Similar Projects**
   - Maximum 20 Points
   - 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. **Firm's Familiarity with Community's Needs**
   - Maximum 20 Points
   - 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. **Local Engineer**
   - Maximum 5 Points
   - 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. **Minority or Female-Owned Firm**
   - Maximum 5 Points
   - A. Firm is minority or female-owned 5 points
   - B. Firm is not minority or female-owned 0 Points

7. **Small Business Firm**
   - Maximum 5 Points
   - 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.
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<th>CRITERIA</th>
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