

Evaluation Criteria

1. Ability of Professional Personnel: Maximum 30 Points

Describe the qualifications and relevant experience of the Project Manager and all key staff that are intended to be assigned to this project. Include resumes for the Project Manager and all key staff described. Include the qualifications and relevant experience of all subconsultants' key staff to be assigned to this project.

- A. Identify the key personnel who will be assigned to the Scope of Work. Provide the experience each team member has had on completing a General Planning Consultant (GPC) and other transit systems planning, analysis, and management. Resumes of all team members shall be provided and up-to-date. The Vendor must demonstrate that it has sufficient personnel with the various types of skills needed to staff the task orders when needed. **10 Points**
- B. Provide an overview of proposed Subconsultant(s) experience. The Subconsultant team shall include all resumes of all proposed staff. **10 Points**
- C. Provide evidence of knowledge and experience with transit-based GPC's and related transit industry planning experience:
 - C.1 Strength and experience of Project Manager and key personnel for project team.
 - C.2 Provide an organizational chart for the members of the proposed project team.
 - C.3 Description of relevant GPC and related transit operating/planning experience.**10 Points**

2. Project Approach: Maximum 30 Points

Describe the prime Vendor's approach to the project. Include how the Vendor will use Subconsultants in the project.

- A. Accurately and thoroughly address Vendor's approach to completing all items from the attached Scope of Work:
 - A.1 Transportation Planning and Program Support
 - A.1.1 Capital Project Planning and Development
 - A.1.2 Transportation Planning and Analysis
 - A.1.3 Environmental Planning
 - A.1.4 Economic Development Planning
 - A.1.5 Organizational Assessment, Research, Analysis, and Planning
 - A.1.6 Information Technology (IT)
 - A.1.7 Public Involvement and Outreach
 - A.1.8 Grant Compliance, Monitoring, and Development**20 Points**
- B. List program management functions that the Vendor and all Subconsultants will perform. **5 Points**

- C. Describe the process Vendor will follow to respond to a specific task order request from the Broward County Transportation Department. The Vendor should also describe the management procedures it will follow to oversee work by its personnel and work by Subconsultants on multiple task orders simultaneously. **5 Points**

3. Past Performance: Maximum 30 Points

Describe Vendor's experience on projects of similar nature, scope and duration, along with evidence of satisfactory completion, both on time and within budget, for the past five years. Provide a minimum of three projects with references.

Vendor should provide references for similar work performed to show evidence of qualifications and previous experience. Refer to **Vendor Reference Verification Form** and submit as instructed. Only provide references for non-Broward County Board of County Commissioners contracts. For Broward County contracts, the County will review performance evaluations in its database for vendors with previous or current contracts with the County. The County considers references and performance evaluations in the evaluation of Vendor's past performance.

- A. Describe Vendor's specific past experience(s) in managing and completing tasks as part of a transit-related GPC effort within the last five (5) years. **15 Points**
- B. Describe your Team's past experience relevant to the Tasks and Subtasks of the Scope of Work. Include role of Vendor (as Prime or Subconsultant); type of work; organizational chart, name and contact information of client representative; project dollar value (state whether figure is for services or total project) and total dollar value of contract. **15 Points**

4. Workload of the Firm: Maximum 5 Points

List all completed and active projects that Vendor has managed within the past five years. In addition, list all projected projects that Vendor will be working on in the near future. Projected projects will be defined as a project(s) that Vendor is awarded a contract but the Notice to Proceed (NTP) has not been issued. Identify any projects that Vendor worked on concurrently. Describe Vendor's approach in managing these projects. Were there or will there be any challenges for any of the listed projects? If so, describe how Vendor dealt or will deal with the projects' challenges.

5. Location: Maximum 5 Points

Refer to **Vendor's Business Location Attestation Form** and submit as instructed.

Points Value: 0 or 5

A Vendor with a principal place of business location (also known as the nerve center) within Broward County for the last six months, prior to the solicitation submittal, will receive five points; a Vendor not meeting all of the local business requirements will receive zero points. The following applies for a Vendor responding as a Joint Venture (JV): if a member of the JV has 51% or more of the equity and meets all of the local business requirements, the JV will receive three points; if a member of the JV has 30 to 50% of the equity and meets all of the local business requirements, the JV will receive two points; and if a member of the JV has 10% to 29% of the equity and meets all of the local business requirements, the JV will receive one point.