

CHAPTER 9 TRC REVIEW OF TECHNICAL PROPOSALS, INTERVIEWS, AND ORAL PRESENTATIONS

Each member of the TRC must base their evaluation on the criteria provided in the RFP so that value uniformity can be established. The following considerations may be used as a guide in establishing evaluation criteria. The Project Manager is encouraged to meet with the TRC as a group prior to contract advertisement in order to discuss project requirements, major emphasis points, and develop evaluation criteria. The evaluation criteria, including their relative importance, will be provided to the shortlisted Consultants in the RFP or at the scope of services meeting.

- (A) Awareness of Project Issues:** (0 to 30 points) - Includes the Consultant's understanding of the scope of services and of any unique issues involved in the project.
- (B) Proposed Approach to Project:** (0 to 30 points) - Includes the Consultant's approach to the project, unique concepts and cost saving suggestions, proposed quality review schedule, the reasonableness of the proposed schedule based on the quantity of personnel available, whether the individual tasks are staged properly and in proper sequence, and whether the proposed schedule is better than, the same as, or worse than the Department's estimate.
- (C) Proposed Project Staffing:** (0 to 30 points) - Includes the Consultant's staffing quality and availability, experience on similar projects, proposed subconsultants, interrelationship between the Consultant and any proposed subconsultants.
- (D) Other Considerations:** (0 to 10 points) Communication ability, use of specialized equipment, commitment to satisfy the Department's needs, past performance on similar projects, etc.

TRC meetings held to discuss the Consultant Technical Proposal, Interview, or Oral Presentation submittals shall be properly noticed.

The TRC members shall independently evaluate and score the Technical Proposals, Interviews, or Oral Presentations. TRC members shall provide objective evaluations from a solely technical standpoint. The evaluations must be done individually by each reviewer and not as a consensus evaluation. The evaluators should provide comments along with their evaluation scores. When each evaluator has completed the evaluation of each Technical Proposal, Oral Presentation, or Interview, the raw scores and comments will be transmitted to the PSU, who will compile the individual scores and calculate the average score for each Consultant. All individual evaluations should be signed and dated by the evaluator. The individual evaluations will be included in the selection package.

The TRC will consider the staff hour estimates during the evaluation of the Consultants only in terms of understanding of the scope. The staff hour estimates will not be assigned evaluation criteria points; however, the work effort is recognized as an indication of scope understanding.

When Oral Presentations or Interviews are utilized, the Department representatives to attend the Oral Presentations or Interviews will be the Project Manager, other members of the TRC, PSU, and the Selection Committee members at their option. However, any Selection Committee Member who wishes to attend any Oral Presentation or Interview must attend all Oral Presentations or Interviews for the specified project. All Oral Presentations and Interviews will be recorded by the Department. The audio or video recordings will be kept as an electronic record in the PSU procurement file.