

Document 00202

EVALUATION PROCESS AND CRITERIA

1.0 SUBMITTAL INSTRUCTIONS

Proposers shall submit six hard copies and one electronic copy (CD or flashdrive) of the Statement of Qualifications Submittals (see Document 00202-A), in a sealed box labeled with the Proposer's name, name of the Project, and General Services Department.

2.0 EVALUATION PROCESS

The Proposers will be evaluated as follows:

Step One: Statement of Qualifications (SOQ) – A committee will review and evaluate Proposer's SOQ, based on the evaluation criteria set out below. Proposers can receive up to 100 points for the SOQ. Proposers receiving 75 or greater will be short-listed to submit a proposal.

Step Two: Proposal – Short-listed Proposers will prepare a Proposal in accordance with Document 00200 and will submit a Proposal in accordance with Paragraph 10.0.A of Document 00210.

The lowest apparent Proposer will be awarded the Project.

3.1 EVALUATION CRITERIA FOR STEP ONE

0. **SOQ completed in accordance with instructions** (10 Points Maximum)
1. **Respondent's Experience** (33 Points Maximum). Refer to Section 1.1
2. **Proposed Key Personnel's Experience** (40 Points Maximum). Refer to Sections 2.1 and 2.2
3. **Safety** (12 Points Maximum). Refer to Section 3.1
4. **Hire Houston First** (5 Points Maximum). Refer to Section 4.1.

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