

Appendix E - Proposal Evaluation Table

EVALUATION CRITERIA	POINTS AVAILABLE	POINTS AWARDED
Stage 1: Compliance with Mandatory Submission Requirements	Pass / Fail	
Compliance with Mandatory Technical Requirements	Pass / Fail	
EVALUATION CRITERIA	AVAILABLE POINTS TO BE AWARDED	
STAGE 2 – TECHNICAL PROPOSAL (PROPOSAL STRUCTURE, ATTRIBUTES AND CONTENTS):		
A. Proponent Profile (Refer to Section 5.3 subsection 2) <ul style="list-style-type: none"> Proponent demonstrate staff and organization to ensure timely response and service to the City over the period of the contact Proponent demonstrate commitment to diversity (Section 5.4, subsection 2) 	5	
B. Experience and Qualifications of Proponents (Refer to Section 5.4 subsection 3)) <ul style="list-style-type: none"> Proponent's experience in projects of comparable nature, size and scope Proponent's experience in streetscape improvements; preferably with BIAs Skills, experience & expertise in landscape architectural services relevant to the RFP Artist Portfolio/submission	25	
C. Proposed Staff Team and Resources (Refer to Section 5.4 subsection 4) <ul style="list-style-type: none"> Staff qualifications and experience in similar projects Duties and responsibilities of key staff to this project 	10	
D. Creativity and Innovation (Refer to Section 5.4 subsection 5) <ul style="list-style-type: none"> Quality and innovation of proposal, past experience Credibility of proposal to meet project objectives Demonstrated understanding of BIA identity and context reflected in design Vision for streetscape improvements/elements for BIA 	30	
E. Work Plan and Deliverables (Refer to Section 5.4 subsection 6) <ul style="list-style-type: none"> Understanding of overall project Proposed methodology and approach to managing work Detailed work plan and timeline, identifying and detailing major deliverables Proposed staffing and roles and their involvement 	10	
STAGE 3 – INTERVIEWS OR DEMONSTRATIONS AND/OR REFERENCE CHECK (if applicable):		

F. See Section 4.3 stage 3 for further information		
Proponents must meet a minimum of 75% (or 60 points) to be considered further for Cost		
STAGE 4 – COST OF SERVICE:		
F. Cost of Services Proponent's fees are calculated as follows: lowest priced proposal receives 20 points and the remaining Proposals are assigned points based on the following formula: (lowest price divided by proponent's price submission) x 20	20	
TOTAL (A+B+C+D+E+F)	100	