

**CONSTRUCTION ADMINISTRATION SERVICES FOR THE
AMERICAN TOBACCO SOUTH PARKING DECK
LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
EVALUATION CRITERIA**

Name of firm: Heery International, P.C.

Date _____

Provide a score for each item using a range of 0 to 10. Zero (0) being lowest and ten (10) being highest.

	Weight	Score
1. Firm's understanding of project objectives.	3 x _____	= _____
2. Firm's approach to a project of this nature.	3 x _____	= _____
3. Experience with similar projects and history of firm.	3 x _____	= _____
4. Qualifications of principal(s) to perform the work and the level of involvement in Durham County project.	3 x _____	= _____
5. Qualifications of project manager and staff assigned to Durham County project.	3 x _____	= _____
6. Adequacy of firm's staffing level and resources.	2 x _____	= _____
7. Applicability of references.	2 x _____	= _____
8. Utilization of subcontractors.	2 x _____	= _____
9. Schedule for completion of tasks.	2 x _____	= _____
10. Hourly rates.	1 x _____	= _____
11. MWBE utilization.	1 x _____	= _____
12. Adherence to request for letters of interest and statements of qualifications.	1 x _____	= _____
13. Proximity to Durham.	1 x _____	= _____

TOTAL = _____

Completed by _____

LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

EXPLANATIONS OF EVALUATION CRITERIA

1. **Firm's understanding of project objectives.** Does the proposal address the intent of the RFQ, or does it deal primarily with generalities? Is the proposal narrative a virtual copy of the RFQ, or does it indicate some independent thought was given to its preparation?
2. **Firm's approach to a project of this nature.** How does the firm plan to perform the tasks? Is the methodology proposed for task management well defined or vague? How well- organized is the proposal?
3. **Experience with similar projects and history of firm.** This criterion examines corporate rather than individual experience. If the firm limits its work to specialized areas, does the principal area of specialization match the scope of work of the RFQ, or is the work to be subcontracted?
4. **Qualifications of principals to perform the work and the level of involvement in Durham County project.** Do the qualifications of the firm, particularly the principals, indicate that the firm can complete the tasks in a professional and satisfactory manner? Are the principals profiled in the proposal those who will actually undertake the project? If not, their qualifications - no matter how impressive- must be disregarded. Is the experience recent enough to incorporate current changes in service technology?
5. **Qualifications of project manager and staff assigned to Durham County project.** A company's reputation often rest on the accomplishments of one of more of its principals. The involvement of a firm's principals in smaller contracts is generally limited to approving the proposal, possibly reviewing progress reports, and signing the final report. Does the proposal indicate that the principals of the firm intend to be heavily involved in the performance of the contract or involved only in an administrative or oversight capacity? Pay special attention to the qualifications of staff - particularly the project manager- if the response indicates a low level of involvement by principals. Staff qualifications are much more important to the success of the contract than the qualifications of a principal who has little involvement in day-to-day contract activities.
6. **Adequacy of firm's staffing level.** Will adequate staff and resources be available for the project? Is the firm able to commit sufficient time and resources to complete the tasks in a satisfactory manner?
7. **Applicability of references.** Do the references provided by the firm have experience in the same area addressed in the RFQ? Can the references provide an opinion of whether or not the firm can handle the size and scope of the project?

8. **Utilization of subcontractors.** Will most of the work be done by the firm's employees, or is much of the work to be done by subcontractors? Have the subcontractors' qualifications been submitted and are they acceptable? What will the role of the subcontractors be in the project ?
9. **Schedule for completion of tasks.** Does the firm indicate the estimated time to complete the project? Does the completion schedule satisfy the County's time table?
10. **Hourly Rates.** These rates do not necessarily reflect actual project costs.
11. **MWBE Utilization.** Durham County has established the following goal for its Business Opportunity Program for minority and business enterprise participation in the procurement of goods, professional services, and construction. What level of involvement will the MWBE firms have in the project?

PROFESSIONAL SERVICES/GOODS	AFRICAN-AMERICANS	ASIAN-AMERICANS	HISPANIC AMERICANS	NATIVE AMERICANS	WOMEN-OWNED
CONSTRUCTION	19.46%	N/A	N/A	N/A	N/A
CONSTRUCTION SUBCONTRACT	19.06%	N/A	N/A	N/A	7.17%
ARCHITECTURE/ENGINEERING	N/A	N/A	N/A	N/A	15.32%
HEALTH/SOCIAL SERVICES	N/A	N/A	N/A	N/A	N/A
PURCHASING	6.27%	N/A	N/A	N/A	N/A
OTHER PROFESSIONAL	13.00%	N/A	N/A	N/A	N/A

12. **Adherence to request for letters of interest and statements of qualifications.** Is the proposal's format and contents consistent with what the County is asking for? Does the firm explain the reason for any variations in content from the information requested in the RFQ?
13. **Proximity to Durham.** Does the firm indicate the level of contact with County staff during the course of service delivery. Will the firm enter into a joint venture with a local firm? Will there be resident local personnel?

EVALUATION CRITERIA -- NOTES

1. Firm's understanding of project objectives.
2. Firm's approach to a project of this nature.
3. Experience with similar projects and history of firm.
4. Qualifications of principal(s) to perform the work and the level of involvement in Durham County project.
5. Qualifications of project manager and staff assigned to Durham County project.
6. Adequacy of firm's staffing level and resources.
7. Applicability of references.

8. Utilization of subcontractors.

9. Schedule for completion of tasks.

10. Hourly rates.

11. MWBE utilization.

12. Adherence to request for letters of interest and statements of qualifications.

13. Proximity to Durham.