

Request for Proposals Rating Worksheet

Applicability: to be used in conjunction with the LA DOTD Request for Proposals Rating Sheet and the firms' proposals for the selection of consultants by a Qualifications Based Selection process. This worksheet provides guidance to the Consultant Selection Committee (CSC) on evaluating the proposals received in response to the Request for Proposals and will aid the Consultant Selection Committee in completing the Request for Proposals (Request for Proposals) Rating Sheet.

While the CSC should use this worksheet and corresponding rating sheet as a basic minimum set of standards to structure the Request for Proposals, the CSC is free to expand upon the items set forth in this worksheet in developing its own Request for Proposals and Rating System. LA DOTD Aviation will review the CSC's Request for Proposals and Rating System prior to the Committee sending it to firms on the pre-selection short-list to ensure compliance with basic standards.

Whatever method is chosen by the CSC in requesting proposals from the firms on the pre-selection short-list, the Committee must ensure that the process is conducted in a uniform manner for all firms involved in the process. Every firm must be provided with all selection criteria, along with the corresponding importance of each, to be used in evaluations. All firms must also be given the same opportunities to present their qualifications and experience to the CSC as well.

Adherence to the LA DOTD Aviation Consultant Selection Process will ensure compliance with all applicable Federal Aviation Administration regulations and requirements regarding procurement of professional services, and is required for any proposed contracts with LA DOTD receiving funding from the Aviation Trust Fund.

Key Terms:

- **Standard Form 330 (SF 330):** a form used by Federal agencies to receive statements of qualifications when procuring professional services, which is authorized for local reproduction. LADOTD Aviation Section has chosen this form for use by airport sponsors when selecting consultant firms for projects eligible for FAA or LADOTD Aviation funding.
- **Consultant Selection Committee (CSC):** a committee formed by the airport sponsor, in accordance with LADOTD policy, for the purpose of selecting a consultant firm when the airport sponsor is seeking FAA or LADOTD Aviation funding for eligible airport projects.
- **Request for Proposals (RFP) Rating Sheet:** a rating sheet developed by LADOTD Aviation Section to enable the CSC to rate the proposals of each firm submitting a Proposal for a proposed contract.

- Qualifications Based Selection (QBS) Process: a process by which a firm is selected according to its qualifications as opposed to a fee-based selection process. In the QBS process, fees are only discussed after the top firm is selected and is done through a fee negotiation process.

RATING OF PROJECT PROPOSALS

The rating of the proposals received in response to the Request for Proposals should be focused on the reviewers' evaluations of firms' proposals for the completion of the advertised projects.

The RFP should request, at minimum, the following information:

- Proposed phasing of project(s)
- Proposed timeline for project(s) development
- Proposed funding approach to project development
- Proposed technical approach
- Any other pertinent information

As with the Statements of Qualifications, the different criteria to be scored in the proposals should be given a weight reflecting its importance.

Scoring: The score for each criterion should reflect the firm's effectiveness at demonstrating its effectiveness at accomplishing the sponsor's goals for each project. Each score will be multiplied by the appropriate weight, and the resulting total scores will be added to arrive at a final overall score.