

# CORRECTED RESULTS

## RESULTS OF COMBINED SCORES AND BY EACH REVIEW GROUP

BOT=BOARD OF TRUSTEES

PC=PLANNING COMMISSION

TAC=TECHNICAL ADVISORY COMMITTEE (STAFF MEMBERS)

	HIGHEST SCORE OF ALL GROUPS COMBINED
	SECOND HIGHEST SCORE OF ALL GROUPS COMBINED
	THIRD HIGHEST SCORE OF ALL GROUPS COMBINED

	BOT	PC	TAC	COMBINED SCORE
DESIGN WORKSHOP	1828	1507	1722	5057
HOUSEAL LAVIGNE	1848	1492	1780	5120
LOGAN SIMPSON	1451	1724	1839	5014

# ORIGINAL DATA WITH ERROR

## RESULTS OF COMBINED SCORES AND BY EACH REVIEW GROUP

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	BOT	PC	TAC	COMBINED SCORE
DESIGN WORKSHOP	1828	1507	1722	5057
HOUSEAL LAVIGNE	1848	1492	1468	4808
LOGAN SIMPSON	1451	1724	1839	5014

Name of Project: COMPREHENSIVE PLAN  
Town Project Manager: DEBORAH BACHELDER

**INSTRUCTIONS:**

Please review the Request for Proposal document that each firm was to respond to before evaluating the individual Evaluator to assess the strength of each firm's qualifications and assign a numerical rating of 1 to 5 with 5 being the highest. Please do not modify the Weight assigned to each qualification; only enter your score for each project specific qualification.

**WRITTEN PROPOSAL**

**SCORE (PROJECT SPECIFIC QUALIFICATIONS):**

**1. Work Plan and Project Approach**

1. Approach demonstrates an understanding of the unique elements of the project.
2. Rational and organized approach to analyzing and solving key issues.
3. Proposed work plan provides detailed description of the specific tasks.
4. Consultant team members and community engagement partners assigned to lead and participate in specific tasks and milestones clearly defined in RACI (Responsible, Accountable, Consulted, Informed) chart.
5. Recommended tasks not identified in the RFP are clearly explained and considered necessary.
6. Flexibility in approach does not affect timeline or budget.
7. Adequate quality of control for: document accuracy, staying on schedule, staying on budget, and fulfilling tasks.

**2. Community Engagement**

1. Community engagement process is clearly defined.
2. Scheduling of community engagement is effective.
3. Community engagement partner's roles are clearly defined in the work tasks and scheduling.
4. Appropriate approaches are proposed to engage a broad spectrum of the community.
5. Appropriate approaches are proposed to engage specific sub-groups.
6. Creativity and variety of community outreach approaches are provided.

**3. Schedule**

1. Project schedule identifies task target start date and duration.
2. Project schedule meets Town timeline for adoption of the plan.
3. Actionable milestones with identifiable deliverables to be completed are identified by date on a schedule.

**4. Relevant Experience**

1. Similar projects successfully completed by lead consultant and the sub-consultants that had direct experience. Include the referenced project Name, a brief description, if the project was completed on time and a reference name.
2. Experience of team members that have worked together on previous projects. Projects detailed and relevant.
3. List of clients (2-5) for whom similar work has been done. Include contact name and phone number.

**5. Qualifications**

1. Complete list of project team and qualifications is provided.
2. Individual team member assignments are clearly defined.
3. Lead firm and project manager identified.
4. Organizational chart is provided showing the relationship of each team member to the lead firm; included are contact name, phone number, email address, and mailing address.
5. An estimate of the time each team member will devote to the project is provided.

6. Team members qualified to perform all aspects of the project. Team members are identified that have specific skills to develop the comprehensive plan such as: land use planning, population and employment projections, regional and local market analysis, sustainability and resiliency, infrastructure, transportation, natural resources, natural hazards, housing affordability, and public safety.
7. Company resources to complete the project and adequate support staff and production capabilities are available.

**ORAL INTERVIEW (May 18th at BOT Study Session 6:30 pm)**

**SCORE (OVERALL QUALIFICATIONS):**

1. Work Plan and Project Approach
2. Community Engagement
3. Schedule
4. Relevant Experience
5. Qualifications

ial proposals.

ne highest rating. (Use whole numbers and place in the "x Rating " column)

alification.

				AVERAGE SCORES BASED ON SCORES FROM 21 MEMBERS OF BOT, PC, TAC		
Weight	x Rating	= Score	DESIGN WORKSHOP	HOUSEAL LAVIGNE	LOGAN SIMPSON	
2 x	=	0		7	8	8
3 x	=	0		12	11	11
3 x	=	0		12	12	11
3 x	=	0		12	9	11
1 x	=	0		3	3	3
1 x	=	0		3	3	3
3 x	=	0		11	10	10
2 x	=	0		8	8	8
2 x	=	0		7	7	7
1 x	=	0		3	4	4
3 x	=	0		11	11	11
3 x	=	0		11	10	10
3 x	=	0		12	11	11
1 x	=	0		3	3	4
1 x	=	0		4	4	4
3 x	=	0		10	11	11
3 x	=	0		11	12	11
ame and contact information.						
3 x	=	0		10	10	11
2 x	=	0		8	8	7
1 x	=	0		4	4	4
2 x	=	0		8	7	8
2 x	=	0		8	8	8
1 x	=	0		3	4	4
1 x	=	0		4	2	4

3 x	=	0	11	11	11
arket analysis, fiscal impact analysis, ty/diversity, oil/gas industry, and community facilitation.					
2 x	=	0	7	7	7

Weight	x	Rating	=	Score	DESIGN WORKSHOP	HOUSEAL LAVIGNE	LOGAN SIMPSON
4 x	=	0			15	17	14
4 x	=	0			15	16	15
2 x	=	0			7	8	7
2 x	=	0			8	9	7
3 x	=	0			11	13	10

**Name of Project: COMPREHENSIVE PLAN**  
**Name of Firm: DESIGN WORKSHOP**  
**Town Project Manager: DEBORAH BACHELDER**

**INSTRUCTIONS:**

Please review the Request for Proposal document that each firm was to respond to before evaluating the individual proposals.  
Evaluator to assess the strength of each firms' qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers and place in the "x Rating " column)  
Please do not modify the Weight assigned to each qualification; only enter your score for each project specific qualification.  
Oral Interview section to be completed after 5/18/2021 Study Session where the top 3-4 consulting groups will make a presentation and answer questions.

**WRITTEN PROPOSAL**  
**SCORE (PROJECT SPECIFIC QUALIFICATIONS):**

- 1. Work Plan and Project Approach
  - 1. Approach demonstrates an understanding of the unique elements of the project.
  - 2. Rational and organized approach to analyzing and solving key issues.
  - 3. Proposed work plan provides detailed description of the specific tasks.
  - 4. Consultant team members and community engagement partners assigned to lead and participate in specific tasks, milestones and decisions clearly defined in RACI (Responsible, Accountable, Consulted, Informed) chart.
  - 5. Recommended tasks not identified in the RFP are clearly explained and considered necessary.
  - 6. Flexibility in approach does not affect timeline or budget.
  - 7. Adequate quality of control for: document accuracy, staying on schedule, staying on budget, and fulfilling tasks is provided.
  
- 2. Community Engagement
  - 1. Community engagement process is clearly defined.
  - 2. Scheduling of community engagement is effective.
  - 3. Community engagement partner's roles are clearly defined in the work tasks and scheduling.
  - 4. Appropriate approaches are proposed to engage a broad spectrum of the community.
  - 5. Appropriate approaches are proposed to engage specific sub-groups.
  - 6. Creativity and variety of community outreach approaches are provided.
  
- 3. Schedule
  - 1. Project schedule identifies task target start date and duration.
  - 2. Project schedule meets Town timeline for adoption of the plan.
  - 3. Actionable milestones with identifiable deliverables to be completed are identified by date on a schedule.
  
- 4. Relevant Experience
  - 1. Similar projects successfully completed by lead consultant and the sub-consultants that had direct experience.  
Include the referenced project Name, a brief description, if the project was completed on time and a reference name and contact information.
  - 2. Experience of team members that have worked together on previous projects. Projects detailed and relevant.
  - 3. List of clients (2-5) for whom similar work has been done. Include contact name and phone number
  
- 5. Qualifications
  - 1. Complete list of project team and qualifications is provided.
  - 2. Individual team member assignments are clearly defined.
  - 3. Lead firm and project manager identified.
  - 4. Organizational chart is provided showing the relationship of each team member to the lead firm; included are

contact name, phone number, email address, and mailing address.

- 5. An estimate of the time each team member will devote to the project is provided.
- 6. Team members qualified to perform all aspects of the project. Team members are identified that have specific areas of expertise needed to prepare the comprehensive plan such as: land use planning, population and employment projections, regional and local market analysis, fiscal impact analysis, sustainability and resiliency, infrastructure, transportation, natural resources, natural hazards, housing affordability/diversity, oil/gas industry, and community facilitation.
- 7. Company resources to complete the project and adequate support staff and production capabilities are available.

**ORAL INTERVIEW (May 18th at BOT Study Session 6:30 pm)**  
**SCORE (OVERALL QUALIFICATIONS):** Weight x Rating = Score

- 1. Work Plan and Project Approach
- 2. Community Engagement
- 3. Schedule
- 4. Relevant Experience
- 5. Qualifications

Weight x Rating		= Score	BOARD OF TRUSTEES							PLANNING COMMISSION							
			AH	AH	BB	BG	SL	JC	CV	AS	DH	GA	JL	KZ	MW		
2 x		=	-	10	10	8	8	10	10	-		8	6	8	6	6	6
3 x		=	-	15	15	9	12	15	12	-		12	9	12	9	9	12
3 x		=	-	15	15	12	9	12	15	-		15	9	15	9	9	12
3 x		=	-	15	15	9	12	15	15	-		15	12	9	6	15	9
1 x		=	-	5	4	3	4	4	4	-		1	3	4	4	2	3
1 x		=	-	5	4	4	4	4	5	-		1	3	5	4	3	3
3 x		=	-	15	15	12	12	12	15	-		6	9	9	9	6	9
Subtotal										424	Subtotal						
2 x		=	-	10	10	6	8	8	10	-		10	6	10	6	6	6
2 x		=	-	10	10	6	6	8	10	-		10	6	6	4	8	8
1 x		=	-	5	4	3	3	4	4	-		5	3	4	2	4	3
3 x		=	-	15	12	12	12	12	15	-		15	6	12	9	9	9
3 x		=	-	15	12	12	9	12	15	-		15	6	12	12	9	9
3 x		=	-	15	12	12	9	12	15	-		15	6	15	9	9	12
Subtotal										353	Subtotal						
1 x		=	-	5	5	3	3	4	5	-		3	3	5	3	3	3
1 x		=	-	5	4	3	4	4	5	-		5	3	5	3	3	3
3 x		=	-	15	12	9	9	12	15	-		15	9	9	9	6	9
Subtotal										122	Subtotal						
3 x		=	-	12	15	9	9		12	-		15	12	15	12	9	12
3 x		=	-	15	15	12	12	12	15	-		3	15	12	12	9	9
2 x		=	-	10	10	6	8	8	10	-		10	8	10	8	6	6
Subtotal										190	Subtotal						
1 x		=	-	5	5	4	4	4	5	-		5	3	5	5	4	3
2 x		=	-	10	10	8	8	8	10	-		6	6	10	6	8	6
2 x		=	-	10	10	8	8	8	10	-		8	6	10	10	8	6
1 x		=	-	5	5	4	4	4	5	-		3	3	3	2	3	2

1 x		=	-	5	5	3	3	4	5	-
3 x		=	-	15	15	12	9	12	15	-

5	3	4	5	4	3
9	9	15	9	12	12

2 x		=	-	10	10	8	6	8	10	-
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8	6	10	8	6	6
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Subtotal 317

Subtotal

WRITTEN SCORE:

1,406

4 x		=	-	20	20	12	16	20	16	12
4 x		=	-	20	20	12	20	16	12	12
2 x		=	-	10	8	6	8	6	6	8
2 x		=	-	10	10	8	8	8	8	6
3 x		=	-	15	15	12	12	12	9	9

12	12	20	16	16	12
20	12	20	16	16	16
6	6	10	6	8	6
6	6	8	8	10	8
9	9	12	12	15	9

ORAL SCORE:

422

342

322

296

99

183

265

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1,165

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**Name of Project: COMPREHENSIVE PLAN**  
**Name of Firm: HOUSEAL LAVIGNE**  
**Town Project Manager: DEBORAH BACHELDER**

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**ORAL INTERVIEW (May 18th at BOT Study Session 6:30 pm)**  
**SCORE (OVERALL QUALIFICATIONS):** Weight x Rating = Score

- 1. Work Plan and Project Approach
- 2. Community Engagement
- 3. Schedule
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Weight x Rating		= Score	BOARD OF TRUSTEES							PLANNING COMMISSION						
			AH	AH	BB	BG	SL	JC	CV	AS	DH	GA	JL	KZ	MW	
2 x		=	-	10	10	6	10	6	10 -		8	6	10	8	8	6
3 x		=	-	12	15	6	15	9	15 -		15	9	12	9	9	9
3 x		=	-	15	15	12	15	9	15 -		12	6	15	12	12	6
3 x		=	-	15	15	12	15	6	15 -		6	15	15 -		3	6
1 x		=	-	5	4	2	5	3	5 -		1	3	4	3	2	3
1 x		=	-	5	4	3	5	3	5 -		2	2	5	3	3	3
3 x		=	-	15	15	12	15	6	15 -		6	6	9	12	9	9
Subtotal										410	Subtotal					
2 x		=	-	10	10	8	10	4	10 -		8	6	8	8	8	6
2 x		=	-	10	10	4	10	4	10 -		6	6	8	6	8	8
1 x		=	-	5	5	2	5	2	5 -		4	3	5	3	4	3
3 x		=	-	15	15	6	15	6	15 -		12	6	15	12	12	12
3 x		=	-	15	15	9	12	6	15 -		12	6	12	9	12	9
3 x		=	-	15	12	6	15	6	15 -		15	6	12	12	12	9
Subtotal										337	Subtotal					
1 x		=	-	3	5	4	5	3	5 -		3	3	5	3	2	3
1 x		=	-	5	5	3	5	3	5 -		5	3	5	4	2	3
3 x		=	-	15	15	6	15	9	15 -		9	9	12	12	6	9
Subtotal										126	Subtotal					
3 x		=	-	15	15	12	15	9	15 -		12	15	15	9	15	9
3 x		=	-	15	15 -		15	9	15 -		3	15	15	9	12	9
2 x		=	-	10	10 -		10	6	10 -		10	10	8	8	8	6
Subtotal										196	Subtotal					
1 x		=	-	5	5	5	5	3	5 -		5	5	5	3	5	4
2 x		=	-	10	10	10	10	6	10 -		8	10	8	6	8	4
2 x		=	-	10	10	10	10	6	10 -		10	10	10	8	10	6
1 x		=	-	5	5	5	5	3	5 -		3	4	3	2	4	2

1 x		=	-	3	4	4	4	3	5	-
3 x		=	-	15	15	12	15	9	15	-

2 x		=	-	10	10	8	10	6	10	-
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Subtotal 326

1	1	2	1	1	2
12	9	15	9	12	6

8	6	10	6	8	6
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Subtotal

WRITTEN SCORE:

1,395

4 x		=	-	20	20	12	20	12	20	20
4 x		=	-	20	20	12	20	8	20	16
2 x		=	-	8	8	8	10	6	10	8
2 x		=	-	8	10	8	10	6	10	10
3 x		=	-	15	15	12	15	9	15	12

ORAL SCORE:

453

20	12	20	16	12	12
16	8	16	16	16	12
6	6	10	8	6	6
10	10	10	6	8	6
15	15	15	9	12	9

343

302

303

98

188

258

1,149

**Name of Project: COMPREHENSIVE PLAN**

**Name of Firm: HOUSEAL LAVIGNE**

**Town Project Manager: DEBORAH BACHELDER**

**INSTRUCTIONS:**

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**WRITTEN PROPOSAL**

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7. Company resources to complete the project and adequate support staff and production capabilities

#### **ORAL INTERVIEW (May 18th at BOT Study Session 6:30 pm)**

**SCORE (OVERALL QUALIFICATIONS):** Weight x Rating = Score

1. Work Plan and Project Approach
2. Community Engagement
3. Schedule
4. Relevant Experience
5. Qualifications

#### **NOTES:**

- **Criteria:** Characteristics of the project under each category to help determine the submitter's overall
- **Weights:** Steering Committee assigned weights, using whole numbers, to all criteria on evaluation form
- **Ratings:** Evaluator to assess the strength of each firm's qualifications and assign a numerical rating
- **Total Score:** Includes the sum of all criteria.

3 individual proposals.

5 being the highest rating. (Use whole numbers and place in the "x Rating " column)

specific qualification.

os will make a presentation and answer questions.

		BOARD OF TRUSTEES					
Weight x Rating	= Score	AH	AH	BB	BG	SL	
2 x <input type="text"/>	=	-	10	10	6	10	6
3 x <input type="text"/>	=	-	12	15	6	15	9
3 x <input type="text"/>	=	-	15	15	12	15	9
3 x <input type="text"/>	=	-	15	15	12	15	6
) chart.							
1 x <input type="text"/>	=	-	5	4	2	5	3
1 x <input type="text"/>	=	-	5	4	3	5	3
3 x <input type="text"/>	=	-	15	15	12	15	6
2 x <input type="text"/>	=	-	10	10	8	10	4
2 x <input type="text"/>	=	-	10	10	4	10	4
1 x <input type="text"/>	=	-	5	5	2	5	2
3 x <input type="text"/>	=	-	15	15	6	15	6
3 x <input type="text"/>	=	-	15	15	9	12	6
3 x <input type="text"/>	=	-	15	12	6	15	6
1 x <input type="text"/>	=	-	3	5	4	5	3
1 x <input type="text"/>	=	-	5	5	3	5	3
3 x <input type="text"/>	=	-	15	15	6	15	9
3 x <input type="text"/>	=	-	15	15	12	15	9
a reference name and contact information.							
3 x <input type="text"/>	=	-	15	15	-	15	9
2 x <input type="text"/>	=	-	10	10	-	10	6
1 x <input type="text"/>	=	-	5	5	5	5	3
2 x <input type="text"/>	=	-	10	10	10	10	6
2 x <input type="text"/>	=	-	10	10	10	10	6
1 x <input type="text"/>	=	-	5	5	5	5	3

1 x		=	-	3	4	4	4	3
3 x		=	-	15	15	12	15	9

nal and local market analysis, fiscal impact analysis,  
sing affordability/diversity, oil/gas industry, and community facilitation.

2 x		=	-	10	10	8	10	6
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WRITTEN SCORE:

4 x		=	-	20	20	12	20	12
4 x		=	-	20	20	12	20	8
2 x		=	-	8	8	8	10	6
2 x		=	-	8	10	8	10	6
3 x		=	-	15	15	12	15	9

ORAL SCORE:

all qualifications. SCORE BY GROUP:

forms.

g of 1 to 5 COMBINED FINAL SCORE: 5,120

		PLANNING COMMISSION				
JC	CV	AS	DH	GA	JL	KZ
	10 -	8	6	10	8	8
	15 -	15	9	12	9	9
	15 -	12	6	15	12	12
	15 -	6	15	15 -		3
	5 -	1	3	4	3	2
	5 -	2	2	5	3	3
	15 -	6	6	9	12	9
	Subtotal	410				
	10 -	8	6	8	8	8
	10 -	6	6	8	6	8
	5 -	4	3	5	3	4
	15 -	12	6	15	12	12
	15 -	12	6	12	9	12
	15 -	15	6	12	12	12
	Subtotal	337				
	5 -	3	3	5	3	2
	5 -	5	3	5	4	2
	15 -	9	9	12	12	6
	Subtotal	126				
	15 -	12	15	15	9	15
	15 -	3	15	15	9	12
	10 -	10	10	8	8	8
	Subtotal	196				
	5 -	5	5	5	3	5
	10 -	8	10	8	6	8
	10 -	10	10	10	8	10
	5 -	3	4	3	2	4

5 -			1	1	2	1	1
15 -			12	9	15	9	12
10 -			8	6	10	6	8
Subtotal		326					
		1,395					

20	20		20	12	20	16	12
20	16		16	8	16	16	16
10	8		6	6	10	8	6
10	10		10	10	10	6	8
15	12		15	15	15	9	12
		453					

1848

BOT

1,848

1492

# TECHNICAL ADVISORY COMMITTEE

MW

AL

CH

DB

DP

FS

LB

PH

<u>6</u>	0	8	8	6	6	8	8
<u>9</u>	0	12	12	9	9	12	12
<u>6</u>	0	12	12	12	9	12	12
<u>6</u>	0	12	6	3	9	9	12
<u>3</u>	0	2	3	3	2	3	3
<u>3</u>	0	3	3	1	3	4	4
<u>9</u>	0	12	6	9	9	6	9

Subtotal 302

<u>6</u>	8	8	8	4	6	8	8
<u>8</u>	8	6	4	4	6	6	10
<u>3</u>	3	4	2	3	2	3	4
<u>12</u>	12	12	12	6	6	12	15
<u>9</u>	9	9	12	6	6	12	12
<u>9</u>	12	9	12	9	6	12	15

Subtotal 303

<u>3</u>	0	4	3	2	2	3	3
<u>3</u>	0	3	3	3	3	3	3
<u>9</u>	0	12	12	9	9	12	9

Subtotal 98

<u>9</u>	0	9	9	9	9	9	12
<u>9</u>	0	12	3	6	6	3	12
<u>6</u>	0	8	6	6	6	6	10

Subtotal 188

<u>4</u>	0	4	3	3	3	3	3
<u>4</u>	0	6	2	6	4	2	8
<u>6</u>	0	8	6	6	6	6	8
<u>2</u>	0	4	1	3	3	2	5

<u>2</u>	0	2	1	2	2	2	2
<u>6</u>	0	12	6	9	6	6	12

<u>6</u>	0	8	4	6	4	4	8
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Subtotal 258

1,149

<u>12</u>	16	16	20	16	12	20	16
<u>12</u>	20	16	20	16	16	20	20
<u>6</u>	10	8	8	8	6	8	8
<u>6</u>	10	8	8	10	8	8	10
<u>9</u>	12	12	12	12	12	15	9

343

PC 1,492

1780

SM	Total	Average
8	150	7.89474
9	210	11.0526
9	222	11.6842
6	180	9.47368
	0	0
3	59	3.10526
3	64	3.36842
12	192	10.1053
Subtotal	<u>365</u>	
8	154	7.7
8	142	7.1
3	70	3.5
12	228	11.4
9	207	10.35
12	222	11.1
Subtotal	<u>383</u>	
4	65	3.42105
4	70	3.68421
12	207	10.8947
Subtotal	<u>118</u>	
12	225	11.8421
12	186	10.3333
8	146	8.11111
Subtotal	<u>173</u>	
4	78	4.10526
8	136	7.15789
8	158	8.31579
4	68	3.57895

2	44	2.31579
6	201	10.5789

8	140	7.36842
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Subtotal	<u>241</u>
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<u>1,280</u>
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16	348	16.5714
12	340	16.1905
6	162	7.71429
8	182	8.66667
12	264	12.5714

<u>500</u>
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TAC	<u>1,780</u>	261.256
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**Name of Project: COMPREHENSIVE PLAN**  
**Name of Firm: LOGAN SIMPSON**  
**Town Project Manager: DEBORAH BACHELDER**

**INSTRUCTIONS:**

Please review the Request for Proposal document that each firm was to respond to before evaluating the individual proposals.  
Evaluator to assess the strength of each firms' qualifications and assign a numerical rating of 1 to 5 with 5 being the highest rating. (Use whole numbers and place in the "x Rating " column)  
Please do not modify the Weight assigned to each qualification; only enter your score for each project specific qualification.  
Oral Interview section to be completed after 5/18/2021 Study Session where the top 3-4 consulting groups will make a presentation and answer questions.

**WRITTEN PROPOSAL**  
**SCORE (PROJECT SPECIFIC QUALIFICATIONS):**

- 1. Work Plan and Project Approach
  - 1. Approach demonstrates an understanding of the unique elements of the project.
  - 2. Rational and organized approach to analyzing and solving key issues.
  - 3. Proposed work plan provides detailed description of the specific tasks.
  - 4. Consultant team members and community engagement partners assigned to lead and participate in specific tasks, milestones and decisions clearly defined in RACI (Responsible, Accountable, Consulted, Informed) chart.
  - 5. Recommended tasks not identified in the RFP are clearly explained and considered necessary.
  - 6. Flexibility in approach does not affect timeline or budget.
  - 7. Adequate quality of control for: document accuracy, staying on schedule, staying on budget, and fulfilling tasks is provided.
  
- 2. Community Engagement
  - 1. Community engagement process is clearly defined.
  - 2. Scheduling of community engagement is effective.
  - 3. Community engagement partner's roles are clearly defined in the work tasks and scheduling.
  - 4. Appropriate approaches are proposed to engage a broad spectrum of the community.
  - 5. Appropriate approaches are proposed to engage specific sub-groups.
  - 6. Creativity and variety of community outreach approaches are provided.
  
- 3. Schedule
  - 1. Project schedule identifies task target start date and duration.
  - 2. Project schedule meets Town timeline for adoption of the plan.
  - 3. Actionable milestones with identifiable deliverables to be completed are identified by date on a schedule.
  
- 4. Relevant Experience
  - 1. Similar projects successfully completed by lead consultant and the sub-consultants that had direct experience.  
Include the referenced project Name, a brief description, if the project was completed on time and a reference name and contact information.
  - 2. Experience of team members that have worked together on previous projects. Projects detailed and relevant.
  - 3. List of clients (2-5) for whom similar work has been done. Include contact name and phone number
  
- 5. Qualifications
  - 1. Complete list of project team and qualifications is provided.
  - 2. Individual team member assignments are clearly defined.
  - 3. Lead firm and project manager identified.
  - 4. Organizational chart is provided showing the relationship of each team member to the lead firm; included are

contact name, phone number, email address, and mailing address.

- 5. An estimate of the time each team member will devote to the project is provided.
- 6. Team members qualified to perform all aspects of the project. Team members are identified that have specific areas of expertise needed to prepare the comprehensive plan such as: land use planning, population and employment projections, regional and local market analysis, fiscal impact analysis, sustainability and resiliency, infrastructure, transportation, natural resources, natural hazards, housing affordability/diversity, oil/gas industry, and community facilitation.
- 7. Company resources to complete the project and adequate support staff and production capabilities are available.

**ORAL INTERVIEW (May 18th at BOT Study Session 6:30 pm)**  
**SCORE (OVERALL QUALIFICATIONS):** Weight x Rating = Score

- 1. Work Plan and Project Approach
- 2. Community Engagement
- 3. Schedule
- 4. Relevant Experience
- 5. Qualifications

Weight x Rating		= Score	BOARD OF TRUSTEES							PLANNING COMMISSION						
			AH	AH	BB	BG	SL	JC	CV	AS	DH	GA	JL	KZ	MW	
2 x		=	-	6	10	8	6	6	2 -		10	8	10	6	10	8
3 x		=	-	9	15	12	6	9	6 -		15	12	12	9	15	12
3 x		=	-	12	15	12	6	9	6 -		15	9	15	9	15	12
3 x		=	-	15	15	12	12	9	3 -		15	9	15	9	12	12
1 x		=	-	2	5	4	3	3	1 -		1	3	5	4	2	3
1 x		=	-	3	4	4	3	3	2 -		2	4	5	4	3	3
3 x		=	-	12	15	9	6	9	6 -		15	9	12	12	15	9
Subtotal										315	Subtotal					
2 x		=	-	6	10	8	6	6	6 -		10	6	10	6	10	6
2 x		=	-	8	10	8	6	4	4 -		10	6	8	8	8	8
1 x		=	-	2	5	5	3	3	2 -		5	3	5	3	4	3
3 x		=	-	9	12	12	9	9	6 -		15	9	12	9	15	12
3 x		=	-	9	12	12	6	9	6 -		15	9	12	12	15	12
3 x		=	-	9	15	15	6	6	3 -		15	12	15	9	15	12
Subtotal										267	Subtotal					
1 x		=	-	3	5	5	3	3	3 -		5	3	5	3	5	3
1 x		=	-	5	4	5	4	3	3 -		5	3	5	4	5	3
3 x		=	-	6	15	12	9	9	6 -		15	9	15	12	15	9
Subtotal										103	Subtotal					
3 x		=	-	12	15	9	6	9	6 -		15	15	12	12	12	12
3 x		=	-	6	15	12	6	6	6 -		15	15	12	9	15	12
2 x		=	-	8	10	8	6	4	4 -		10	10	10	8	8	8
Subtotal										148	Subtotal					
1 x		=	-	4	5	5	4	3	3 -		5	5	5	4	5	3
2 x		=	-	10	10	10	6	6	4 -		10	10	10	8	10	6
2 x		=	-	10	10	10	8	6	4 -		10	10	10	8	10	6
1 x		=	-	5	5	4	4	3	2 -		5	5	5	2	5	3

1 x		=	-	5	4	5	3	3	2	-
3 x		=	-	9	15	15	9	9	6	-

5	2	4	4	4	3
15	15	15	9	12	12

2 x		=	-	6	8	10	6	6	4	-
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10	8	10	6	10	6
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Subtotal 266

Subtotal

WRITTEN SCORE:

1,099

4 x		=	-	12	20	20	12	12	4	12
4 x		=	-	12	20	20	12	12	8	16
2 x		=	-	8	8	10	6	6	8	8
2 x		=	-	4	10	8	4	6	2	6
3 x		=	-	9	15	12	9	9	3	9

20	12	12	12	20	12
20	20	12	16	20	16
8	8	10	6	10	6
10	6	8	6	10	8
9	9	9	9	15	12

ORAL SCORE:

352

351

385

344

124

210

310

1,373