

## Scoring Sheet

**Proposal:** Professional Services for an Open Space Plan

**Applicant:**

**Reviewer's Name:**

**Date:**

Criterion/Considerations	Max Pts	Act Pts	Notes
<p><b>Approach to conducting the tasks outlined in the scope of service</b> How well does the consultant understand all aspects of this project? What elements of the process require extra-ordinary focus to achieve meaningful recommendations and meet the schedule?</p>	40		
<p><b>Qualifications, experience and performance</b> How strong is the project team; are key personnel on staff or if subcontracted, are relationships well established? Has the consultant and subcontractors presented a proven history of study similar to that set forth in the scope of work, one that adheres to schedules, budget and provides quality work? Has the consultant adequately defined the human resources necessary to complete the project? Who will be performing the key elements of the project?</p>	40		
<p><b>Appropriateness of compensation rates and overall cost estimate.</b> Determine whether the compensation rates are appropriate for the work and qualifications, and whether the overall cost estimate is accurate, justified, and aligned with the project's scope</p>	20		
<p><b>References / Interviews</b> <b>Reference checks will be performed by Town staff and if interviews are warranted those will be scheduled with the committee and all will be discussed with the committee to determine if that changes our initial scoring.</b></p>			
<b>TOTAL</b>	100		