

## **CRITERIA FOR EVALUATING CONSULTANTS FOR AIRPORT PLANNING PROJECTS**

The following criteria will generally be used in evaluating consultants submitting proposals; however, the Consultant Selection Committee may develop additional consultant evaluation criteria and point values, if desired. The Consultant Selection Committee should assign points to be used for the Consultant Rating Sheet if they do not use the suggested point values. The TxDOT Project Manager can assist the Selection Committee in interpreting the criteria and establishing point values for each criterion, if necessary.

### **Suggested Point Values and Selection Criteria**

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| 25 points | <p><b>1. Capability to perform all of the services required for this project and professional qualifications of key personnel assigned to this project relevant to the work to be performed.</b></p> <p>Does the consultant have the necessary resources to perform all of the services required (e.g.: planning, surveying, CAD, etc.)? Who are the professionals that will be working on this project on a daily basis and how do their qualifications and experience with general aviation airport planning projects compare with other respondents? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Proposed Technical Approach Form, and possibly the Proposal Summary.]</p> |
| 25 points | <p><b>2. Recent experience, within the last five years, in the development of airport plans comparable to the proposed project.</b></p> <p>Does the consultant have direct experience developing general aviation airport plans similar to those proposed for this location? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, and possibly the Proposal Summary.]</p>  |
| 25 points | <p><b>3. Ability to meet the schedules and deadlines of this project and reputation for competence, timeliness, and quality of performance and work product.</b></p> <p>Does the proposed planning team have sufficient time to devote to this project in order to meet the schedule submitted in the proposal? Is the proposed schedule realistic? Does the consultant consistently meet contractual timetables? Has the work performed for other airports been satisfactory? [Sources of information: Aviation Planning Team Form, Recent Relevant Airport Experience Form, Project Schedule Form, possibly the Proposal Summary, and reference check.]</p>  |
| 25 points | <p><b>4. Proposed Technical Approach and Schedule to Accomplish the Project.</b></p> <p>Does the consultant show specific understanding and familiarity with the particular requirements of this project and how to address them? Is the consultant familiar with relevant planning guidance? Is the schedule appropriate to accomplish the project? [Sources of information: Proposed Technical Approach Form, Proposed Schedule Form, and possibly the Proposal Summary.]</p>  |