**B7**

**Sample Proposal Rating Sheet for Planning Services**

**TxCDBG PROJECT NO.** **GRANT RECIPIENT**

**NAME OF OFFERER**

**DATE OF RATING**

**NAME OF PERSON PERFORMING RATING**

**CRITERIA POSSIBLE AWARDED**

**POINTS**

A. Experience of firm (55 points)

Community Planning: base mapping, land

use and housing studies, water and waste-

water systems studies, streets and drain-

age studies, capital improvements studies

with good financial analyses, etc. 20 \_\_\_\_\_\_\_

Mapping: number and quality of maps to be

produced and provided. 15 \_\_\_\_\_\_\_

Familiarity with this region

of the state 10 \_\_\_\_\_\_\_

Ability to communicate and encourage

citizen involvement (as can be determined

from presentation) 10 \_\_\_\_\_\_\_

Project management 5 \_\_\_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_\_\_

COMMENTS

**CRITERIA POSSIBLE AWARDED**

**POINTS**

B.Work performance (30 points)

Facilitates completion of

activities on schedule 10 \_\_\_\_\_\_\_

(*B.**Work performance (30 points) cont.*)

Reports and mapping are of a high

quality (See attached samples) 10 \_\_\_\_\_\_\_

Number of workshop meetings to be held 10 \_\_\_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_\_\_

**NOTE: Information necessary to assess the offeror on this criteria should be gathered by contacting past and current clients.**

COMMENTS

C. Capacity to perform (10 points)

Staffing level/experience of staff 5 \_\_\_\_\_\_\_

Adequacy of resources 5 \_\_\_\_\_\_\_

**SUBTOTAL** \_\_\_\_\_\_\_

COMMENTS

D. Affirmative action (5 points)

Is the proposing firm a small business

or minority firm? 5 \_\_\_\_\_\_\_

**TOTAL SCORES**

**A. Experience** 60 \_\_\_\_\_\_\_

**B. Work performance** 30 \_\_\_\_\_\_\_

**C. Capacity to perform** 10 \_\_\_\_\_\_\_

**D. Affirmative Action** 5 \_\_\_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_\_\_