**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** \_\_\_\_\_\_\_