

# City of Utopia

## Short List Ranking Form

Project No:           URB-9999(9)  
 Project Name:        “A” Street – “Z” Street  
 Committee Member’s Name:   John Doe

**Scoring**  
 0 Points = Poor  
 10 Points = Excellent

### Short List

SELECTION CRITERIA	CONSULTANTING FIRM’S NAME					
	Firm A	Firm B	Firm C	Firm D	Firm E	
Professional qualifications necessary for satisfactory performance.	10	8	8	4	9	
Specialized experience and technical competence in the type of work required.	10	8	7	2	10	
Past performance on contracts with government agencies and private industry.	10	10	10	10	10	
The capacity to accomplish the work in the required time.	10	9	8	8	10	
<b>Total Points to Determine Short List</b>	40	35	33	19	37	

Notes:

Firm A’s proposal was complete, covered all the selection criteria, and was well written. We have had no major problems with this firm in past experiences.

Firm D’s proposal was incomplete. They left out many key items. My past experience with the firm has not been a good working relationship.

**Instructions:**

- Fill in appropriate project information & committee member’s name.
- Fill in all consultant firms’ names that submitted a proposal.
- Fill in all selection criteria that relate to this specific project. The number of selection criteria used may vary by project.
- Score each firm’s proposal based on the selection criteria & add up the total points for each firm.
- Document any notes in the space provided as justification for your scoring.

# City of Utopia

## Short List Summary Form

Project No.: URB-9999(9)  
 Project Name: "A" Street – "Z" Street

**Scoring**  
 1<sup>st</sup> Place = 3 Points  
 2<sup>nd</sup> Place = 2 Points  
 3<sup>rd</sup> Place = 1 Point

### Short List

	CONSULTANTING FIRM'S NAME							
SELECTION COMMITTEE	Firm A	Firm B	Firm C	Firm D	Firm E			
John D.	3	1			2			
Jane A.	3	1			2			
Bob W.	2	3			1			
Richard T.	3		1		2			
Jerry P.	3		2		1			
	14	5	3	0	8			
Short Listed Firms: <b>Firm A, Firm B, &amp; Firm E</b>								

### Instructions:

- Fill in appropriate project information & committee member's names. The committee size will vary by project.
- Fill in all consultant firms' names that submitted a proposal.
- Based on the **Short List Ranking Form**, rank the firms based on their total points.
- List the short listed firms in the appropriate space. The amount of firms will vary by project.
- Attach **Short List Ranking Forms** from each selection committee member to this form.

# City of Utopia

## Final Selection Ranking Form

Project No.: URB-9999(9)  
Project Name: "A" Street – "Z" Street  
Committee Member's Name: John Doe

**Scoring**  
0 Points = Poor  
10 Points = Excellent

### Final Selection

SELECTION CRITERIA	CONSULTANTING FIRM'S NAME		
	Firm A	Firm B	Firm E
Professional qualifications necessary for satisfactory performance.	10	8	9
Specialized experience and technical competence in the type of work required.	9	8	9
Past performance on contracts with government agencies and private industry.	9	8	8
Quality of the Interview	6	3	9
Location of the project and knowledge of the area (Total of 3 Points ONLY)	1	3	3
<b>Total Points for Final Selection</b>	<b>35</b>	<b>30</b>	<b>38</b>

Notes:

Location can only be 10% or less of the total points

Firm A's responses to questions were incomplete. They haven't done much work in this area of the state.

Firm B's struggled with their interview, particularly talking about the environmental issues.

Firm E's responses to questions were well answered and complete.

### Instructions:

- Fill in appropriate project information & committee member's name.
- Fill in all consultant firms' names that were short listed. This will vary by project.
- Fill in all selection criteria that relate to this specific project. The number of selection criteria used may vary by project. These criteria will also vary from the original short listed selection criteria.
- Score each interview based on the selection criteria & add up the total points for each firm.
- Document any notes in the space provided as justification for your scoring.

# City of Utopia

## Final Selection Summary Form

Project No.: URB-9999(9)

Project Name: "A" Street – "Z" Street

### Scoring

1<sup>st</sup> Place = 3 Points

2<sup>nd</sup> Place = 2 Points

3<sup>rd</sup> Place = 1 Point

### Final Selection

SELECTION COMMITTEE	CONSULTANTING FIRM'S NAME		
	Firm A	Firm B	Firm E
John D.	2	1	3
Jane A.	1	2	3
Bob W.	2	1	3
Richard T.	2	1	3
Jerry P.	3	1	2
	10	6	14
Final Selected Firm: <b>Firm E</b>			

### Instructions:

- Fill in appropriate project Information & committee member's names. The committee size will vary by project.
- Fill in all consultant firms' names that were short listed. This will vary by project.
- Based on the **Final Selection Ranking Form**, rank the firms based on their total points.
- List the final selected firm in the appropriate space.
- Attach **Final Selection Ranking Forms** from each selection committee member to this form.

# LPA Final Selection Memorandum

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DATE January 1, 2011  
TO NDOR Local Projects Division Project Coordinator  
FROM Name: John Doe Title: City of Utopia, Responsible Charge  
PROJECT Name: "A" Street – "Z" Street Project No. URB-9999(9) Control No. 99999  
SUBJECT LPA Final Selection

The selected consultants do not have a conflict of interest as defined in the LPA Manual.

Attached are the Final Selection Ranking & Summary Forms.

I am requesting your approval of our selected consultant and notice to proceed and authority to start the negotiation process.

Recommended by:

*John Doe* **SAMPLE** *1/1/2011*  
\_\_\_\_\_  
Responsible Charge Date

Reviewed and Approved by:

*Jim Jackson*  
\_\_\_\_\_  
LPD PC

*1/1/2011*  
\_\_\_\_\_  
Date

Selected Firm:

**Firm E**  
\_\_\_\_\_

Attachments