

Richard Flynn

From: Ernie Peterson <erniepeterson@kjohnsonengineers.com>
Sent: Monday, December 30, 2013 3:05 PM
To: Richard Flynn
Subject: Sample scoring sheet for RFPs.
Attachments: Sample SCORE SHEET - 6090-06-23.doc

Hi Dick,

I am attaching a scoring sheet that each member of your committee can use to rate the various proposals. Each person should fill out one of these, and then as a group compare your scores and discuss each proposal. People may want to adjust their scores after hearing the discussion, or keep them the way they are.

Sometimes one proposal is at the top of everyone's list. That makes it easy. When that doesn't happen, as a group rank the proposals with the best one at the top of the list, using your score sheets as a starting point. You can adjust the rankings until everyone is in agreement. Sometimes it goes like this "well I had them as number 3 but after hearing what was said and thinking about it some more, I agree that they should be number 2."

People should look at the proposals first, and then rank them. After that, open the cost sheets and score them. You may not end up with the lowest cost proposal, if it isn't the best proposal, and that's OK. Pick the proposal that you think will be best for the City considering the work that needs to be done. A low cost proposal that ends up with a lot of change orders because they don't know what they are doing isn't the best deal for the City.

If you have any questions, I'll be in tomorrow, the 31st until noon, and Thursday afternoon. I'll be in all day on Monday the 6th.

Ernie

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