

**Request for Qualifications
RFP #2024-457
Hazard Mitigation Plan Development**

**INSTRUCTIONS AND DIRECTIONS FOR COMPLETING
RFP EVALUATION MATRIX**

The City of Texas City received two (2) Request for Qualifications for the above referenced project. The specifications included the evaluation criteria that will be utilized to determine which firm submitted the best proposal. A copy of the specifications has been attached. Each committee member will need to submit the attached matrix and all scores will be averaged. If necessary, the committee may decide to interview those firms most susceptible of receiving an award and negotiate the proposal. Once the final recommendation is prepared, it will be submitted to the Mayor & Commission as a recommendation for award of the RFQ.

Please remember all information is CONFIDENTIAL and should not be discussed with the agency or released to the public. The attached evaluation form is confidential. I have also attached the Confidentiality Form which must be signed and returned to me. The process to evaluate an RFP is as follows:

- Review the specifications and become familiar with the evaluation criteria.
- Review the proposals making notes as you go relative to how well they meet the evaluation criteria.
- Evaluate each firm against the criteria, not each other.
- Score each firm in the main categories.
- Scores are given up to the percentage available in the main category with 100% total being the best.

Please begin to process your evaluation upon receipt. After completing your evaluation, return your forms to Gwynetheia Shabazz Pope. Please contact me for any questions you may have.

We appreciate your assistance with this very important project.

EVALUATION SUMMARY SHEET

Proposer Name: Lockwood, Andrews, & Newman (LAN)

EVALUATION CRITERIA	EVALUATOR SCORE	WEIGHT
1. <u>Knowledge about Hazard Mitigation Planning</u>	<u>20</u>	20%
2. <u>Experience in working with Municipal Government</u>	<u>19</u>	20%
3. <u>Experience with Federal Programs and Planning</u>	<u>20</u>	20%
4. <u>References</u>	<u>19</u>	20%
5. <u>Submission</u>	<u>16</u>	20%
TOTAL	94	100

Comments: LAN's submission is appreciated. They are a large subsidiary, but I did not

find that their proposed team for this project to be as robust as I would have liked to see.

Their submission was not as organized as i would have liked to see.

Evaluator Name: Titilayo Smith
(Printed)