

RFP Scorecard – Police Station Build

Project: Engineering, Drafting, Design, and Construction of Townsend Police Station

Proposal Due Date: May 16th, 2025

Evaluator Name:

Evaluation Date:

Bidder Information

Bidder Name

Proposal Amount

Submission Date

Contact Person

Bid Bond Included?

Required Documents Included?

Choice Consulting / originally under AAA

$$\text{Weighted Score} = \left(\frac{\text{Score (1-10)}}{10} \right) \times \text{Weight}$$

Evaluation Category	Weight (%)	Score (1-10)	Weighted Score	Notes
Firm's Qualifications and Experience	25%	6		
Technical Approach & Understanding of Project	25%	6		
Fee Proposal (Clarity, Value, Reasonableness)	20%	8		
References & Past Performance	15%	7		
Compliance with RFP Requirements	15%	5		
Total	100%			

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Local contractor, willing to work with town, offers basement
bid non-responsive, change name, legally cannot entertain new bid
does not appear to meet need based on realistic prices

Yes / No

Yes / No

* price change \$264500 → 369500

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Required Documents Included?

Box Modular 286 K

$$\text{Weighted Score} = \left(\frac{\text{Score (1-10)}}{10} \right) \times \text{Weight}$$

Evaluation Category

Firm's Qualifications and Experience
Technical Approach & Understanding of Project
Fee Proposal (Clarity, Value, Reasonableness)
References & Past Performance
Compliance with RFP Requirements

Total

Weight (%) Score (1-10) Weighted Score Notes

25%	8	20%	limited but knowledgeable
25%	7	18%	
20%	3	6%	
15%	7	11%	
15%	6	9%	can't produce a turn key product
100%	31	63%	

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Overall, they can't produce what our Department is looking for.

Yes/No

Yes No

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Delmarva Builders

463 K

$$\text{Weighted Score} = \left(\frac{\text{Score (1-10)}}{10} \right) \times \text{Weight}$$

Evaluation Category	Weight (%)	Score (1-10)	Weighted Score	Notes
Firm's Qualifications and Experience	25%	8	20%	
Technical Approach & Understanding of Project	25%	9	23%	
Fee Proposal (Clarity, Value, Reasonableness)	20%	7	14%	
References & Past Performance	15%	6	9%	
Compliance with RFP Requirements	15%	5	8%	
Total	100%	35	73%	

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Appears to have a solid grasp of scope/project per town engineers.

Yes / No

Yes / No

Pending

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Required Documents Included?

Pole Buildings Unlimited 408 K

$$\text{Weighted Score} = \left(\frac{\text{Score (1-10)}}{10} \right) \times \text{Weight}$$

Evaluation Category	Weight (%)	Score (1-10)	Weighted Score	Notes
Firm's Qualifications and Experience	25%	7	20%	
Technical Approach & Understanding of Project	25%	7	23%	
Fee Proposal (Clarity, Value, Reasonableness)	20%	8	16%	
References & Past Performance	15%	8	12%	
Compliance with RFP Requirements	15%	9	14%	
Total	100%	42	84%	

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Bid Bond, references, state licenses all submitted
NOT turn key. If awarded, get pricing on #5 in blue
Yes/No Yes / No
Pending

so project is complete in full after construction

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Required Documents Included?

Delmarva Builders

$$\text{Weighted Score} = \left(\frac{\text{Score (1-10)}}{10} \right) \times \text{Weight}$$

Evaluation Category	Weight (%)	Score (1-10)	Weighted Score	Notes
Firm's Qualifications and Experience	25%	5/10 = .25	.125	
Technical Approach & Understanding of Project	25%	7/10 = .25	.0875	
Fee Proposal (Clarity, Value, Reasonableness)	20%	9/10 = .20	.18	
References & Past Performance	15%	8/10 = .15	.12	
Compliance with RFP Requirements	15%	8/10 = .15	.12	
Total	100%		1.42	

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Background, Detail of Bid/Scope
Smaller Design, under designed
Smaller scope to accommodate budget

Yes / No

Yes / No

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Required Documents Included?

Boxx Modular

286,179
157,510
100,000

$$\text{Weighted Score} = \left(\frac{\text{Score (1-10)}}{10} \right) \times \text{Weight}$$

Evaluation Category	Weight (%)	Score (1-10)	Weighted Score	Notes
Firm's Qualifications and Experience	25%	5	5/10 = .25	.125
Technical Approach & Understanding of Project	25%	5	5/10 = .25	.125
Fee Proposal (Clarity, Value, Reasonableness)	20%	7	7/10 = .7	.14
References & Past Performance	15%	8	8/10 = .8	.12
Compliance with RFP Requirements	15%	3	3/10 = .3	.045
Total	100%	28		.555

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Experience in modular construction

Designed to preliminary dwgs, no sally port, stub/no connections to services

Under budget due to being under designed

Yes ☒ No

Yes / No

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Required Documents Included?

Pok Building Unlimited

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Evaluation Category	Weight (%)	Score (1-10)	Weighted Score	Notes
Firm's Qualifications and Experience	25%	5/10 .25	.125	
Technical Approach & Understanding of Project	25%	7/10 .25	.175	
Fee Proposal (Clarity, Value, Reasonableness)	20%	6/10 .2	.12	
References & Past Performance	15%	8/10 .15	.12	
Compliance with RFP Requirements	15%	6/10 .15	.09	
Total	100%		.603	

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Descriptive Sow

"Extras" - fill dirt, trenching etc. not line itemed

Over budget but not completely inclusive

Yes / No

Yes / No

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Fee Proposal (Clarity, Value, Reasonableness)	20%			
References & Past Performance	15%			
Compliance with RFP Requirements	15%			
Total	100%			

Summary Evaluation

Strengths:

Weaknesses:

Notes on Cost vs. Scope:

Interview Recommended?

Recommend for Award?

Yes / No

Yes / No

Not Responsive bid
 (eg. acting as consultant, no listed subcontractors)