

**The Town's evaluation criteria will include consideration of, but will not be limited to the following:**

- 1) Responsiveness of the consultant related to the Scope of Work;
- 2) The ability, capability and skill of the consultant to perform the contract;
- 3) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- 4) The ability of the proposer to provide future service for the use of the subject of the contract;
- 5) The sufficiency of the financial resources and ability of the consultant's personnel to perform the contract or service;
- 6) The character, integrity, reputation, judgment, experience and efficiency of the consultant;
- 7) The quality of performance of previous contracts;
- 8) The previous and existing compliance by the proposer with laws and ordinances relating to the scope of services;
- 9) Responsiveness of client references;
- 10) Location as it relates to the ability of the consultant to provide requested services;
- 11) Such other information as may be secured deemed applicable by the Town.

**CRITERIA**

Firms meeting the mandatory criteria will have their proposals evaluated and scored for qualifications in categories, which they have been requested to be considered. The following represent the principal selection criteria which will be considered during the evaluation process.

1) **Mandatory Elements**

- a) The firm is independent and licensed to practice in Florida.
- b) The firm has no conflict of interest with regard to any other work performed by the firm for the Town of Melbourne Beach.

2) **Experience and Qualifications**

- a) Has the firm successfully completed work for the Town in the past?
- b) Location of firm's office and personnel
- c) How well has the firm demonstrated experience completing similar projects on time and within budget?
- d) How successful is the general history of the firm regarding timely and successful completion of projects?
- e) Do the individuals assigned to the project have experience on similar projects?
- f) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- g) How knowledgeable are the offeror's personnel of the local area; and how many individuals have worked in the area previously?
- h) How extensive is, the applicable education and experience of the personnel designated to work on the project?
- i) Has the firm provided innovative solutions on previous projects?