

**EXHIBIT D: SAMPLE SCORE CARD**

<b>Ascension Parish Professional Selection Committee</b>		
<b>Score Card</b>		
<b>SCORECARD FACTORS</b>	<b>Weight (pts)</b>	<b>Max Total</b>
<b>Firm/Team Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Firm/Team shall be evaluated based on project specific experience and resources</li> <li>• Primary focus should be on Prime Consultants Experience, however, the other team members must be considered</li> </ul>	0-25	25
<b>Key Personnel Qualifications and Experience</b> <ul style="list-style-type: none"> <li>• Specific Personnel Experience with Similar Projects must be considered</li> <li>• While Firm Principals are listed, they traditionally have little involvement in the design, emphasis should be placed on the Project Managers and Project Engineers/Architects</li> </ul>	0-25	50
<b>Project Experience</b> <ul style="list-style-type: none"> <li>• Consideration must be given to Firms/Teams that can show experience with State/Federal regulations, codes, policies, procedures and standards to successfully facilitate project completion and familiarity with government operations in general at parish/county or municipal levels. Letters or other documentation of successfully implementing projects or programs are acceptable.</li> </ul>	0-10	60
<b>Proposal Understanding</b> <ul style="list-style-type: none"> <li>• Firm/Team's RFQs should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications.</li> </ul>	0-5	65
<b>Compatibility (firm size versus project size)</b> <ul style="list-style-type: none"> <li>• Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload.</li> </ul>	0-5	70
<b>Current Work Load</b> <ul style="list-style-type: none"> <li>• Number and size of projects currently under contract must be considered in relation to available staff.</li> </ul>	0-10	80
<b>Firm Location (Where Work Is to Be Performed)</b> <ul style="list-style-type: none"> <li>• firms that have or will maintain, upon award, an office within 30 miles of Gonzales and staffed with an adequate number of qualified employees to do the required work, shall be given priority consideration.</li> </ul>	0-5	85
<b>Past Performance</b> <ul style="list-style-type: none"> <li>• Points will be awarded based on letters or other documentation of successfully implementing projects or programs are acceptable, special capabilities to accomplish this scope of work, ability to meet deadlines and budgets, and quality of work.</li> </ul>	0-5	90
<b>Special Considerations/Requirements Specified in RFQ</b> <ul style="list-style-type: none"> <li>• Special project considerations may be included in the RFQ</li> <li>• These special requirements and considerations must be clearly spelled out in the RFQ</li> </ul>	0-10	100