

South Dakota Department of Transportation

Retainer Contract Evaluation Factors

2023-2025 Retainer Consultant Selection Process

EVALUATION CRITERIA	POINT VALUE AWARDED	POINT VALUE POSSIBLE	CRITERIA DEFINITION
1. Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements		20	This category is an evaluation of a firm's expertise and staff to complete a work order. Necessary Professional Licensure and Certifications are evaluated in this category as well. Qualifications and experience of firm principals, the firm's project director and key staff that would be involved in the projects.
2. Resources available to perform the work, including any specialized services, within the specified time limits for the project		20	The firms staffing to follow through on the expertise they claim.
3. Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration		20	This evaluation is based on quality of workmanship and performance of the firm. This can be determined by responsiveness to project communications from the DOT, timely submittal of final documents for previous work done for the SDDOT and references for firms with no SDDOT work record.
4. Availability to the project locale		5	This evaluation is based on proximity to possible project locations.
5. Familiarity with the project locale		5	This evaluation is based on familiarity with process and procedures of the SDDOT.
6. Proposed project management techniques		20	This evaluation is the technical approach used by the consulting firm to manage projects. The firm's experience performing specific services similar to those required by the project and the quality of the firm's performance on comparable jobs.
7. Ability and proven history in handling special project constraints		10	This category is an evaluation of work experience. The firm's professional reputation is a prime consideration. That reputation can be determined by talking to previous clients and reviewing references.

Note: Consultant firms are ranked based upon the submittal of Form DOT-925 for the specified category.