

DRAFT Evaluation Form for determining “short list” for interviews.

Firm Name: _____

1. Demonstrated ability to successfully design similar programs (similar type and level of complexity), with the organizational and technical skills necessary to accomplish the tasks identified in RFP, including producing verifiable GHG reductions. Tasks include:

- Identification of the “big picture” issues and how the various project components fit together to address these issues.
- A process and outline for identifying and prioritizing segments of the residential sector and associated energy efficiency packages.
- Risk Identification and mitigation plans to address these risks
- Time line for program rollout, including pilots
- Project Management Structure outlining deliverables, who is responsible, how the project will be managed, timeline and budget to complete the design.
- Recommended role for the city of Boulder

25 points maximum.

Points awarded _____

2. Comprehensive, integrated, feasible approach to addressing essential program components

- Targeted Delivery of Services by segment and housing type
- Program Delivery
- Financing
- Contractor Network
- Data, evaluation, and quality assurance
- Recognition

25 points max.

Points awarded _____

3. Capable of designing a program to reach the full spectrum of the residential sector and to affect the broader market (various income levels and housing types).

15 points max.

Points awarded _____

4. Understanding and sensitivity to the context and needs of the Boulder residential community.

15 points max.

Points awarded _____

5. Demonstrated ability to provide program design and tracking/ modeling software in digital and printed formats, written reports, and oral presentations in a timely and responsive manner.

10 points max.

Points awarded _____

6. Willingness to perform the services at a reasonable cost, compared with the level of effort to be expended.

10 points max.

Points awarded _____

7. Other Comments:

(Something about implementation proposal if applicable)

TOTAL POINTS AWARDED _____ (100 points max.)

Checklist (yes or no if the item was addressed in the RFP):

- Address “Big Picture”
- Risk identification and mitigation
- Project management structure
- Address GHG goal
- Project management structure
- Recommend role for City of Boulder
- Recommend metrics
- Program Delivery
- Financing
- Social Mobilization
- Contractor Network
- Data, Evaluation, QA
- Recognition
- Implementation

Matrix:

Budget
Timeline for design
Timeline for rollout (optional)
Years experience for principals or project manager
GHG goal