

Project: CDBG Grants Administration - Proposals accepted/opened 5/15/2024



City of Tiffin				
RFP Rating Results				
Selection Committee Member Scores				
	Mayor	City Administrator	Finance Director	
Firm	Lee Wilkinson	Nick Dutro	Kathleen Kaufman	Total Score
Tiffin-Seneca Economic Partnership	82	77	90	249

**EVALUATION FORM FOR QUALIFICATIONS FOR GRANT ADMINISTRATION SERVICES**

NAME OF PROJECT: CDBG Grant Administration

NAME OF DESIGN FIRM: Tiffin-Seneca Economic Partnership

NAME OF REVIEWER: Nicholas Dutro

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	20	15
Strength/Experience of Assigned Staff including Subconsultants (2)	30	22
Firm's Current Workload/Availability of Personnel (3)	10	10
Consultants Past Performance (4)	40	30
<b>Total</b>	100	77

**Notes:**

- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
- (2) The experience and strength of the assigned staff, including subconsultant staff should be ranked and scored as noted for (1) with higher differential scores assigned on more difficult projects.
- (3) The consultant's workload and availability of qualified personnel shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm or firms rated higher in other categories to complete the work with staff members named in the letter of interest.
- (4) The consultants' past performance on similar projects shall be ranked and scored on a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider past performance on work for the City of Tiffin and/or past performance on work completed for other agencies. References should be contacted as needed. The differential scoring should consider the complexity of the project and any subfactors identified in the project notification.

**EVALUATION FORM FOR QUALIFICATIONS FOR GRANT ADMINISTRATION SERVICES**

NAME OF PROJECT: CDBG Administration

NAME OF DESIGN FIRM: Tiffin-Seneca Economic Partnership

NAME OF REVIEWER: Lee Wilkinson

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	20	17
Strength/Experience of Assigned Staff including Subconsultants (2)	30	25
Firm's Current Workload/Availability of Personnel (3)	10	10
Consultants Past Performance (4)	40	30
<b>Total</b>	100	82



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**EVALUATION FORM FOR QUALIFICATIONS FOR GRANT ADMINISTRATION SERVICES**

NAME OF PROJECT: 2024 COMMUNITY DEVELOPMENT BLOCK GRANT - CITY OF TIFFIN  
 NAME OF DESIGN FIRM: TIFFIN SENECA ECONOMIC PARTNERSHIP - ADAMS SERVICES  
 NAME OF REVIEWER: KATHLEEN E. KAUFMAN

Category	Total Value	Score
<b>Management &amp; Team</b>		
Project Manager (1)	20	20
Strength/Experience of Assigned Staff including Subconsultants (2)	30	30
Firm's Current Workload/Availability of Personnel (3)	10	10
Consultants Past Performance (4)	40	30
<b>Total</b>	100	90

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- (1) The proposed project manager for each consultant shall be ranked with the highest ranked project manager receiving the greatest number of points and the lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects and past performance for the City of Tiffin and other agencies. Differential scoring should consider the relative importance of the project manager's role in the success of a given project. The project manager's role in a simple project may be less important than that for a complex project, and differential scoring should reflect this with higher differentials assigned to projects that require a larger role for the project manager.
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