

				Firm	Firm	Firm	Firm	Firm	Firm
		Yes/No							
Cover Letter Requirements									
Maximum 2 pages									
a.	Acknowledge addenda								
b.	Respondent has read RFS, note any exceptions								
c.	Respondent has read Standard Contract, note any exceptions								
d.	Compliance with Item 4 Minimum Requirements								
e.	A description of the Respondent's organization and history								
f.	Signature of individual for contract								
g.	Contact info for additional information								
Total length of submission not over 20 pages									
Graphic materials limited to three pages									
Minimum Evaluation Criteria									
Project Director is OPM qualified		Yes/No							

				Firm	Firm	Firm	Firm	Firm	Firm
Comparative Evaluation Criteria		Max. Points							
1a	Documented performance on previous projects	10							
1b	Satisfactory working relationships	10							
2	Thorough knowledge of the Massachusetts State Building Code, etc.	5							
3	Thorough knowledge of Commonwealth construction procurement laws	5							
4	Management approach	10							
5	Key personnel:	10							
6	Capacity and skills	5							
7	Identify the Respondent's current and projected workload	5							
8	Familiarity with NE-CHPS criteria or LEED-S Rating System.	5							
9	Thorough knowledge and demonstrated experience with life cycle cost analysis, cost estimating and value engineering	5							
10	Knowledge of the purpose and practices of the services of Building Commissioning Consultants.	5							
11	Financial Stability	5							
12	Demonstrated experience with phased occupied building construction and renovation projects	10							
13	Demonstrated experience with environmental regulations	10							
TOTAL		100							