

*****Group I Project is to use this score sheet*****

Request for Qualifications - Professional Design Services: Graphic Designer

Evaluator _____

Selection Criteria	Value	
1. Primary Firm Location and Workload (Maximum 10 points)		
a. Proximity of the staff assigned to 2.a and 2.b to 889 E. 17th Avenue Columbus, Ohio 43211	Less than 10 miles from project site	5
	10 miles to 150 miles	3
	More than 150 miles	0
b. Amount of fees awarded by the Contracting Authority to the primary firm in the previous 24 months (exclude projects on hold)	Less than \$25,000 in previous 24 months	5
	\$25,000 to \$50,000 in previous 24 months	3
	More than \$50,000 in previous 24 months	0
2. Primary Qualifications (Maximum 35 points)		
a. Lead Graphic Designer	Experience / creativity of project designer to achieve owner's vision and requirements (e.g., design awards, publications, appropriateness, innovation)	0 - 15
b. Technical Staff	Experience / ability of technical staff to create vector graphics and compile bid documents, including technical drawings and specifications (e.g. program competencies, experience)	0 - 10
c. Response to CCS's Local and Economically Disadvantaged Enterprises (LEDE) Program.	5 points if lead firm is LEDE or 20% goal of sub-contracting. 1 point for each 5% over 20% participation goal.	0 - 10
3. Overall Team Qualifications (Maximum 10 points)		
a. Previous collaboration with students or narrative on plan to engage students in the design process.	Demonstrate through example projects or include narrative	0 - 5
b. Team Organization (showed formal relationships between owner, contracting authority, consultants)	Clarity of responsibility / communication demonstrated by table of organization	0 - 5
4. Overall Team Experience (Maximum 45 points)		
a. Past Performance of the Project Team (provide reference letters from sample project contacts)	Past performance as indicated by evaluations and letters of reference	0 - 10
b. Experience with similar projects as indicated through sample projects. Sample projects should include images of final graphics installations.	Less than 4 projects	0 - 3
	4 to 7 projects	4 - 7
	8 to 10 projects	8 - 10
c. Quality of previous work (provide work samples and portfolio)	Previous work as indicated through work samples and portfolio	0 - 25
Subtotal		

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