

GRPC Consultant Selection Process

Advertise for a request for qualifications

In order to ensure the broadest publicity and best response, public announcements should be placed in the Sun Herald in order to reach firms doing business on the Gulf Coast. The public announcement contains a description of potential projects and directions on how to find more detailed information on the potential project scopes and how to submit them. In addition to the advertisement, GRPC will directly email contacts of known local firms and qualified DBE firms with the same information.

Develop Master List

Based on the RFQs submitted, a master list of consultants will be established from all firms that responded.

Establish project scope

The first step is establishing a clear understanding of the scope of the project. The scope of the project needs to be defined in terms of work items to be completed. This will provide an understanding of the requirements of the project.

Selection

In order to ensure a fair and open selection process, consultants from the Master List will be scored based on their qualifications related to the project scope. Members of a committee will assign a rating to those criteria. Examples of evaluation criteria could include the following:

- Qualifications to perform specific aspects of the project.
- Experience on project elements of a comparable nature.
- Key people to be utilized on the project.
- Degree of interest in project.