



MEMORANDUM

To: Community Maritime Park Associates Board of Trustees

From: Edward E. Spears, Loaned Executive Community Maritime Park Associates, Inc.

Date: April 2, 2007

Re: Request for Qualifications Evaluation and Selection Process

At the Board of Trustees meeting on March 30, the Trustees approved the process detailed below to evaluate and select the top rated firms for the CMPA Request for Qualifications (RFQ) for professional services.

1. RFQ Opening – At the set time and place, the RFQ submissions will be opened and respondents announced. No further activity will take place at that time.
2. Staff Technical Evaluation – Starting the following business day, staff will conduct a technical review of each submission to determine if minimum requirements have been met.
3. Distribution to CMPA Board of Trustees – Upon completion of the staff technical review, each eligible submission will be forwarded to each Trustee along with a written report of the technical review.

4. Trustee Evaluation and Scoring – Each Trustee will independently review, evaluate and score each eligible submission using the score sheet present in the RFQ. Each Trustee will be required to submit a completed, signed score sheet for each eligible submission scored. This score sheet will become part of the public record.
5. Discussion and Rank Ordering - At the Board of Trustees meeting when the item is placed on the agenda, Trustees can have open discussion of each submission. At the conclusion of the discussion, each Trustee will submit a completed, signed score sheet for each eligible submission along with a signed ranking form (to be provided) that rank orders all eligible submissions. This ranking form will become part of the public record.
6. Tabulation – The ranking order forms will be tabulated showing the rank order for each Trustee. Points will be awarded based on the number of eligible submissions. For example, if there are five (5) eligible submissions, the top ranked firm will receive 5 points, second ranked will receive 4, third will receive 3, fourth will receive 2 and fifth will receive 1 point. This process will standardize the points for each Trustee. The points for each eligible submission will then be totaled, resulting in a recommended rank order.
7. Rank Order Approval - Once established, the recommended rank order will be presented to the Board for discussion and approval.
8. Oral Presentations – At the board’s discretion, oral presentations may be requested for any/all of the eligible submission. The Board may choose to hear presentations from all applicants or select from among the top ranked firms. If oral presentations are requested, the presentations will be scheduled by staff for the earliest possible date. Trustees will hear each presentation and independently score each firm utilizing the scoring sheet presented in the RFQ. At the conclusion of the oral presentations, Trustees can have open discussion of each presentation. At the conclusion of the discussion, each Trustee will present a completed, signed score sheet for each firm presenting along with a signed ranking form (to be provided) that rank orders each presentation. This score sheet and ranking form will

become part of the public record. The ranking order forms will be tabulated showing the rank order for each Trustee. Points will be awarded based on the number of presentations. For example, if there are five (5) presentations, the top ranked firm will receive 5 points, second ranked will receive 4, third will receive 3, fourth will receive 2 and fifth will receive 1 point. This process will standardize the points for each Trustee. The points for each presentation will then be totaled, resulting in a recommended rank order. Once established, the recommended rank order will be presented to the Board for discussion and approval.

9. Negotiation – If oral presentations are not necessary in the Board’s opinion, and upon passage of a vote to do so, the Board can instruct staff to immediately begin negotiation with the top ranked firm. If oral presentations are requested, upon adoption of the final rank order and upon passage of a vote to do so, staff will begin negotiation with the top ranked firm.