



**DPW/RDF Buildings Systems Study RFQ (WFMD-FY19-009)
RFQ Selection Committee – Proposal Evaluation Meeting**

October 25, 2018 – 10:00 am
Wellesley FMD Office, 888 Worcester St., Suite 370

AGENDA

- I. Open Meeting
- II. Discussion of Submissions
- III. Scoring of Submissions
- IV. Ranking Design Firms
 - 1) Sum individual scores and rank
- V. Short-List Top Three (Minimum) Ranked Firms for Interviews
 - 1) Schedule Interviews for November 15, 2018, at FMD Office
 - a. 9:00 am – Firm A
 - b. 10:00 am – Firm B
 - c. 11:00 am – Firm C
 - d. Noon – Tally Scoring
 - 2) Plan on 60 minute Slots for Interviews (Revise if four firms short-listed)
 - a. 25-minute presentation
 - b. 25-minute Q&A
 - c. 10-minute scoring and prep for next interview
- VI. Prepping for Interviews
 - 1) Invite Project Manager and key subconsultants to interviews
 - 2) Finalists should be prepared to discuss technical aspects of project (not qualifications)
 - Selection Committee to approve/finalize proposed questions/talking points which finalists will be asked to speak to at the interviews
- VII. Meeting Adjournment

Posted: 10-23-18 9:15am