

**City of Portsmouth**  
**School Department**  
**RFP # 25-24**  
**ADDENDUM 2**

**EVALUATION CRITERIA**

Proposals will be evaluated initially according to the following:

1. Responsiveness to submission requirements. 15 points
2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to lead effective public meetings and proactively complete all project tasks. 35 points
3. Previous related work. 25 points
4. Understanding of required project work and schedule. 15 points
5. Proposed fee 10 points

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews. The anticipated time frame for firm interviews is the week of February 5, 2024. Upon identification of the three most qualified/highest ranking firms, the price proposals for those firms only will be opened. The Price Proposal may result in re-ranking.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, to accept any proposal, and to negotiate such terms and conditions of the final contract as it may be in the best interest of the City.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work including construction administration services, and/or additional project engineering and design services at the hourly rates shown in the proposal submitted in response to this RFP.

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.

The proposer will acknowledge this addendum within your proposal. Failure to do so may subject Proposer to disqualification.

End of Addendum 2