

PRIME CONSULTANT PROCUREMENT

Prime Consultant Key Competencies and Indicators

The following can be used to help evaluate and interview potential Prime Consultant candidates. Consider the competencies unique to the project.

1. Prime Consultant Experience and Qualifications

Indicators:

- Demonstrates expertise and track record in similar projects
- Demonstrates experience managing a project team (sub-consultants) for a project of similar scale and scope

2. Proposed Methodology

Indicators:

- Address description of work in RFP
- Demonstrates ability to deliver the project within scope, on-time and onbudget

3. Ability to Meet Schedules

Indicators:

- Demonstrates thoroughness of process - identifies all activities, milestones with starts and finishing dates, accounts for external dependencies
- Proposed project schedule is reasonable given time and budget constraints
- Appropriate manpower to address tasks

4. Stakeholder Engagement

Indicators:

- Demonstrates thoroughness of stakeholder engagement process for both project committee and external stakeholders - key contacts, site meetings, regular project updates, public consultation and awareness activities

5. Community Expertise

Indicators:

- Demonstrates understanding of what a Community Group is and the time and funding limitations of Community Groups

6. Ability to Add Value

Indicators:

- Specialized expertise in an area that adds value
- Demonstrates ability or capability to integrate or complete project team

7. References

Indicators:

- References confirm work was done to quality, schedule and budget
- References would re-hire
- Claims or litigation history

8. Fees

Indicators:

- Clear explanation of how fees are derived (ie. fixed fee, % of construction cost or hourly)
- Estimate of fees per phase of project
- Clear explanation of charges for disbursements (office supplies, travel, etc.)
- Estimated disbursements