

AGENDA  
CITY OF BERLIN  
COMPREHENSIVE PLAN EVALUATION TEAM  
THURSDAY, MAY 08, 2025 4:30 P.M.  
2<sup>nd</sup> FLOOR CONFERENCE ROOM CITY HALL

1. Call to Order
2. Discussion of Comprehensive Plans Received.
3. Assessment of:
  - a. Relevant Experience and Qualifications of Key Team Members (25 Points)
    - i. Assess the experience, skills and qualifications of involved personnel.  
Focus on relevant project experience, educational background, and other expertise.
  - b. Understanding of the Project and Depth of Knowledge (25 Points)
    - i. Evaluate the depth of the proposal's understanding of the goals, objectives, and challenges. Consider the knowledge and capacity to approach the problem.
  - c. Awareness of Schedule and Deliverables (10 Points)
    - i. Assess ability to produce outcomes on schedule and an understanding of the deliverables. Consider any proven ability to deliver on expectations.
  - d. Overall Quality, Clarity, and Completeness (15 Points)
    - i. Consider the framework, writing quality, presentation, and how well all required information is provided.
  - e. Budget Management and Value (25 Points)
    - i. Evaluate the proposal's ability to stay within budget and prove reasonable given the scope.
4. RECOMMENDATION: Review proposals received and make recommendation to Plan Commission for who is selected for interview.
5. Adjourn