Consultant Evaluation Sheet

Project:	
Consultant/Firm Name:	

Pass / Fail Criteria	
Meets minimum requirements	

Evaluation Table

Evaluation Criteria	Rating Score (0-5)	Weight (must total 100)	Weighted Score (Rating * Weight / Maximum Rating)
Total			

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Office

Initials: _____

Date: _____

Criteria attached:_____

Consultant Evaluation Sheet

Criteria

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight and divided by the maximum possible score (5) to arrive at a weighted score for each proposal. A proposal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any project is one hundred (100) points.

Rating and Rating Scale

Score	Rating	Rating Scale
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

Form based on LAPM Exhibit 10-B Suggested Evaluation.

The evaluation criteria and weighted values must be identified in the RFP/RFQ. If the RFP/RFQ has different evaluation criteria or weighted values then the information above would have to be changed to match. The Contract Office is to initial and date in the space provided to verify that the criteria and weighted values used in the evaluation sheet are appropriate and that the sheet has been completed correctly.

Attach a copy of the criteria and minimum requirements from the RFP/RFQ to this evaluation sheet.

Minimum Requirements

☐ Proposal complete - all sections included or acknowledged as "N/A"

☐ Proposal submitted before the deadline

☐ All addenda (if applicable) are acknowledged

Evaluation Criteria Description

1. Cost Proposal

Cost of Services

2. Experience with similar kinds of work (PW projects)

Team and its leaders have experience working in the public sector and experience with similar work. Qualifications, experience and credentials demonstrate understanding of all federal, State, and local codes and regulations relating to the work

3. Ability to meet deadlines/ provide services timely manner.

Statement confirming ability to meet the deadlines included.
Adequacy of staff to provide capability to perform volume and quality of needed work within schedule.

4. Understanding of the work to be done/codes/regulations

Describe the firm's approach and understanding of the work needed and how the work will meet the County's objectives.

5. Quality and technical ability of staff

Key personnel and sub-consultants responsible for the work have relevant experience, qualifications, and credentials to perform the work well. Key positions for the work, including consultant's project manager, are appropriately staffed.

6. Ability to manage costs

Demonstrated ability to keep costs within project budget and estimates.

7. Quality of past performance

Quality of past performance for the County or similar agencies.