

Consultant Evaluation Sheet

Project:	RFQ For On-Call Architectural and Engineering And Related Consultant Services For Various Public Works Projects – Statement of Qualifications
Consultant/Firm Name:	

Pass / Fail Criteria

Meets minimum requirements	
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Evaluation Table

Evaluation Criteria	Rating Score (0-5)	Weight (must total 100)	Weighted Score (Rating * Weight / Maximum Rating)
A. Qualifications of individuals responsible for work		25	
B. Quality and experience with A & E services related to public works		40	
C. Demonstrated ability to work effectively with other others		10	
D. Demonstrated ability to keep costs within project budget and estimates		10	
E. Knowledge of local conditions		15	
Total		100	

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Office

Initials: _____

Date: _____

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.
5	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

A. Qualifications, experience, and education of individuals responsible for work
Key personnel and sub-consultants have relevant experience, credentials, and qualifications to perform the work well. Key positions for the work are appropriately staffed.
B. Quality and experience with A & E services related to public works
Experience with an emphasis on engineering services related to typical public works projects. Qualifications, experience and credentials demonstrate understanding of all Demonstrated ability to work effectively as a consultant or subconsultant with Department staff, other public agencies and/or related parties. Federal, State, and local codes and regulations relating to the work.
C. Demonstrated ability to work effectively with other others
Quality of past performance as a consultant or subconsultant for the Department or similar agencies.
D. Demonstrated ability to keep costs within project budget and estimates
Demonstrated ability to keep costs within project budget and estimates. Adequacy of staff to provide capability to perform volume and quality of needed work and meet deadlines.
E. Knowledge of local conditions
Knowledge of local conditions demonstrated.

Consultant Evaluation Sheet

Project:	RFQ For On-Call Architectural and Engineering And Related Consultant Services For Various Public Works Projects - Interview
Consultant/Firm Name:	

Pass / Fail Criteria

Meets minimum requirements	
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A. Qualifications of individuals responsible for work		25	
B. Quality and experience with A & E services related to public works		40	
C. Demonstrated ability to work effectively with other others		10	
D. Demonstrated ability to keep costs within project budget and estimates		10	
E. Ability to make effective public presentations		10	
F. Knowledge of local conditions		5	
Total		100	

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Signature: _____

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Contract Office

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D. Demonstrated ability to keep costs within project budget and estimates
Demonstrated ability to keep costs within project budget and estimates. Adequacy of staff to provide capability to perform volume and quality of needed work and meet deadlines.
E. Ability to make effective public presentations
Demonstrated ability to make effective public presentations.
F. Knowledge of local conditions
Knowledge of local conditions demonstrated.