

Proposal Evaluation Form
On-Call Special Inspection and Testing Services 2020

Consultant: _____ Evaluator: _____ Date: _____

Evaluation Criteria	(A) Points Assigned* (0-100)	X	(B) Weighted Factor	(A X B) Score
1) EXPERIENCE. Past, recently completed, or on-going projects that will substantiate experience. Demonstrated ability to provide technical assistance for a broad range of Special Inspection and Testing services.		X	0.25	
2) PUBLIC WORKS TYPE PROJECT EXPERIENCE. Prior experience and ability to work with City staff, other stakeholders, and address the various interests in managing a successful public works project.		X	0.10	
3) QUALIFICATIONS. Level of expertise, professional background, and qualifications of team members and firm comprising the team. Level of technological advancement and innovation. Knowledge and experience with regulatory agencies and ability to identify and secure any necessary permits.		X	0.25	
4) ORGANIZATION. Available staff and specialized resources, if any. Cohesiveness of the project team. Cost and quality control procedures.		X	0.15	
5) APPROACH. Understanding of the nature and extent of the services required. Management processes. How to develop consensus among the stakeholders. Awareness of potential (typical) problems and possible solutions.		X	0.10	
6) RESPONSIVENESS. Commitment and ability to perform on short notice and under time constraints. Capacity and flexibility to meet schedules, including any unexpected work.		X	0.10	
7) OTHER FACTORS. Presentation, completeness, clarity, organization, and responsiveness of SOQ.		X	0.05	
Total Weighted Score:				

*Scoring: 90 - 100 = Excellent; 80 - 89 = Above Average; 70 - 79 = Average
 60 - 69 = Fair; 50 - 59 = Poor; 0 - 49 = Unacceptable