RFP SELECTION EVALUATION FORM

PROJECT: Environmental Site Assessment and Restoration Services

SCORING GUIDELINES:

Rater's Score: (Range 0-5) - 0=not included/non responsive; 1= Serious Deficiencies; 2=Marginal Abilities; 3=Adequate, 4=Well Qualified; 5=Exceptionally Qualified.

Weighing Factor: A range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. Each number (1 through 6) may be used more than once; however, in establishing weights, the total of all the weighing factors (A –E) must equal 20. Example: 3+2+6+4+5=20 or 3+3+3+6+5=20

Weighted Score= Rater's Score multiplied by (x) Weighing Factor. Totals should be calculated for each criterion.

Total score = Sum of all weighted scores.

Firm Name	Evaluated by	Date

CRITERIA TO BE RATED		RATER'S SCORE	WEIGHING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	How long has the company been in business? Has the company done similar work? Level of expertise in subject matters and coastal areas?		3	
B. Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services? On-site availability of team and project manager? Locally based firm or team? Coastal experience?		5	
C. Technical Approach and Site Characterization Plan	Understanding and approach to the scope of work, with respect to setting, facilities, technical issues and regulatory requirements? Quality of sample site characterization plan?		4	
D. Project Management	Procedures for undertaking and completing tasks? Procedures and protocols for schedule control & budget controls? QA/QC of data generated, deliverables, reports, etc.?		3	
E. Rates, Fees and Budget Control	Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined?		2	
F. Clarity and Comprehensiveness of the Proposal	Is the proposal clear, comprehensive, and understandable?		3	
	Maximum points possible=100		**A+B+C+D+E=20**	**Total Points=**

TRANSMITTAL 3