

**RFP SELECTION EVALUATION FORM**

**PROJECT:** (PROJECT NAME) SERVICES

**SCORING GUIDELINES:**

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

Weighing Factor: Input using a range of 1 through 6, with 1 being of relative lower importance and 6 being relative highest importance. You may use each number (1 through 6) 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.

<b>Firm Name</b>	<b>Evaluated by</b>	<b>Date</b>

<b>CRITERIA TO BE RATED</b>		<b>RATER'S SCORE</b>	<b>WEIGHING FACTOR</b>	<b>WEIGHTED SCORE</b>
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 areas?		5	
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?		4	
C. Rates, Fees and Budget Control	Competitive rates and fees proposed? Are proposed budget management, fees and staff hours proposed and clearly defined?		4	
D. Safety Record, Violations	Agency violations in the past 10 years? On the job injuries in the past 10 years?		3	
E. Emergency Response Time	ETA for both your Project Manager and the work crew/equipment to get on site for an emergency callout? ETA for an emergency spill on the water?		4	
	<b>Maximum points possible=100</b>		<b>A+B+C+D+E =20</b>	<b>Total Points=</b>