

RFQ SELECTION EVALUATION FORM

PROJECT: CEQA/NEPA Documentation and Special Environmental 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.

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 areas?		4	
B. Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services? On-site availability of team and project manager?		4	
C. Project Approach, Work Plan, and Management	Quality of proposed work plan to meet project requirements? Quality of project management?		4	
D. Demonstrated Knowledge of Applicable Regulations and Practices	Can team articulate understanding, applicability and proper application of relevant rules, regulations, policies, etc.?		4	
E. Resiliency and Conflict Resolution	Procedures in place to maintain progress with competing interests, new procedures or conflicts?		4	
	Maximum points possible=100		A+B+C+D+E=20	Total Points=