

EXHIBIT E**RFP SELECTION EVALUATION FORM****PROJECT:** WATER FEATURE MAINTENANCE 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: 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 –F) must equal 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	How long has the company been in business? Has the company done similar work? Level of expertise in subject matter areas?		5	
B. References and Financial Strength	Are other customers satisfied with level of service? Is company financially strong?		2	
C. Project Organization, Personnel and Staffing	Qualification and experience of proposed personnel for requested services? On-site availability of staff? Locally based firm?		3	
D. Project Approach, Work Plan	Quality of proposed work plan to meet project requirements?		2	
E. Compensation Rates	Competitive rates proposed? Are proposed rates and staff hours clearly defined?		5	
F. Quality and Responsiveness of the Proposal	Is the proposal clear and understandable? Does the proposal meet all of the RFP requirements?		3	
	Maximum points possible=100		A+B+C+D+E+F=20	Total Points=