

INTERVIEW SELECTION EVALUATION FORM

PROJECT: As-Needed Environmental Site Assessment and 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.

Weighting 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 – F) must equal 20.

Weighted Score= Rater's Score multiplied by (x) Weighting 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	WEIGHTING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	Level of expertise/ project experience in various technical areas/ scopes of work.		2	
B. Project Team & Organization, Personnel and Staffing	Qualification and experience of proposed team. Availability of the project manager and team. Point of contact. Response time. Locally based team. Availability of sufficient staff support.		6	
C. Technical Approach	Understanding and approach to the scope of work, with respect to technical issues and regulatory requirements.		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.		4	
E. Quality and Responsiveness of the Proposal	Proposal clear and understandable and meets all of the RFP requirements.		2	
F. Rates and Fees	Competitive rates and fees proposed. Proposed budget management, fees and staff hours proposed and clearly defined.		2	
	Maximum points possible=100		A+B+C+D+E+F=20	Total: