

## RFP 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 weighting 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	WEIGHTING FACTOR	WEIGHTED SCORE
A. Firm Qualifications, Experience and References	Level of expertise/project experience in various technical areas/scopes of work. Port or coastal area experience.		2	
B. Project Team & Organization, Personnel and Staffing	Qualification and experience of proposed project team. Availability of the project manager and team. Point of contact. Response time. Locally based team. Port or coastal experience. Availability of sufficient staff support.		6	
C. Technical Approach	Understanding and approach to the scope of work, with respect to Port setting, facilities, 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	
	<b>Maximum points possible=100</b>		<b>A+B+C+D+E+F=20</b>	<b>Total:</b>