

SAMPLE INTERVIEW RATING FORM – WEIGHTED (Form F)

Project Name: _____ Date: _____

Form Name: _____

Firm Contact Person & Phone Number _____

Place of Business _____ Years in business _____

Intends to do work only “in-house” (Y/N) _____ Or proposes to use subconsultants (Y/N) _____

Worked for (this agency) before (Y/N) _____ Worked in (this community) before (Y/N) _____

Lead presenter for firm _____ Is proposed project manager (Y/N) _____

| Criteria | 1 | 2 | 3 | 4 | Wt. | Score |
|---|---|---|---|---|-----|-------|
| 1. General professional experience | | | | | 10. | |
| 2. Specific professional experience for this work Environmental aspects Technical aspects Operational aspects Maintenance aspects Public and community aspects Track record on performance time aspects Track record on cost control aspects OVERALL RATING | | | | | 20 | |
| 3. Proposed use of subconsultants Qualifications Proposed areas of responsibility (appropriate or not) Extent of participation (satisfactory, too little, too much) OVERALL RATING | | | | | 15 | |
| 4. Approach to the work to be done Logical sequence and organization Innovative methods or concepts proposed OVERALL RATING | | | | | 15 | |
| 5. Qualifications of proposed project manager Pertinent personal professional experience Ability to express ideas Ability to manage the working team Ability to work with (this agency) OVERALL RATING | | | | | 15 | |
| 6. Adequacy of proposed staff resources Numbers and availability to work on project Types and quality OVERALL RATING | | | | | 20 | |
| 7. Quality of presentation Clarity of presentation Completeness of presentation Quality of audio-visuals (if used) Response to questions OVERALL RATING | | | | | 5 | |
| Total | | | | | 100 | |

(Owner may also use reference check Form H)

Comments _____

Name of reviewer: _____

(Use of numerical weighting/scoring is optional)