

CONSULTANT EVALUATION FORM
INITIAL EVALUATION (for Short Listing)

Page 1 of 2

Contract No: _____ Consultant _____

Criteria	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
1. Composition of the proposed team (professional and technical level personnel of the prime and subconsultants) to fulfill the requirements of the Scope of Work in the Request for Qualifications.	3.0		
2. Experience of the Project Manager.	2.0		
3. Education and experience of the key personnel to be assigned.	2.0		
4. <ul style="list-style-type: none">• Availability of the Project Manager and the proposed team.• Accessibility to the Department and ability to respond to Department requirements.	1.0		
5. Nature of completed relevant projects. <ul style="list-style-type: none">• All relevant experience should include state, federal and local projects. (All projects would be rated equally. Caltrans projects would not be given a higher rate.)	2.0		
		Total	

Comments (continue on reverse if necessary):

I certify that I have performed an independent evaluation of the above named consultant. I further certify that I have not engaged in discussions within the last year with the above-named consultant regarding my future employment with said consultant.

Signature of Evaluator: _____ Date _____

Printed Name of Evaluator: _____

Checked by: _____ Date _____

SUGGESTED SCORING SYSTEM

for

CALTRANS CONSULTANT SELECTION COMMITTEES

Fail (0 points)

Zero (0) points are given when the category being evaluated is nonresponsive.

Below Average (1 - 4 points)

One (1) to four (4) points are awarded to responses that are considered to be minimally acceptable.

Average (5 points)

Five (5) points are awarded if qualifications fully satisfy the requirement.

Above Average (6 - 9 points)

Six (6) points to nine (9) points are awarded if qualifications more than satisfy the requirement and experience specifically applies to the project under consideration.

Exceptional (10 points)

Ten (10) points are awarded if a firm's qualifications far exceed those required. Scores of ten (10) points generally are infrequent.

This scoring system is provided as a guideline for evaluating Statements of Qualifications that are submitted in response to a Request for Qualifications and for evaluating consultant proposals. All relevant experience will be considered equally.