

APPENDIX G

SAMPLE INTERVIEW RATING FORM-NOT WEIGHTED

Interview for [subject project or study] _____ Date _____ 19 _____

Name of Firm or Joint Venture _____

Place of Business _____ Years in business _____

Intends to do work only "in-house" (Y)-(N) _____

Or proposes to use subconsultant(s) (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) _____

Qualifications Factors

Score (1 to 10)

General professional experience _____

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..... _____

Proposed use of subconsultants:

Qualifications..... _____

Proposed areas of responsibility (appropriate or not)..... _____

Extent of participation (satisfactory, too little, too much)..... _____

OVERALL RATING..... _____

Approach to the work to be done:

Logical sequence and organization..... _____

Innovative methods or concepts proposed..... _____

OVERALL RATING..... _____

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..... _____

Adequacy of proposed staff resources:

Numbers..... _____

Types and quality..... _____

Quality of presentation:

Clarity of presentation..... _____

Completeness of presentation..... _____

Quality of audio-visuals (if used)..... _____

Response to questions..... _____

OVERALL RATING..... _____

TOTAL SCORE..... _____

Comments _____ (use additional sheet if necessary)

Signature of Rater (optional) _____