

SAMPLE

CITY OF \_\_\_\_\_

CONSULTANT EVALUATION MATRIX

Date: \_\_\_\_\_

PROJECT: \_\_\_\_\_

FIRM: \_\_\_\_\_

EVALUATION CRITERIA	PRIORITY WEIGHT	RATING 0-100%	WEIGHTED TOTAL
Proposal	0.166	_____	_____
Methodology	0.119	_____	_____
Staff Size	0.114	_____	_____
Time Schedule	0.157	_____	_____
Expertise	0.173	_____	_____
Similar Projects	0.157	_____	_____
Innovation/Approach	0.114	_____	_____
GRAND TOTAL			_____

**INSTRUCTIONS:** Rating, 0%-100%. Rate the proposal and firm with regard to each criteria on the basis that the best possible qualifications under each criteria would rank 100%.