

APPENDIX F SOME CONSULTANT INFORMATION HELPFUL IN EVALUATING PROFESSIONAL QUALIFICATIONS

General qualifications information:

1. Name(s) of firm(s)-if joint venture, whether special or on-going relationship;
2. Mailing address, phone, fax, e-mail;
3. Location of principal office(s);
4. Name(s) of firm principal(s) ;
5. Educational background of firm principal(s);
6. Professional licensing of principal(s) - kind, where issued;
7. General practice, or specialization in certain subject area(s);
8. Major experience of firm-clients, type of work, locations;
9. Major experience of firm principal(s)-type of work, locations, how long;
10. Range of cost for representative projects and/or studies;
11. Special capabilities such as environmental, community outreach, innovation, etc.;
12. Summary of past work for [your public agency];
13. Summary of past work for other clients in [your community];
14. Availability of special professional or ancillary resources if needed (legal, financial, etc.); and
15. Other relevant information, as desired by the firm (hold to a reasonable amount).

10. Similar projects or studies - Experience: clients, cost, dates, other details;
11. Similar projects or studies - Track record: cost control, completion on time, acceptance;
12. Special capabilities related to subject project or study;
13. General statement regarding extent of proposed client and public meetings;
14. Special and/or innovative concepts proposed for use in work (potentially confidential);
15. General fee information, if requested of all candidate firms, such as "two envelopes"; and
16. Such special information as requested- assistance with grants, affirmative action, other.

Qualifications information related to a particular project or study:

1. Name of proposed project or study manager- with licensing and professional experience;
2. Extent of participation by (named) firm principal(s) - phases, amount of time, duties;
3. Location of office(s) where the bulk of the work will be carried out;
4. If the above designated office is not local, what will be done locally and by whom;
5. How work team will be organized - staff types and numbers, responsibilities, etc.;
6. Approach to the work - concepts, methodology, priorities, sequence of work, time lines;
7. Extent of work to be done directly by firm vs. portion(s) to be "farmed out";
8. Name(s) of associated firm(s), if any, and their role(s);
9. Name(s) of proposed subconsultants - with licensing and experience, and their role(s);