

APPENDIX H

SAMPLE INTERVIEW RATING FORM-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 (Max Pts) \_\_\_\_\_

General professional experience ..... (10)

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)

Proposed use of subconsultants:

Qualifications..... \_\_\_\_\_  
 Proposed areas of responsibility (appropriate or not)..... \_\_\_\_\_  
 Extent of participation (satisfactory, too little, too much)..... \_\_\_\_\_  
 OVERALL RATING..... (15)

Approach to the work to be done:

Logical sequence and organization..... \_\_\_\_\_  
 Innovative methods or concepts proposed..... \_\_\_\_\_  
 OVERALL RATING..... (15)

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)

Adequacy of proposed staff resources:

Numbers..... (10)  
 Types and quality..... (10)

Quality of presentation:

Clarity of presentation..... \_\_\_\_\_  
 Completeness of presentation..... \_\_\_\_\_  
 Quality of audio-visuals (if used)..... \_\_\_\_\_  
 Response to questions..... \_\_\_\_\_  
 OVERALL RATING..... (5)

TOTAL SCORE..... (100)

Comments \_\_\_\_\_ (use additional sheet if necessary)

Signature of Rater (optional) \_\_\_\_\_