

CONSULTANT EVALUATION PROCEDURES

STEPS

- 1 Insert the name of reviewers in C17 to C23
- 2 Insert the date of review in C24
- 3 Insert project name in C33
- 4 Insert the name of all Architects or Engineers in F17 to F32
- 5 Insert the rating criteria into matrix B40 to B53
- 6 Provide matrix to review committee to rate criteria [PRINT WEIGHTFORM RANGE FROM "CRITERIA" PAGE]
- 7 Insert rating scores from committee into each raters matrix
- 8 Provide Rating Sheets to committee to evaluate proposals [PRINT RATE RANGE FROM "RATING SHEET" PAGE]
- 9 Insert rating into Rating Sheets on RATING SHEET page
- 10 Insert individual ranking of consultant firms by each committee member using 1, 2, 3, etc on SUMMARY PAGE and [PRINT SUMMARY RANGE FROM "SUMMARY" PAGE]

REVIEWERS	NAMES
#1	PERSON 1
#2	PERSON 2
#3	PERSON 3
#4	PERSON 4
#5	PERSON 5
#6	PERSON 6
#7	PERSON 7
REVIEW DATE	DATE

LIST OF	ARCHITECT and/or ENGINEER FIRMS
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16

PROJECT NAME: PROJECT NAME

**PROPOSAL EVALUATION CRITERIA
WEIGHTING FORM
(PAIRED COMPARISONS)**

CRITERIA	OVERALL PROPOSAL	SIMILAR PROJECTS	PROJECT MANAGER	QUALIFICATIONS & FIRM EXPERIENCE	LOCAL PROFESSIONALS	FIRM'S DESIGN APPROACH	REFERENCES
OVERALL PROPOSAL							
SIMILAR PROJECTS	0.00						
PROJECT MANAGER	0.00	0.00					
QUALIFICATIONS & FIRM EXPERIENCE	0.00	0.00	0.00				
LOCAL PROFESSIONALS	0.00	0.00	0.00	0.00			
FIRM'S DESIGN APPROACH	0.00	0.00	0.00	0.00	0.00		
REFERENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00

#1	
ROW TOTAL	FINAL WEIGHT
0.00	ERR
0.00	ERR
0.00	ERR
0.00	ERR
0.00	ERR
0.00	ERR
0.00	ERR
0.00	ERR
0.00	ERR
0.00	ERR

PROJECT:	PROJECT NAME
RATER #1	PERSON 1
DATE:	DATE

When comparing one criteria against another, the total must add up to the total number of criteria that is being used. For example, if the number of criteria used is 7 and we are comparing Overall Proposal vs Project Manager a comparison of 5 vs 2 could be used if one believed the proposal was more important than the manager. Other scores could be 3.5 vs 3.5; 6 vs 1; 1 vs 6; etc.

The bottom shaded part of the form and all of the math involved will be filled in by the computer.

GRAND TOTAL

CONSULTANT EVALUATION RATING SHEET

PROJECT: PROJECT NAME
 DATE: DATE
 RATER: PERSON 1

CONSULTANT FIRM		1		
CRITERIA	RATING [0-100]	WEIGHT	SCORE	NOTES
OVERALL PROPOSAL		ERR	ERR	
SIMILAR PROJECTS		ERR	ERR	
PROJECT MANAGER		ERR	ERR	
QUALIFICATIONS & FIRM EXPERIENCE		ERR	ERR	
LOCAL PROFESSIONALS		ERR	ERR	
FIRM'S DESIGN APPROACH		ERR	ERR	
REFERENCES		ERR	ERR	
TOTAL SCORE			ERR	



CONSULTANT EVALUATION INTERVIEW FORM

FIRM: _____ INTERVIEWER: _____ DATE: _____

- ___ 1. What is the firm's understanding of the project?
- ___ 2. What experience does the firm have in projects similar to ours?
- ___ 3. What people will be assigned to this project?
What is their specific experience on projects of a similar nature?
Have they worked as a team before prior to this project?
- ___ 4. Can the firm successfully complete the project within the proposed schedule?
- ___ 5. What would be the general approach of the firm toward completing the project?
- ___ 6. If the firm is not located in Port Angeles, would they initially set up a temporary office in Port Angeles to minimize coordination problems? If not, how would they handle coordination and communication?
- ___ 7. What are the firm's strongest points relative to projects of this nature?
- ___ 8. What has been the firm's recent experience of bids meeting their estimates? What controls does the firm have to assure a successful bid?
- ___ 9. Who will be the project engineer or manager that we will deal with on the project?
What position does this person have with the firm?
How many years of experience in the fields relative to this project?
Are they a good communicator?
- ___ 10. Are there any subconsultants? Who are they and what will their roles be? Have they worked with the prime before?
- ___ 11. Overall quality of the presentation? Do they know what they are talking about?

Too smooth or just right?

General Comments:

Totals

Policy PW-403.02

Disc: N:\POLICY_P\0400_PRO\0403_02.WPD



CITY OF PORT ANGELES - DEPARTMENT OF PUBLIC WORKS EVALUATION OF PROFESSIONAL SERVICES

1. Project Title and Description:			
2. Consultant's Name:		3. Date Work Completed:	
4. Project Manager and Team Members:			
5. Firm's original Fee: \$		6. Firm's actual Fee: \$	
7. Was the work completed in the time specified in Contract?			
8. What kinds of change orders were necessary in the design?			
9. The Firm's construction estimate was: \$		10. The actual construction cost was: \$	
11. What was the quality of the final product in terms of function and meeting the desired purpose? Was the final product what we wanted?			
12. What problems occurred and how were they handled?			
13. Were shop drawings reviewed expeditiously and completely?	YES	NO	DOES NOT APPLY
14. Were "as-built" drawings a part of the project?	15. Were they complete?		
16. Were there any communication problems between Firm and City?			
17. Additional comments on attached sheets? YES ___ NO ___			
18. Overall Performance Rating: EXCELLENT _____ GOOD _____ FAIR _____ POOR _____			
19. Evaluation by:		20. Date:	
21. Copy to Architect/Engineer on _____			
22. Evaluation discussed with Architect/Engineer _____ (Attach comments received from A/E firm)			

Copies to: Project File _____ Consultant Services Evaluation File _____ Consultant _____
 Policy PW-403.03
 Disc: N:\POLICY_P\0400_PRO\0403_03.WPD