Exhibit 10-B Suggested Consultant Evaluation Sheet \*

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| --- | --- | --- |
| Consultant/Firm Name: | | |
| Criteria | Max Points | Rating |
| Understanding of the work to be done | 25 |  |
| Experience with similar kinds of work | 20 |  |
| Quality of staff for work to be done | 15 |  |
| Capability of developing innovative or  advanced techniques | 10 |  |
| Familiarity with state and federal procedures | 10 |  |
| Financial responsibility | 10 |  |
| Demonstrated Technical Ability | 10 |  |
| Total | 100 |  |

Evaluator Contract Office

Print Name: Initials:

Signature: Date:

Date:

\*Notes:

1. To maintain the integrity of a competitive negotiation/qualifications based selection procurement, the total of all allowable non-qualifications based evaluation criterion (such as local presence or DBE participation) cannot exceed ten (10) percent of the total evaluation criteria.  The ten percent limitation applies only to non-qualifications based evaluation criterion and should not be considered as a limitation for specific DBE contract goals established by a contracting agency in accordance with its approved DBE program.   
   (see <http://www.fhwa.dot.gov/programadmin/172qa_07.cfm>).
2. For projects other than “Architectural & Engineering” services, as defined in Section 10.1, cost is one of the criteria, or may be the sole criterion. DBE participation by the consultant shall not be used as one of the criteria listed above.
3. The evaluation criteria and suggested maximum points shown above are not mandatory, but are recommended in the interest of maintaining consistency among the hundreds of agencies utilizing federal or state funds.
4. The evaluation criteria and weighted values must be identified in the RFP. If the RFP has different evaluation criteria or weighted values then the information above would have to be changed to match. The Contract Office is to initial and date in the space provided to verify that the criteria and weighted values used in the evaluation sheet are appropriate and that the sheet has been completed correctly.
5. Caltrans participation on the interview panel does not relieve the local agency of its responsibility to ensure that proper procurement procedures are followed and requirements are met.

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