

WORKSHEET – INITIAL EVALUATION

Contract No: _____ Consultant _____

Criteria	(a) Weight	(b) Score (0-10)	(a) x (b) Weighted Score
1. Experience of the Consultant Contract Manager and availability.	2.0		
2. Composition of the proposed team (professional and technical level personnel of the prime and subconsultants) to fulfill the requirements of the Scope of Work in the Request for Qualifications.	3.0		
3. Education and experience of the key personnel to be assigned.	2.0		
4. Nature of completed relevant projects. • All relevant experience should include state, federal and local projects. • (All projects would be rated equally. Caltrans projects would not be given a higher rate.)	1.0		
5. Past Performance Data • Review references • Record of producing a quality product on similar projects on time and within budget. • Caltrans past performance evaluations (ADM 2031) and additional reference checks by Caltrans staff may be used if available.	2.0		
		Total	

Comments (continue on reverse if necessary):

I certify that I have performed an independent evaluation of the above named consultant. I further certify that I have not engaged in discussions within the last year with the above-named consultant regarding my future employment with said consultant.

Signature of Evaluator: _____ Date _____

Printed Name of Evaluator: _____

Checked by: _____ Date _____

SUGGESTED SCORING SYSTEM
A&E CALTRANS CONSULTANT SELECTION COMMITTEES

TIER	DESCRIPTION	SCORE
Excellent	<ul style="list-style-type: none"> • Proposer has exceptional qualifications. • SOQ supports an extremely strong expectation of successful Project performance. • SOQ indicates significant strengths with few minor weaknesses, if any. • SOQ contains an outstanding level of quality. 	10
Very Good	<ul style="list-style-type: none"> • Proposer has strong qualifications. • SOQ supports a very good expectation of successful Project performance. • SOQ contains a few minor weaknesses that are outweighed by the strengths. • Weaknesses, if any, are very minor and can be readily corrected. 	9
Good	<ul style="list-style-type: none"> • Proposer has adequate qualifications. • SOQ supports a good expectation of successful Project performance. • SOQ contains strengths that are balanced by weaknesses. • Weaknesses are minor and can be corrected. 	8
Fair	<ul style="list-style-type: none"> • Proposer has limited qualifications. • SOQ supports a fair expectation of successful Project performance. • There are a significant number of weaknesses and very few strengths. • Weaknesses could adversely affect successful project performance. 	7
Poor	<ul style="list-style-type: none"> • Proposer has little or no qualifications. • SOQ supports a weak expectation of successful Project performance. • SOQ contains significant weaknesses with very minor strengths, if any. 	0 - 6

<p><i>This scoring system is provided as a guideline for evaluating Statements of Qualifications that are submitted in response to a Request for Qualifications and for evaluating consultant proposals. All relevant experience will be considered equally.</i></p>
