

Criteria (from RFQ Advertisement)	Importance (points)	Company			
		Company A	Company B	Company C	Company D
A) Specialized experience and technical competence	0-20				
B) Capacity and capability of the firm to perform work within time limitations	0-10				
C) Past record of performance – control of costs, quality of work, ability to meet schedules	0-10				
D) Firm's proximity to and familiarity with area	0-5				
E) Firm's professional experience in evaluating and designing wastewater systems	0-15				
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Example Questions to Consider During Ranking Review and/or Interviews**

- Did the firm follow instructions for the submittal? (Page number, summary, letter of introduction, etc.)
- Did the firm provide the information requested for each category?
- Did the firm provide the project manager's name and resume? Does this person have experience relative to your project?
- Did the firm identify and clearly outline their capacity for the work and their capability. Capacity is about staffing levels and current projects. Capability is the training and experience of their staff.
- Did the firm discuss the ability to perform the work in a timely manner? Can they meet the City's deadlines?
- What is the firm's experience relative to cost control, quality of work (design, constructability, estimation of project costs), are projects designed and constructed in a reasonable time period?
- Where are the engineers located? Is it close enough to avoid long drivetime or a tendency to conduct work remotely?
- What is the firm's experience in designing the type of project the City has in mind, or upgrading what you have now?
- What is the firm's procedure for quality assurance and quality control?
- What is the firm's experience with change orders?
- What is the firm's project team's length of service? How long have they worked for the firm?

**Example References Checks**

**All references should be asked the same questions for each firm being researched.**  
 Check references for both the company and the project manager. The PM's resume should have similar projects listed - call them  
 Is the project manager involved with day to day project work, or are they more of a traffic controller that checks in periodically?  
 Were the reference's expectations met regarding cost and completion date?  
 Was there turnover of engineering staff during your project? Was it handled well?  
 If the reference was for a study, was the project constructed?  
 What is the best thing that you can say about the firm?  
 What kept you up at night about the project?  
 What is the firm's communication style?

Scorer's Name:

Signature

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