

ATTACHMENT A
PROPOSAL EVALUATION FORM

FIRM: _____

DATE: _____

PROJECT: _____

DEPARTMENT/DIVISION: _____

RATING CATEGORY	WEIGHT	RATING	SCORE
<u>Proposal:</u>			
Meets Stated Requirements-Submitted all Required Documents/Information	5		
Ability to Meet City Schedule	10		
<u>Firm/Organization/Project Team:</u>			
Relevant Experience & Qualifications - Design	15		
Relevant Experience & Qualifications - Construction	15		
Strength and Experience of Project Management Team	10		
<u>Project Approach/Ingenuity:</u>			
Project Approach - Meeting the Project Goals	20		
Use of State-of-the-Art Technologies/Approach	10		
Record of Satisfactory Performance	15		
Total:			

Rating Scale: Rate Each Category on a Score of 0-10 - Unacceptable 0, Average 5, Excellent 10

Score: Multiply the Weight by the Rating to determine the Score for each Category. Add the Scores for all Categories to determine the Total Score. The vendor with the highest Total Score is awarded the contract.