

EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner Hickory Valley Township Project Landfill Monitoring Wells

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING X WEIGHT =		TOTAL
1. Related project experience	3	8	24
2. Firms ability and capacity to perform the work » Key personnel assigned to this project	5	8	40
3. Grasp of the project requirements » Studies » Design » Other	4	10	40
4. Method to be used to fulfill the required services, including design phase	4	8	32
5. Management approach for technical requirements examples: » Cost Controls » Design & construction phase involvement	3	7	21
6. Use of consultants that may work on the project » Discuss In-House Resources » Outside Resources	3	5	15
7. Time schedule planned for this project » Availability	5	5	25
8. Firms experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	4	10	40
GRAND TOTAL			237

INSTRUCTIONS FOR THE INTERVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the Grand Total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

INTERVIEWER: Mr. Hazelton

Firm: A