

EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner _____ Project _____

(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	_____	X	_____	=	_____
2. Firm’s ability and capacity to perform the work					
» Key personnel assigned to this project	_____	X	_____	=	_____
3. Grasp of the project requirements					
» Studies					
» Design					
» Other	_____	X	_____	=	_____
4. Method to be used to fulfill the required services, including design phase	_____	X	_____	=	_____
5. Management approach for technical requirements. Examples:					
» Cost Controls					
» Design and construction phase involvement	_____	X	_____	=	_____
6. Use of consultants that may work on the project					
» Discuss in-house resources					
» Outside sources	_____	X	_____	=	_____
7. Time schedule planned for this project					
» Availability	_____	X	_____	=	_____
8. Firm’s experience and methods used for:					
» Budgeting and financial controls					
» Determining fee and compensation	_____	X	_____	=	_____
GRAND TOTAL				=	_____

INSTRUCTION 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, multiplying the rating by the pre-determined 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.