

## LETTERS OF QUALIFICATION EVALUATION

To the following model, you should add or delete questions as appropriate for your specific situation. It is suggested that the weights and values assigned be on the same scale as those used for interviewing shortlisted firms which you will do later.

Highest numbers: most value / Rating columns: 1-5 points / Weight columns; 1-10, depending on importance to the project.

A form at the bottom of this page is provided for the person in charge of the review group to use, to summarize the results of the process, to narrow the number of firms that submitted qualifications down to the number desired for a shortlist (firms to be interviewed).

### QUALIFICATIONS EVALUATION

Owner \_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Project Description \_\_\_\_\_  
 Professional Design Firm \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Contact Person \_\_\_\_\_

	RATING	X	WEIGHT	=	TOTAL
1) Firm's history and resource capability to perform required services	_____	X	_____	=	_____
2) Evaluation of assigned personnel	_____	X	_____	=	_____
3) Related experience (as appropriate)	_____	X	_____	=	_____
» Design Services					
» Construction Coordination					
» Demolition					
» Studies					
» Other _____	_____	X	_____	=	_____
4) Budget, cost controls experience, and results	_____	X	_____	=	_____
5) Familiarity with local area—geography and facilities	_____	X	_____	=	_____
6) Ability to relate project requirements	_____	X	_____	=	_____
7) Analysis of subjective statements (one page) applicable to the project as required on the RFQ	_____	X	_____	=	_____
8) Reference check (evaluation transfer from reference check form)	_____	X	_____	=	_____
GRAND TOTAL					_____

FORM CONTINUED...

Name of Reviewer \_\_\_\_\_

**QUALIFICATIONS EVALUATION SUMMARY**

*(To be used by the Review Group person in charge, to compile the evaluation results of all Letters of Qualification submitted. Note: Enter the Grand Total for each firm’s qualifications (from the respective evaluation sheets for comparative purposes) to select three to five most qualified firms to be interviewed.)*

FIRMS	1	2	3	4	5	6	7	8	9	10
REVIEWER 1										
REVIEWER 2										
REVIEWER 3										
REVIEWER ____										
REVIEWER ____										
REVIEWER ____										

*Divide the totals by the maximum composite score possible. Rating X Maximum weight. Example: 8 questions X 5 rating = 40 X 10 weight = maximum points. List the top-ranked firm as the short-listed firms to be interviewed.*