

Owner _____ Project _____

TECHNICAL PROPOSALS SHOULD ADDRESS THE FOLLOWING ISSUES.

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					
» Responsible officer	_____	X	_____	=	_____
3. Issues of special concern	_____	X	_____	=	_____
4. Technical approach to work	_____	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					
» 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	=	_____

INSTRUCTIONS FOR THE REVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under "Rating". At the completion of the review, 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. 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 weighed at 10 and the firm received the maximum 5 rating on each category.