

Interview Process

Issues and Score Sheet

This interview criteria list is for use by Interviewers and may be provided to firms prior to interviews for their information:

Category	Points Awarded	Possible Points
1. Grasp of Project Requirements (firm's analysis, preparation and interest)	_____	_____
2. Design Approach/Methodology (firm's creativity and problem solving)	_____	_____
3. Key Personnel and Roles (experience and professional skills)	_____	_____
4. Pertinent Experience of Firm (related completed projects)	_____	_____
5. Pertinent Experience of Individuals (related completed projects)	_____	_____
6. Consultant/In-House Resources (range of support expertise, 3CAD)	_____	_____
7. Technical Management/Quality Control (cost and quality control, field work)	_____	_____
8. Responsiveness to Owner's Concerns (personal chemistry, communications)	_____	_____
9. Method of Contraction (lump sum, actual cost, etc.)	_____	_____
10. Proposed Schedule for the Work (realistic, major milestones included)	_____	_____
11. Other Relevant Issues (other issues presented by firm)	_____	_____
GRAND TOTAL	_____	_____

Notes: