Letters of Qualifications

Evaluation Process

(The following sample is provided for your use. It is suggested that rating scales be consistent with those used for the interview evaluation. Rating factor: 1 to 5, with 5 being the best.)

Firm Name: ________________________________  (Architectural, Engineering, Surveying)

Rating:

1. Firm’s history and resource capability to perform required services.

2. Evaluation of proposed personnel.

3. Related experience.

4. Budget, cost-control experience.

5. Familiarity with local area and construction practices.

6. Firm’s perception of project requirements and project approach.

7. Quality control procedures.

8. Reference check.

Grand Total

(You may wish to consider weighting some of the evaluation factors.)