

**PROPOSAL AND INTERVIEW EVALUATION SHEET**

<b>Responding Firm's Name:</b>				
<b>Evaluator:</b>	<b>Date:</b>			
<b>EVALUATION CRITERIA</b>	<b>MAXIMUM POINTS</b>	<b>SCORE</b>	<b>INTERVIEW SCORE</b>	<b>AVERAGE SCORE</b>
<b>GENERAL QUALIFICATIONS AND EXPERIENCE</b>				
<b>Firm's Background/Organizational History</b>				
Longevity, Service Capability, Geographic Location, Depth of Resources, Stable Client Base, Evidence of Ethical, Legal and Economic Stability, Past Performance with the City of West Sacramento (if applicable)	<b>15</b>			
<b>Firm's Credentials/Experience</b>				
Similar Project Experience: <ul style="list-style-type: none"> <li>• Experience performing similar services for a public agency</li> <li>• Experience performing tasks listed in Section III, Scope of Services</li> </ul>	<b>15</b>			
<ul style="list-style-type: none"> <li>• Nature and quality of work completed within the last five years</li> <li>• A demonstrated ability to meet project deadlines, overall project schedule and budget</li> </ul>	<b>20</b>			
<b>Proposed Personnel and Subconsultant(s)</b>				
<ul style="list-style-type: none"> <li>• Link between proposed personnel and similar project experience. Clarity/adequacy of project team organizational structure with clear roles/responsibilities and lines of communication/authority.</li> <li>• Qualifications, knowledge, experience, education, licensing, and training of proposed personnel and subcontractor / subconsultants (if applicable)</li> </ul> Demonstrated history working as a Project Team	<b>30</b>			

<b>ORGANIZATIONAL SUITABILITY</b>				
<b>Approach for Accomplishing Requested Work</b>				
<ul style="list-style-type: none"> <li>• Ability to staff and provide continuity to the work effort</li> <li>• Adequacy /completeness of the operational or organizational model and management methods that characterize the firm which will be applied to the proposed work effort</li> </ul>	<b>20</b>			
<b>TOTAL</b>	<b>100</b>			

**Evaluator's Signature:** \_\_\_\_\_