



Consultant Evaluation: Selection Factors and Considerations

Project No:

Description:

Evaluation Factors: 5 - Superior | 4 - Satisfactory Plus | 3 - Satisfactory | 2 - Satisfactory Minus | 1 - Unsatisfactory

Category	Selection Factor	Considerations	Short List Weight	Weight with Interview
Statement of Interest	Firm (Prime) Capability	1) Firm's size, organization structure and flexibility. 2) Production facilities and key capabilities such as CADD, MOSS, etc. 3) Firm's technical disciplines and the capabilities of sub-consultants included on the team.	10.00%	8.50%
	Past Experience of Similar Projects with Similar Teams	1) Demonstrated ability to control costs. 2) Demonstrated ability to do quality work. 3) Demonstrated ability to meet schedule.	10.00%	8.50%
	Project Team / Capacity	1) Qualifications and ability of professional personnel (Show years of experience and similar project experience). 2) Experience on similar projects as a team. 3) Commitment of key members.	10.00%	8.50%
	Work Location	1) Team's work location relative to the project location. 2) Accessibility of the project team for coordination with the CDOT Project Manager and project location.	5.00%	4.50%
	Total		35.00%	30.00%
Work Plan	Project Goals	1) Firm demonstrated understanding of the project goals. 2) A list of deliverables required on the project. 3) For non-project specific contracts, use a hypothetical project.	10.00%	7.50%
	Project Control	Cost Control: 1) Controlling the consultant contract costs 2) Controlling the construction costs (if relevant) to stay within budget. Quality Control: 1) Insuring that CDOT procedures are followed where appropriate. 2) Insuring that project plans, specs and estimates are free of errors and meet CDOT & other agency standards. Schedule: 1) Managing the required work to meet established schedule. 2) A detailed work hour schedule should NOT be included.	10.00%	7.50%
	Project Concept	1) Has the firm formulated a successful approach to the project? 2) Where appropriate, are possible design alternatives suggested? 3) Where appropriate, have you exhibited a sensitivity to the general public concerns? 4) Has the firm demonstrated a clear and concise understanding of the project based on the data which has been provided?	10.00%	7.50%
	Project Critical Issues	1) Are the major problems identified? 2) Are the discussed problems significant? 3) Are possible solutions reasonable?	10.00%	7.50%
	Total		40.00%	30.00%
	Disadvantaged Business Enterprise (DBE)	1) Prime Consultant is a UDBE - Award 5 points 2) Prime Consultant is not a UDBE Firm - score can vary from 0 to 4 points based on the following: 1) 3 pts = Prime consultant submitted UDBE participation that meets or exceeds UDBE goal for the project 2) 1 pt = Prime consultant submitted some UDBE participation, but does not meet UDBE goal for the project 3) 1 pt = Prime consultant submitted at least one UDBE subconsultant that has received less than 5 CDOT contracts or subcontracts in last 3 years 4) 0 pts = Prime consultant submitted no UDBE participation	5.00%	5.00%

DBE / ESB	Emerging Small Business (ESB) Usage	<p>1) Prime Consultant is an ESB: Award 5 points</p> <p>2) Prime Consultant is not an ESB Firm: Score can vary from 0 to 4 points based on the following:</p> <p>1) Prime Consultant submits 1 or more ESBs that have never been a prime or subconsultant on a CDOT project - include cover letters of acknowledgement from ESB subs:</p> <p>1) Award 2 points for each ESB</p> <p>Prime Consultant submits ESBs who have previously been a prime or subconsultant on a CDOT project - include cover letters of acknowledgement from ESB subs:</p> <p>2) Award 1 point for each ESB</p> <p>Prime Consultant submits no ESB participation: Award 0 points</p> <p>3) Prime Consultant submitted no UDBE participation: Award 0 points</p>	5.00%	5.00%
	Total		10.00%	10.00%
Work Load	Work Load		15.00%	10.00%
	Total		15.00%	10.00%
Interview	Interview		0.00%	20.00%
	Total		0.00%	20.00%
Totals			100%	100%