

# RFI Evaluation Form

Name of Individual/Firm

Rater No.

Date

Criteria	Rating (0.0-5.0)	Weight	Score
Project Manager. Expected ability to successfully manage the project based on qualifications, experience, expertise, availability, etc.		X 3	
Project Team Qualifications. Expected ability to successfully complete project based on qualifications, experience, availability, etc.		X 3	
Project Experience. Evaluation of key staff members' direct experience with similar projects.		X 3	
Project Approach. Project understanding, proposed approach, innovation that results in a superior final product.		X 6	
Project Timeline. Pace of proposed timeline, understanding of and preparation for elements that may effect timeline.		X 3	
Other. Local firms, firm designations, quality of submittal, other factors not addressed through previous scoring criteria		X 2	

**Total Score \_\_\_\_ / 100**

Ratings Points: (Use of any decimal between and including 0.0 and 5.0 is acceptable)

5.0 = Outstanding/Significant Added Value

2.5 = Average/Acceptable

0.0 = Poor/Insufficient

**Additional Comments**