(Project Name)
(Bid #)

Evaluation Tool
Instructions: Use this sheet to perform an evaluation of each consultant team and proposal. Any firm may be invited for a presentation to clarify or elaborate on their proposal.

Complete blank yellow cells for screening scores

COMMITTEE MEMBERs	**DATE OF REVIEW**	**SCREENING CRITERIA** Rank each criterion from 1 through 5, 5 being highest score							
		EVALUATION FACTORS							**Total Score**
FIRM		Price	Experience, references/performance history	Pricing	Approach/method	Background Investigation			
Name	Office Location	#	**1 -- 5**	**1 -- 5**	**1 -- 5**	**1 -- 5**	**1 -- 5**		
									0
									0