



Evaluation Scale: 10 – Excellent 8 – Good 6 – Acceptable 4 – Unacceptable (requires narrative)

(Name) _____ For Using Agency: _____

(Date) _____ CAP Solicitation #: _____

Evaluation Criteria	Firm Name and Location				
	Total Score:				
	Rank:				

As an evaluator, I hereby swear or affirm, under penalty of perjury, that I have conducted these evaluations in a fair and unbiased manner to the best of my abilities and that the scoring contained herein reflect my own evaluations.

(Signature)



- Step 1. The Evaluation Criteria provided on the form is for typical Architectural Design Professional performing work to design or renovate a facility. Each Solicitation should include appropriate Evaluation Criteria to accomplish the selection of the most highly qualified and compatible firm given the criteria.
- Step 2. Ideally, the blanks for Date, For Using Agency, CAP Solicitation Number and Firm Name and Locations would be completed on the "original" and that would be used to make copies for all the Evaluators; otherwise, these would need to be completed by each evaluator once given the form.
- Step 3. Each Evaluator shall fill in their Name and sign the form prior to completion of the interview process.
- Step 4. Each Firm's interview shall be observed by all evaluators simultaneously. Once the Interview Committee has completed an interview and the group has left the room, group discussion among the committee can occur, but each evaluator shall score the interview using their own abilities without pressure from other evaluators. It is important to understand that each firm is scored based upon the interview itself and are not to be compared to other firms during the process or upon past experience an evaluator may have had with the firm or the firm's individuals.

Each evaluator shall score the same firm after each interview prior to moving on to the next firm's interview.

- Step 5. Once all firms have been evaluated, the score shall be calculated and input under the Total Score row for all firms, by each evaluator.

The Firms should then be ranked using the Rank column, beginning at 1 for the highest score, by each evaluator.

The highest total score ranks in first (1) place, the next highest total score ranks in second (2) place, and so on. If two firms have the same Total Score, they will tie for the place that they occur:

Evaluation Criteria	Firm Name and Location	We Fly Engineers, OKC	Never Grounded Consulting Engineers, KS	Snodgrass, OKC
A. Project Experience		9	6	8
B. Project Management Team		9	7	7
C. Project Control		8	7	8
D. Design Approach		8	6	8
Total Score:		34	26	31
Rank:		1	3	2

- Step 6. Each evaluator, upon completion of these evaluation, shall provide the CAP Representative all forms to be inserted onto the Consultant Evaluation Tally form to determine the shortlisted firms.