

**ARIZONA DEPARTMENT OF TRANSPORTATION  
ENGINEERING CONSULTANTS SECTION  
STATEMENT OF QUALIFICATIONS  
SUPPLEMENTAL SERVICES / SPECIFIC RATES PANEL COMMENT FORM**

FIRM NAME \_\_\_\_\_ # \_\_\_\_\_ PANEL MEMBER \_\_\_\_\_ # \_\_\_\_\_

**1. RELEVANT EXPERIENCE (Maximum 30 points)**

- a. To what degree does the proposed firm/individual have the required work experience to perform the services requested by the contract? **(10 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

- b. What is the proposed firm's/individual's experience and record of performance on past projects of similar type and magnitude? **(10 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

- c. To what degree does the proposed firm's/individual's relevant experiences indicate that it/he/she has functioned in similar roles as required by the contract? **(10 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

**RELEVANT EXPERIENCE SUMMARY *(Comments Required)*:**

**Firm's/Individual's Strength:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Firm's/Individual's Weakness:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Firm's/Individual's Suggestions for Improvement:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RELEVANT EXPERIENCE TOTAL POINTS \_\_\_\_\_**

**2. DEMONSTRATED KNOWLEDGE, SKILLS & ABILITIES (KSAs) (Maximum 30 points)**

a. How well does the proposed firm's/individual's KSAs demonstrate that the qualification presented meet the contract requirements? **(6 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

b. What required technical skills does the proposed firm/individual possess to meet the contract requirements? **(6 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

c. How has the proposed firm/individual displayed innovative techniques in previous work? **(6 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

d. What evidence is presented that demonstrates that the proposed firm/individual has the ability (through their performance record) to meet the contract requirements? **(6 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

e. What other additional skills or complex assignments has the proposed firm/individual completed? **(6 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Points \_\_\_\_\_

**DEMONSTRATED KNOWLEDGE, SKILLS & ABILITIES SUMMARY *(Comments Required)*:**

**Firm's/Individual's Strength:**

\_\_\_\_\_  
\_\_\_\_\_

**Firm's/Individual's Weakness:**

\_\_\_\_\_  
\_\_\_\_\_

**Firm's/Individual's Suggestions for Improvement:**

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\_\_\_\_\_

**DEMONSTRATED KSAs TOTAL POINTS \_\_\_\_\_**

**3. EDUCATION AND TRAINING (Maximum 20 points)**

- a. What evidence of the proposed firm's/individual's credentials were provided? How are those credentials and educational background relevant to the contract requirements? **(5 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Points \_\_\_\_\_

- b. How is the proposed firm's/individual's training listed in the SOQ relevant to the contract requirements? **(5 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Points \_\_\_\_\_

- c. How are the proposed firm's/individual's license(s) and certification(s) listed in the SOQ relevant to the contract requirements? **(5 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Points \_\_\_\_\_

- d. What other essential education, training and/or licensure does the proposed firm/individual have that is a good match for the required tasks to be performed? **(5 points)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Points \_\_\_\_\_

**EDUCATION AND TRAINING SUMMARY (*Comments Required*):**

**Firm's/Individual's Strength:**

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\_\_\_\_\_  
\_\_\_\_\_

**Firm's/Individual's Weakness:**

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**Firm's/Individual's Suggestions for Improvement:**

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\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND TRAINING TOTAL POINTS \_\_\_\_\_**

**4. KNOWLEDGE OF FEDERAL, STATE & INDUSTRY STANDARDS (Maximum 10 points)**

- a. What is the proposed firm's/individual's level of knowledge, familiarity, and experience with the Federal and industry standards? **(5 points)**

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Points \_\_\_\_\_

- b. What is the proposed firm's/individual's level of knowledge, familiarity, and experience with State standards? **(5 points)**

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Points \_\_\_\_\_

**KNOWLEDGE OF FEDERAL, STATE & INDUSTRY STANDARDS SUMMARY (*Comments Required*):**

**Firm's/Individual's Strength:**

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**Firm's/Individual's Weakness:**

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**Firm's/Individual's Suggestions for Improvement:**

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**KNOWLEDGE OF FEDERAL, STATE & INDUSTRY STANDARDS TOTAL POINTS \_\_\_\_\_**

**5. AVAILABILITY (Maximum 10 points)**

- a. To what degree does the proposed firm/individual demonstrate its/his/her availability and commitment to the contract specific project tasks? **(10 points)**

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Points \_\_\_\_\_

**AVAILABILITY SUMMARY (*Comments Required*):**

**Firm's/Individual's Strength:**

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**Firm's/Individual's Weakness:**

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**Firm's/Individual's Suggestions for Improvement:**

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AVAILABILITY TOTAL POINTS \_\_\_\_\_

CATEGORY 1 – 5 TOTAL POINTS \_\_\_\_\_

**6. ORAL INTERVIEW - SCORED BY THE PANEL\* (Maximum 20 points)**

- a. How well did the proposed firm's/individual's interview (i.e., presentation) compliment or enhance the materials presented in the SOQ? **(10 points)**

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Points \_\_\_\_\_

- b. How did the proposed firm/individual respond to the panel questions? Were the answers accurate, and how well did the proposed firm/individual demonstrate an understanding of the project requirements? **(10 points)**

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Points \_\_\_\_\_

**ORAL INTERVIEW SUMMARY *(Comments Required)*:**

**Firm's/Individual's Strength:**

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**Firm's/Individual's Weakness:**

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**Firm's/Individual's Suggestions for Improvement:**

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ORAL INTERVIEW TOTAL POINTS \_\_\_\_\_

**\*To be completed by Panel members if Oral Interview is conducted.**