

**UTILITY & RAILROAD
STATEMENT OF QUALIFICATIONS/SELECTION
PANEL COMMENT FORM**

FIRM NAME _____ # _____ PANEL MEMBER _____ # _____

1. CONSULTANT'S EXPERIENCE (24 Maximum Points)

a. Degree to which the consultant has completed a satisfactory number and type of projects for cities, states or other relevant entities that are similar and relevant to this contract . **(6 points)**

Points _____

b. Degree to which the tasks the consultant performed on the above referenced projects are similar and relevant to those required by this contract. **(6 points)**

Points _____

c. Degree to which services planned to be performed by the consultant and subconsultants on this contract are appropriate? How qualified are the subconsultants to perform listed work? **(6 points)**

Points _____

d. How satisfactory is the consultant's plan to complete the project? The degree to which the consultant provided satisfactory details of who will perform each task and in what order **(6 points)**

Points _____

CONSULTANT'S EXPERIENCE TOTAL POINTS _____

2. **AVAILABILITY OF EQUIPMENT AND MANPOWER (11 Maximum Points)**

Does the consultant have equipment and manpower locally to respond to this project? If so, does the consultant have an adequate number of crews and equipment available for this project (locally and available on-call) **(11 points)**

AVAILABILITY OF EQUIPMENT AND MANPOWER TOTAL POINTS _____

3. **STATE OF THE ART EQUIPMENT (14 Maximum Points)**

a. Was the consultant's list and age of equipment provided? Was the available for service rate for each piece of equipment satisfactory? (Include all truck(s), compressors, vacuum extractor(s), computer(s), plotter(s), CADD, designating equipment or any other pertinent equipment that might be needed.) **(14 points)**

STATE OF THE ART EQUIPMENT TOTAL POINTS _____

4. **CREW'S EXPERIENCE (24 Maximum Points)**

a. What is the extent of the Principal's involvement in the contract? **(2 points)**

Points _____

b. What is the team's experience on similar projects?. **(8 points)**

Points _____

c. Did the consultant list each team member's individual experience in this type of work? Did the consultant include the qualifications for all key personnel and were qualifications appropriate for this project? **(4 points)**

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Points _____

d. Did the consultant provide qualifications and relevant experience for its subconsultants and were they appropriate for the project? **(2 points)**

Points _____

e. Did the consultant provide an Organization Chart detailing the levels within the firm including the team members listed in the SOQ that is adequate to ensure successful completion of the project? **(4 points)**

Points _____

f. Does the consultant have and provide the appropriate licensing and registration information on their responsible parties and the state in which each is registered? **(4 points)**

Points _____

CREW'S EXPERIENCE TOTAL POINTS _____

5. RESPONSE TIME TO EACH ASSIGNMENT (AVAILABILITY) (12 Maximum Points)

a. Degree to which consultant's lead time and availability meets ADOT's requirements for starting and completing projects **(6 points)**

Points _____

b. The amount of time the consultant need between the project assignment and the start of designating and locating phases of each project is appropriate. **(6 points)**

Points _____

TOTAL RESPONSE TIME TO EACH ASSIGNMENT AVAILABILITY POINTS _____

6. PROJECT COMPLETION TIME SCHEDULE (10 Maximum Points)

a. The degree to which the time to research "as-builts", designation rate per day, plotting time, potholes per day or any other pertinent activities that might be needed is appropriate? **(5 points)**

Points _____

b. The length of time it will take the consultant to present the information to ADOT in the required format is appropriate? **(5 points)**

7. INNOVATIVE TECHNIQUES (5 Maximum Points)

Degree to which the consultant has employed innovative techniques in their previous work? **(5 points)**

INNOVATIVE TECHNIQUES TOTAL POINTS _____

UTILITY & RAILROAD TOTAL POINTS _____