

ARIZONA DEPARTMENT OF TRANSPORTATION  
ENGINEERING CONSULTANTS SECTION  
STATEMENT OF QUALIFICATIONS  
CONSTRUCTION ADMIN PANEL COMMENT FORM  
Contract #: XXXX-XXX

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

**1. PROJECT UNDERSTANDING AND APPROACH (Maximum 30 points)**

- a. How successfully, clearly and precisely has the Consultant expressed an understanding of the nature and scope of work and the major tasks and issues? **(7.5 points)**

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

- b. Has the Consultant identified any special problems that are likely to be encountered? Does the Consultant appreciate the interrelation and relative importance of the various issues? **(7.5 points)**

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

- c. Has the Consultant proposed logical approaches for dealing with the tasks and issues? Does the proposal take into account the major tasks and events? **(7.5 points)**

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

- d. Does the Consultant understand its responsibilities under the contract? **(7.5 points)**

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

**PROJECT UNDERSTANDING AND APPROACH SUMMARY (Comments Required):**

**Firm Strength:**

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

**Firm Weakness:**

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\_\_\_\_\_  
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**Suggestions for Improvement:**

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**PROJECT UNDERSTANDING AND APPROACH TOTAL POINTS** \_\_\_\_\_

**2. PROJECT TEAM (Maximum 50 points)**

- a. What is the level of ability and experience of the proposed project manager? What is the person's record of accomplishing similar contracts in the past in terms of quality of work, meeting schedules, and responsiveness to special needs and concerns of the client? What is the individual's knowledge and experience with applicable standards and procedures? **(10 points)**

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Points \_\_\_\_\_

- b. Does the key personnel identified as ultimately responsible for the Consultant's performance have the authority necessary to commit firm resources and to act on behalf of the Consultant regarding contractual matters and disputes? What is their experience and record of performance on past projects of similar type and magnitude? To what degree is the key staff currently involved with other projects? **(20 points)**

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Points \_\_\_\_\_

- c. Do other key members of the project team (including Subconsultants) provide the range and level of expertise necessary to manage the scope of this contract? How have the individual's demonstrated knowledge and experience with applicable standards and procedures? Have they worked together as a team before? **(10 points)**

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Points \_\_\_\_\_

- d. What required licenses, certifications and registrations do they have? What other essential training and/or experience do they have that uniquely supports their ability to perform the work? **(10 points)**

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Points \_\_\_\_\_

**PROJECT TEAM SUMMARY (Comments Required):**

**Firm Strength:**

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**Firm Weakness:**

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**Suggestions for Improvement:**

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**PROJECT TEAM TOTAL POINTS** \_\_\_\_\_

**3. FIRM CAPABILITY (Maximum 20 points)**

- a. What level of experience relevant to this contract does the Consultant have? What working knowledge of applicable standards and procedures does the Consultant have? What level of commitment to this type of work has the firm demonstrated? **(5 points)**

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Points \_\_\_\_\_

- b. Has the Consultant provided quantitative data indicating that qualified personnel will be available for this contract? Does the Consultant realistically have the ability to add qualified staff if needed for this contract or other projects that may come on line before this contract is completed? **(5 points)**

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Points \_\_\_\_\_

- c. Does the firm have special equipment or software that will be beneficial to this contract? Are staff members familiar with its use? Has it been used successfully before on other similar projects? **(2 points)**

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Points \_\_\_\_\_

- d. What is the degree to which the Subconsultant(s) included on this team have the technical experience? Available personnel and record of performance appropriate for their anticipated roles? How did the firm fit Subconsultant(s) qualifications/duties into the overall picture? **(4 points)**

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Points \_\_\_\_\_

- e. Has the Consultant demonstrated knowledge, experience and familiarity with applicable Construction Administration policies, procedures and guidelines and how will the Consultant's quality control program ensure a high quality final product? **(4 points)**

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Points \_\_\_\_\_

**PROJECT TEAM SUMMARY (Comments Required):**

**Firm Strength:**

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**Firm Weakness:**

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**Suggestions for Improvement:**

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**FIRM CAPABILITY TOTAL POINTS \_\_\_\_\_**

**CATEGORY 1 – 3 TOTAL POINTS \_\_\_\_\_**

SAMPLE

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

- a. How well did the presentation complement or enhance the materials presented in the Consultant’s SOQs? **(10 points)**

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Points \_\_\_\_\_

- b. How did the Consultant’s team respond to the panel questions? Were the answers accurate, and how well did they demonstrate an understanding of the requirements of the project? **(10 points)**

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Points \_\_\_\_\_

**PROJECT TEAM SUMMARY *(Comments Required)*:**

**Firm Strength:**

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**Firm Weakness:**

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**Suggestions for Improvement:**

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

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