

**ARIZONA DEPARTMENT OF TRANSPORTATION
ENGINEERING CONSULTANTS SECTION
STATEMENT OF QUALIFICATIONS
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 this firm's/individual's experience and record of performance on past projects of similar type and magnitude? **(10 points)**

Points _____

c. What is the degree to which the proposed firm/individual relevant experiences indicate that he/she has functioned in similar roles as required by the contract? **(10 points)**

Points _____

RELEVANT EXPERIENCE SUMMARY (Comments Required):

Firm/Proposed Individual's Strength:

Firm/Proposed Individual's Weakness:

Firm/Proposed Individual's Suggestions for Improvement:

RELEVANT EXPERIENCE TOTAL POINTS _____

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

a. How well do the proposed firm's/individual's KSAs meet the requirements of the contract? **(6 points)**

Points _____

b. Does the firm/individual possess the required technical skills necessary to meet the requirements of the contract? **(6 points)**

Points _____

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

Points _____

d. Did the firm provide evidence that the individual proposed for this contract has the ability (through their performance record) to meet the requirements of the position? **(6 points)**

Points _____

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

Points _____

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

Firm/Proposed Individual's Strength:

Firm/Proposed Individual's Weakness:

Firm/Proposed Individual's Suggestions for Improvement:

DEMONSTRATED KSAs TOTAL POINTS _____

3. EDUCATION AND TRAINING (Maximum 20 points)

- a. What experience did the firm provide regarding the proposed individual's credentials? Are the credentials and educational background relevant to the contract requirements? **(5 points)**

Points _____

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

Points _____

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

Points _____

- d. Does the individual proposed for this contract have other essential education, training and/or license that uniquely support their ability to perform the required tasks? **(5 points)**

Points _____

EDUCATION AND TRAINING SUMMARY (Comments Required):

Firm/Proposed Individual's Strength:

Firm/Proposed Individual's Weakness:

Firm/Proposed Individual's Suggestions for Improvement:

EDUCATION AND TRAINING TOTAL POINTS _____

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

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

Points _____

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

Points _____

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

Firm/Proposed Individual's Strength:

Firm/Proposed Individual's Weakness:

Firm/Proposed Individual's Suggestions for Improvement:

KNOWLEDGE OF FEDERAL, STATE & INDUSTRY STANDARDS TOTAL POINTS _____

5. AVAILABILITY (Maximum 10 points)

- a. To what degree does the proposed firm/individual demonstrate that he/she has adequate time to commit to the contract specific project tasks? **(10 points)**

Points _____

AVAILABILITY SUMMARY (*Comments Required*):

Firm/Proposed Individual's Strength:

Firm/Proposed Individual's Weakness:

Firm/Proposed Individual's Suggestions for Improvement:

AVAILABILITY TOTAL POINTS _____

CATEGORY 1 – 5 TOTAL POINTS _____

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

- a. How well did the candidate(s)'s interview presentation complement or enhance the materials presented in the SOQ? (10 points)

Points _____

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

Points _____

ORAL INTERVIEW SUMMARY (Comments Required):

Firm/Proposed Individual's Strength:

Firm/Proposed Individual's Weakness:

Firm/Proposed Individual's Suggestions for Improvement:

ORAL INTERVIEW TOTAL POINTS _____

*To be completed by the panel if Oral Interviews are required.