

Underwood Creek Daylighting Engineering Interview Guide

Team Name Strand

Reviewer Name _____

Final Rating _____

Total Cost for Required Services _____

Location of firm(s) _____

Rate each criteria using the following values:

- 0 = did not demonstrate
- 1 = unsatisfactory
- 2 = marginal
- 3 = satisfactory
- 4 = good
- 5 = excellent

A. Scope of Services (25%)

To what degree has the team demonstrated its ability to complete the following (rate 0-5)

	Rating
Aerial Photography and Mapping	x 1
Route Assessment of Alternatives	x 3
Environmental Assessment of Alternatives	x 2
Hydraulic analysis	x 2
Urban Planning and Design Considerations	x 1
Resident Education	x 1
SUBTOTAL	12
SCOPE OF SERVICES RATING	

B. Team Qualifications (25%)

To what degree has the team satisfactorily met the following requirements (rate 0-5)

	Rating
Team appears confident about its ability to complete the scope of services within the desired time	
Team demonstrates the level of creativity and flexibility required for this project	
Team shows a great deal of enthusiasm towards the Village and project	
Team appears to be well organized, with each team member assigned to an appropriate task	
Team illustrates previous projects that have been successfully implemented	
SUBTOTAL	x 1
TEAM QUALIFICATIONS RATING	

C. Project Manager Qualifications (30%)

To what degree does the project manager exhibit the following (rate 0-5)

	Rating
Ability to communicate with Village residents	
Ability to manage the team	
Ability to work with Village staff	
Appropriate amount of Project Manager time devoted to this project	
Overall presentation skills	x 2
SUBTOTAL	
	x 1
PROJECT MANAGER QUALIFICATIONS RATING	

D. Budget and Timeline (20%)

To what degree did the team demonstrate the following (rate 0-5)

	Rating
Presentation of budget was detailed and appropriate for scope	
Timeline was well thought out, detailed and within scope	
Alternative Budgets and scope were appropriate based on RFP	
SUBTOTAL	
	x 1
INTERVIEW PRESENTATION RATING	

E. Final Interview Rating (100%)

SCOPE OF SERVICES RATING	
TEAM QUALIFICATIONS RATING	
PROJECT MANAGER QUALIFICATIONS RATING	
INTERVIEW PRESENTATION RATING	
FINAL RATING	

COMMENTS:

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Team Name Hey and Associates/GRAFF

Reviewer Name _____

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Route Assessment of Alternatives	x 3
Environmental Assessment of Alternatives	x 2
Hydraulic analysis	x 2
Urban Planning and Design Considerations	x 1
Resident Education	x 1
SUBTOTAL	
	/ 2
SCOPE OF SERVICES RATING	

B. Team Qualifications (25%)

To what degree has the team satisfactorily met the following requirements (rate 0-5)

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SUBTOTAL	
	x 1
TEAM QUALIFICATIONS RATING	

C. Project Manager Qualifications (30%)

To what degree does the project manager exhibit the following (rate 0-5)

	Rating
Ability to communicate with Village residents	
Ability to manage the team	
Ability to work with Village staff	
Appropriate amount of Project Manager time devoted to this project	
Overall presentation skills	x 2
SUBTOTAL	
	x 1
PROJECT MANAGER QUALIFICATIONS RATING	

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INTERVIEW PRESENTATION RATING	

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SCOPE OF SERVICES RATING	
TEAM QUALIFICATIONS RATING	
PROJECT MANAGER QUALIFICATIONS RATING	
INTERVIEW PRESENTATION RATING	
FINAL RATING	

COMMENTS:

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Team Name R.A. Smith National

Reviewer Name _____

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SUBTOTAL	
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SCOPE OF SERVICES RATING	

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TEAM QUALIFICATIONS RATING	

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To what degree does the project manager exhibit the following (rate 0-5)

	Rating
Ability to communicate with Village residents	
Ability to manage the team	
Ability to work with Village staff	
Appropriate amount of Project Manager time devoted to this project	
Overall presentation skills	x 2
SUBTOTAL	
	x 1
PROJECT MANAGER QUALIFICATIONS RATING	

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SCOPE OF SERVICES RATING	
TEAM QUALIFICATIONS RATING	
PROJECT MANAGER QUALIFICATIONS RATING	
INTERVIEW PRESENTATION RATING	
FINAL RATING	

COMMENTS:

Underwood Creek Daylighting Engineering Interview Guide

Team Name Ruekert and Mielke

Reviewer Name _____

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SCOPE OF SERVICES RATING	

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Overall presentation skills	x 2
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PROJECT MANAGER QUALIFICATIONS RATING	

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COMMENTS:

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Team Name Stantec

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