

# Letters of Qualifications *Evaluation Process*

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*(The following sample is provided for your use. It is suggested that rating scales be consistent with those used for the interview evaluation. Rating factor: 1 to 5, with 5 being the best.)*

Firm Name: \_\_\_\_\_  
*(Architectural, Engineering, Surveying)*

***Rating:***

1. Firm's history and resource capability to perform required services. \_\_\_\_\_
2. Evaluation of proposed personnel. \_\_\_\_\_
3. Related experience. \_\_\_\_\_
4. Budget, cost-control experience. \_\_\_\_\_
5. Familiarity with local area and construction practices. \_\_\_\_\_
6. Firm's perception of project requirements and project approach. \_\_\_\_\_
7. Quality control procedures. \_\_\_\_\_
8. Reference check. \_\_\_\_\_

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**Grand Total** \_\_\_\_\_

*(You may wish to consider weighting some of the evaluation factors.)*