

SAMPLE INTERVIEW EVALUATION

ARCHITECT/ENGINEER EVALUATION BOARD EVALUATION CRITERIA AND SCORING

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PROJECT DESCRIPTION					DATE		
PROJECT LOCATION					PROJECT NO.		
FACTORS	SCORES					WEIGHT	SCORE
	POOR	MARGINAL	ACCEPTABLE	GOOD	OUTSTANDING		
	0.5	0.7	0.8	0.9	1.0		
I. TEAM PROPOSED FOR THIS PROJECT A. Background of the personnel 1. Project manager 2. Other key personnel 3. Consultant(s)							
II. PROPOSED MANAGEMENT PLAN 1. Team organization 1. Design phase 2. Construction phase							
III. PREVIOUS EXPERIENCE OF TEAM PROPOSED FOR THIS PROJECT. 1. Describe projects							
IV. LOCATION AND FACILITIES OF WORKING OFFICE(S) (<i>Design and Construction</i>) A. Prime firm 2. Consultant(s)							
V. PROJECT CONTROL 1. Schedule 1. What techniques are planned to assure that schedule will be met? 2. Who will be responsible to assure that schedule will be met? B. Cost 1. What control techniques are planned? 1. Review recent projects to demonstrate ability to meet project cost target. 2. Who will be responsible for cost control?							
VI. PRESENT PROPOSED DESIGN APPROACH FOR THIS PROJECT. 2. Describe proposed design philosophy. 3. What problems do you anticipate and how do you propose to solve them? 4. Describe possible energy applications. 5. Describe innovative approaches in production and design.							
VII. PRESENT EXAMPLES OF RECENTLY ACCOMPLISHED SIMILAR PROJECTS. 1. Describe the projects to demonstrate: 1. Schedule control 2. Cost control 3. Construction problems and means taken to solve them. 4. Any additional construction costs caused by design deficiencies; not program changes.							

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VIII. DESCRIBE YOUR EXPERIENCE AND CAPABILITIES IN THE FOLLOWING AREAS: 2. Value Engineering 3. Life Cycle Cost Analysis (LCCA) 4. Critical Path Method 5. Fast-Track Construction 6. Energy Conservation 7. New Energy Resources 8. Environmental Assessment 9. Specialized experience							
IX. DESCRIBE AWARDS YOU HAVE RECEIVED FOR DESIGN EXCELLENCE.							
X. HAVE YOU BEEN INVOLVED IN LITIGATION IN THE LAST FIVE YEARS? 1. If so, describe circumstance and outcome 2. What type and amount of liability insurance do you carry?							
SUB-TOTAL \$							
REMARKS							
SIGNATURE OF CHAIRMAN				SIGNATURE OF PROJECT DIRECTOR			
SIGNATURE OF MEMBER				SIGNATURE OF MEMBER			
SIGNATURE OF MEMBER							