

CONSULTANT INTERVIEW RATING SHEET

FIRM _____

RATING FACTORS

1.	Resources Available To Do Job	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Outlook in general, interest in word.						
2.	Project Manager/Engineer	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	General impression, self expression, knowledge and experience, self confidence, persuasiveness.						
3.	Current Variance (From the Management Consultant)	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Past performance meeting schedules.						
4.	Work Load Remaining (From the Management Consultant)	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Apparent existing capacity.						
5.	Public Involvement	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Proposal or plan, sensitivity.						
6.	Environmental Issues	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Knowledge, background						
7.	Right-of-Way and Utility Issues	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Knowledge, background.						
8.	Knowledge of Job	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	What work is needed, field review, etc.						
9.	Identify Problems	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Knowledge of problems and their approach to project challenges.						
10.	Accommodating Public and Agency Concerns	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
	Indication of sincere interest in locals, the Department and agencies, and their concerns.						
11.	Schedule	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--

LOCAL DESIGN SELECTION APPROVAL CHECKLIST

Wisconsin Department of Transportation

State Project ID:	Highway/Street:
Description of Work:	
Municipality/Contact:	
Name/Title:	Telephone Number:
Solicitation of interest was accomplished by the municipality by: <input type="checkbox"/> Notifying entire WisDOT Eligible Roster of Consultants <input type="checkbox"/> Using WisDOT Internet site for design solicitation <input type="checkbox"/> Local Internet site <input type="checkbox"/> Justified Sole Source <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Small Purchase Procedure (See Procedure 8-5-10) <input type="checkbox"/> Notifying entire roster of interested and qualified firms (minimum of 10) maintained by the municipality. <u>Number of firms contacted</u> _____ Documentation of solicitation method must be included in the project file.	A detailed estimate of hours and cost for the project were developed by: <input type="checkbox"/> Municipality <input type="checkbox"/> Central Office/District Estimated Consultant Contract Cost: \$ _____
Municipality Selection Committee, names of voting members (minimum of 3 including selection process. 1. 2. 3. 4.	the designated chairperson) in the phone phone phone phone
Objective Criteria were developed and used in shortlisting the preferred consultant: <input type="checkbox"/> Yes <input type="checkbox"/> No	A copy of the Objective Criteria can be located: <input type="checkbox"/> District project file <input type="checkbox"/> Municipality project file
Did the Selection Committee conduct interviews with the potential consultants? <input type="checkbox"/> Yes How many firms interviewed? <input type="checkbox"/> No	Final Short List of consulting firms in order of rank for the project: 1. 2. 3. 4. 5.
Requesting approval for selection of the following preferred consultant: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 40%; text-align: center;"> _____ Prepared By (Name/Title) </div> <div style="width: 30%; text-align: center;"> _____ Region or Municipality </div> <div style="width: 20%; text-align: center;"> _____ Date </div> </div>	
Selection for Design by Local Government Contract Approved By: <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> _____ Statewide Consultant Engineer or Region (Contracts \$50,000 or more - Statewide Consultant Engineer) (Contracts Under \$50,000 - Region) </div> <div style="width: 30%; text-align: center;"> _____ Date </div> </div>	

November 16, 1999

Firm C, Inc.
100 West Main Street
Lancaster, WI 53813
Attention: William Roberts, P.E.

Dear Bill:

SUBJECT: ID 1099-00-00
Century Hollow Road Bridge & Approaches
Town of Johnson
Town Road
Grant County

Thank you for presenting your qualifications to the Consultant Selection Committee on November 15, 1999. The Consultant Selection Committee made the following ranking of the three engineering consulting firms for the purpose of negotiating a contract:

1. Firm C of Lancaster
2. Firm A of Madison
3. Firm B of Waunakee

We appreciate your interest in providing engineering services to the Town of Johnson and looking forward to working with Firm C on this project. We will set up a time to begin contract negotiations in the near future.

Sincerely,

Jane Doe, Clerk
Town of Johnson

cc: Kim Johnson, Local Program Management Consultant

Note: This letter should be sent to the consultant selected to begin contract negotiations.

November 16, 1999

Firm A, Inc.
820 North Highland Avenue Suite 300
Madison, WI 53711
Attention: Sally Peterson, P.E.

Dear Sally:

SUBJECT: ID 1099-00-00
Century Hollow Road Bridge & Approaches
Town of Johnson
Town Road
Grant County

Thank you for presenting your qualifications to the Consultant Selection Committee on November 15, 1999. The Consultant Selection Committee made the following ranking of the three engineering consulting firms for the purpose of negotiating a contract:

1. Firm C of Lancaster
2. Firm A of Madison
3. Firm B of Waunakee

We appreciate your interest in providing engineering services to the Town of Johnson.

Sincerely,

Jane Doe, Clerk
Town of Johnson

cc: Kim Johnson, Local Program Management Consultant

Note: This letter should be sent to the consultants not selected for contract negotiations.