

SAMPLE EVALUATION CRITERIA FOR SELECTING CONSULTANTS

From the [MRSC Architecture and Engineering Contracts webpage](#):

Each agency may establish its own criteria for evaluating qualifications and proposals ([RCW 39.80.040](#)). Potential evaluation criteria include, but are not limited to:

- Experience in designing/surveying the type of project envisioned
- Quality of previous performance
- Ability to meet contract deadlines
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- References
- Staff readily available for the project
- Financial capacity
- Licensing and certification
- History of errors and omissions
- Construction change order history

Agencies should consider whether to use a review committee and whether to use weighted evaluation criteria.

From the [MRSC Personal Services Contracts webpage](#):

Each agency may establish its own criteria for evaluating proposals. Potential evaluation criteria include, but are not limited to:

- Fees or costs (not allowed for architecture and engineering (A&E) services)
- Quality of previous performance
- Ability to meet contract deadlines
- Responsiveness to solicitation requirements
- Compliance with statutes and rules relating to contracts or services
- References
- Staff readily available for the project
- Financial capacity
- Licensing and certification, if applicable
- Safety record
- Ability to meet necessary response times for unscheduled work and emergencies

Agencies should consider whether to use a review committee and whether to use weighted evaluation criteria.