

CONSULTANT APPLICATION SCORING CRITERION

The following criterion are used to evaluate consultants applications.

1. Professional qualifications necessary for satisfactory performance of the required service;
2. Past performance on projects of similar scope and nature in terms of cost control, quality of work and compliance with performance schedules and standards;
3. Samples of Work;
4. Supplemental Questionnaire Responses;
5. Specialized experience and technical competence in the type of work required; and,
6. Availability of consultant and capacity to accomplish the work in the required time.

The following table is a sample of the consultant review form used by application reviewers to score consultant applications.

**COUNTY OF SAN DIEGO CEQA CONSULTANT LIST
CONSULTANT REVIEW FORM**

Subject Area: _____

Consultant: _____

Criteria	(a) Weight Open Enrollment/ Renewal	(b) Score*	(a) x (b) Weighted Score
<p>1. PROFESSIONAL QUALIFICATIONS (5 pt max)</p>			
<p>_____ Bachelors Degree = 1 pt _____ Masters Degree = 1 pt _____ Doctorate Degree = 1 pt _____ 10 or more years of employment experience in subject area = 1 pt Note: County San Diego experience rated under Section 5 Achievements – Publications, Presentation, Awards = 1 pt Must be applicable to subject area. Note: Certifications and designations rated under Section 5</p>	<p>3.0/3.0</p>		
<p>Comments by Evaluator:</p>			
<p>2. PAST PERFORMANCE (5 pt max)</p>			
<p>Based on Average Rating</p> <p>Evaluation 1</p> <p>_____ Outstanding = 2.5 pt _____ Above Average = 2.0 pt _____ Average = 1.5 pt _____ Below Average = 1.0 pt _____ Unacceptable = 0.5 pt</p>	<p>Evaluation 2</p> <p>_____ Outstanding = 2.5 pt _____ Above Average = 2.0 pt _____ Average = 1.5 pt _____ Below Average = 1.0 pt _____ Unacceptable = 0.5 pt</p>	<p>3.0/4.0</p>	
<p>Comments by Evaluator:</p>			
<p>3. SAMPLE OF WORK (5 pt max)</p>			
<p>Sample 1</p> <p>_____ Organization _____ Impact Analysis _____ Mitigation Identified _____ Legal Adequacy _____ Writing Adequacy _____ Difficulty _____ % Authorship</p>	<p>Sample 2</p> <p>_____ Organization _____ Impact Anal _____ Mitigation Identified _____ Legal Adequ _____ Writing Adeq _____ Difficulty _____ % Authorshi</p>	<p>Sample 3</p> <p>_____ Organization _____ Impact Analysis _____ Mitigation Identified _____ Legal Adequacy _____ Writing Adequacy _____ Difficulty _____ % Authorship</p>	<p align="center">6.0/7.0</p>
<p>Comments by evaluator:</p>			

**COUNTY OF SAN DIEGO CEQA CONSULTANT LIST
CONSULTANT REVIEW FORM**

<p>4. SUPPLEMENTAL QUESTIONS (New Applications Only) (5 pt max)</p> <p>Question 1 = 2.5 pts max Points are exclusively based on knowledge of regulations.</p> <p>Education (points given in Section 1)</p> <p>Experience (points given in Section 1)</p> <p>Knowledge of Regulations Must describe not just list.</p> <p>CEQA Guidelines</p> <p>MOU General Plan Zoning Ordinance Biology</p> <p>RPO</p> <p>BMO/MSCP/HLP</p> <p>NCCP</p> <p>Clean Water Act (401 & 404)</p> <p>Endangered Species Act (Sections 7 & 10)</p> <p>CDF&G Code – Section 1600</p> <p>Archaeology/History</p> <p>NHPA – Section 106</p> <p>RPO</p> <p>Local, State, Natl Register</p> <p>Mills Act</p> <p>Noise</p> <p>Noise Element</p> <p>Noise Ordinance</p> <p>Traffic</p> <p>County Public & Private Road Standards</p> <p>AASHTO</p> <p>Federal Highway Admin Manual on Uniform Traffic Control</p> <p>Devices for Streets and Hwys</p> <p>Agriculture</p> <p>Agricultural Preserves</p> <p>CA Dept of Conservation's Farmland Mapping & Monitoring Program</p> <p>Williamson Act</p> <p>Geology</p> <p>Groundwater Ordinance</p> <p>SMARA</p> <p>Fire</p> <p>County Fire Code</p>	<p>Question 2 = 2.5 pts max</p> <p>Communication with Lead Agency</p> <p>Proactive Approach</p> <p>Challenges Identified</p> <p>Example Provided</p> <p>Availability for Meetings</p> <p>Each item above has a maximum point score of 0.5</p>	<p>3.0/n/a</p>		
<p align="center">Comments by evaluator:</p>				

**COUNTY OF SAN DIEGO CEQA CONSULTANT LIST
CONSULTANT REVIEW FORM**

5. SPECIALIZED EXPERIENCE/TECHNICAL COMPETENCE (5 pt max)		3.0/3.0		
County of San Diego Experience = 1.5 pt max See Application and List of Projects Knowledge of County Regulations and Processes = 1 pt max Review Supplemental Question 1 Experience in Subject Area = 1.5 pt max Review Application, Supplemental Question 1 and Past Performance Evaluation Item G Licenses and Specialized Training = 1 pt max				
Comments by evaluator:				
6. CONSULTANT AVAILABILITY AND TIMELINESS OF WORK (5 pt max)		2.0/3.0		
Open Enrollment Consultant Past Performance = 2.5 pt max Review Items A, E & F Supplemental Question #2 = 2.5 pt max Review Question 2 for Availability and Timeliness	Renewal Applications History of Completing Work Within Required Timelines = 2.5 pt max Review Staff Evaluations Past Performance Evaluation = 2.5 pt max Review Items A, E and F			
Comments by evaluator:				
TOTAL WEIGHTED SCORE				

* Five points possible in each category. 100 points possible with criteria weighting.