

## **CONSULTANT APPLICATION SCORING CRITERION**

The following criterion are used to evaluate consultant's applications.

1. Professional qualifications necessary for satisfactory performance of the required service;
2. Past performance by a lead agency 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.

Subject Area: \_\_\_\_\_

Consultant: \_\_\_\_\_

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

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

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

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