**Selection Criteria Guideline**

***Instructions:*** *Consultant task order solicitations must request materials and/or statements that would allow evaluation of the following criteria. The basic weightings and standard criteria included in the Guideline are suggestive and are meant to be modified or appended to fit a specific project. The weighting must equal 100% when totaled.*

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|  | **Criteria** | **Weighting** |
| 1 | The capability and availability of the Consultant’s Project Team to provide the scope of services and the Team’s technical expertise and experience as it relates to the scope of the project as demonstrated by the solicitation response and/or the interview. *[Typical weight range: 25-40%]* | 30% |
| 2 | The Project Manager’s experience, qualifications, and availability. *[Typical weight range: 10-20%]* | 20% |
| 3 | The value offered to the City considering cost in comparison to professional capabilities and experience of the project team. *[Typical weight range: 20-40%]* | 25% |
| 4 | Past Performance working as a consultant on similar projects in respect to quality, budget, and schedule. *[Typical weight range: 20-30%]* | 20% |
| 5 | The Consultant Project Team’s knowledge of City facilities, procedures, and practices. *[Typical weight range: 1-5%]* | 5% |
| 6 | *[Other specialized criteria may be added; however, weightings should be adjusted accordingly. If none added, delete Line No. 6]* | *XX%* |
| **TOTAL** | **100%** |