

**Evaluation Form for Request for Qualifications
Town of Ayer**

Name of Project: **Senior Center Site Select Committee - General Professional Architectural Services**

Name of Evaluator: _____

CRITERIA								
1. Project Approach								
Understands Town Goals								
Identifies innovative ideas and approach								
2. Scope of Services								
Understands services in RFQ								
3. Project Team								
Key staff has similar experience								
Team has worked together on similar projects								
Depth of expertise								
Availability to staff								
4. Qualifications and Similar Projects								
Similar to project type (complexity, size, etc.)								
Project summaries								
Projects in progress								
5. References								
Quality of design								
Ability to meet schedules/ deadlines								
Ability to control cost/meet budgets								
Communication/cooperation								
Other / Comments								

Rating Key:

- 1 = Poor
- 2 = Fair
- 3 = Good
- 4 = Excellent
- 5 = Superior