

Airport Board – Consultant Evaluation Form

Project: Tractor Procurement Specification Development

Firm: _____

Board Member _____

Date: _____

Instructions

1. Each Board Member reviews the firm's Statement of Qualifications (SOQ).
2. Score each criterion on a scale of **1–10** (1 = Poor, 10 = Excellent).
3. Provide any comments or observations in the **Notes/Comments** column.
4. Total scores will be used to rank all firms.

Evaluation Criteria	Weight (%)	Notes/Comments
Relevant experience with airport or municipal equipment projects	25%	
Familiarity with FAA procurement and Buy American standards	25%	
Qualifications and experience of assigned personnel	20%	
Capability to meet schedule and budget constraints	15%	
Past performance with similar projects	15%	
Total Score	100%	