

**Selecting a Consulting Firm: Retainer Contract Evaluation Factors**  
**South Dakota Department of Transportation**  
**Administration Office**  
**2020-2022 Retainer consultant selection process**

Fill in all highlighted cells

Category	DOT Evaluator	Firm

Evaluation Criteria		Point Value
Specialized expertise, capabilities, and technical competence as demonstrated by the proposed approach and methodology to meet the project requirements	20	
Resources available to perform the work, including any specialized services, within the specified time limits for the project	20	
Record of past performance, including price and cost data from previous projects, quality of work, ability to meet schedules, cost control, and contract administration	20	
Availability to the project locale	5	
Familiarity with the project locale	5	
Proposed project management techniques	20	
Ability and proven history in handling special project constraints	10	
<b>Maximum Total</b>	100	0

Note: Consultant firms are ranked based upon the submittal of Form DOT-925 for the specified category.