

Florida International University Board of Trustees

STANDARD OPERATING PROCEDURE: # FIU-14-001-DB SELECT

SUBJECT: Design-Build Services Selection Process

AUTHORITY: BOG Regulations 14.002, 14.004, 14.005, 14.0055, 14.007, 14.021 and 14.023.

POLICY/PURPOSE: To establish procedures for selection of a design-build entity to provide design and construction services for selected projects.

Conditions for Use of Design-Build.

The definition of "Design-Build Services" is in BOG Regulation 14.002(3). BOG Regulation 14.0055(3) provides the criteria for projects considered for the design-build process. In addition to those criteria, each project for which design-build is requested must have an approved facility program which meets the requirements of Chancellor's Memorandum CM-N-04, Development of Facility Programs found on the Facilities Management web site. The program should also address the aspects of the project, including budget implications, which meet the requirements of BOG Regulation 14.005(3). Funding for both the project design and construction costs, including fees for a design criteria consultant (DCC), must be approved prior to advertising the project. The selection process, in accordance with BOG Regulation 14.0055, may proceed based upon legislative approval of the specific project or pursuant to F.S. 1013.74 and subject to availability of funds as identified in the approved program. Contractual obligations for the project (design, construction, and/or furnishings and equipment costs) will not be made until budget authority and funds are available for expenditure.

The design-build delivery method may be either qualifications based or proposal based. The university will be the contracting agency for all design-build contracts. The Selection Committee may reject all proposals and stop the selection process at any time for either delivery method.

A. Qualifications Based Design-Build Selection Process.

Using this project delivery method, the award to a design-build entity (firm) will be based on selection of the most qualified firm to provide services (design and construction) for the proposed project as determined by review of the Request for Qualifications (RFQ) submittal to include the Design and Construction Services Qualifications Supplement (DCSQS) form and oral presentations. The selection

will consist of a minimum of three firms being invited to present their understanding of the program and project requirements in oral interviews. Selection should be based upon the firm's qualifications and experience; understanding of the project's facility program and requirements; its approach and methods for design, construction and overall administration of the project; its ability to provide services to meet project scope, budget and schedule; and other project specific questions as determined by the Design-Build Certification and Selection Committee (Selection Committee).

1. **Development of Request for Qualifications (RFQ).** After the approval of the facility program, the university professional staff will develop a RFQ to include the DBQS form; project specific data and other additional information necessary to understand the scope of work proposed; and the firm qualifications and experience required for a successful project.

The Project Fact Sheet should be developed by the university to include information on the intent and scope of the project, a project description, proposed selection process schedule, the selection process and evaluation information, instructions for completing the DBQS form, and any other general or specific information as necessary for a complete understanding of the process and project. Proposal Information categories are assigned preliminary weight (point) factors for evaluation of submissions.

2. **Formation of Certification and Selection Committee.** A Selection Committee will be convened as provided for in BOG Regulation 14.0055(4). The committee will:
 - a. Review the criteria listed in the RFQ including the DCSQS. Based on unique requirements of the project, the Selection Committee may add additional qualifications criteria to the proposal information.
 - b. Review the weight factors to be applied to each of the categories as shown in the RFQ and agree on any adjustments in these factors.
 - c. Review the standard reference check questions on a Design Build Reference Check form and add additional questions pertaining to the unique requirements of the project, if necessary.

3. **Advertisement.** The university will advertise for qualifications based design-build services in the *Florida Administrative Register* and the Facilities Management web site. The advertisement provides information regarding application and will direct the applicants to the Facilities web site to download the DBQS application form.

4. **University Review and Development of Shortlist** After receipt of the submittals from the applicants responding to the RFQ, the Selection Committee will review the submittals for completeness and evaluate and score each submittal in accordance with the previously defined criteria. Committee members will rank each submittal using a Qualification Based Design-Build Selection Form. Each completed form will be signed by the Selection Committee members. The individual rankings will be combined to determine the proposing firm's overall ranking. Based on the results of the ranking, with priority given to the lowest ranked order, a shortlist of no less than three (3) will be established. Scores established on the shortlist portion of the selection will not be considered in subsequent phases of the selection process.

5. **Reference Checks.** The Selection Committee reviews the standard reference check questions and adds additional questions pertaining to the unique requirements of the project, if necessary. The Selection Committee determines the number of references to be checked for each firm interviewed, and designates a person to conduct the reference checks. Reference checks are documented and presented to the Selection Committee for its consideration during the subsequent interview.

6. **Approval of Selection Committee Short-list Recommendation.** The university facilities office will present the Selection Committee's Short-list recommendation to the university president for action.

7. **Notification of Short-Listed Firms.** Upon approval by the president, the university will send notifications to the selected short-listed firms and post results on the web page. The notification is to include the following statement: "Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings."

The university will provide the firms which were short-listed with, at

a minimum, the following: a copy of the approved facility program and any additional technical studies available for this project, as necessary; a list of the final interview evaluation criteria; the time, date, and location of the interview; and the length of time allotted for the interview. The notification letter will request that each finalist firm bring a summary of its presentation to leave with the Committee members.

- 8. Interviews.** The Selection Committee will convene to hear the finalists' oral presentations. A member of the Selection Committee from the university will introduce the voting members and other university observers. Following the presentation, a time may be set aside for questions by the Selection Committee and answers by the proposal finalists.
- 9. Selection Committee Recommendation.** Following the completion of all interviews, the Selection Committee will rate each firm on a Qualifications Based Design-Build Selection Form in the categories identified in the RFQ (individual Committee members' scores will be ranked and combined to arrive at composite scores). The Selection Committee will total the rank points for each firm interviewed and determine the recommended ranking. The Form will be prepared and signed by all members of the Selection Committee.
- 10. Approval of Selection Committee Recommendation.** The university facilities office will present the Selection Committee's recommendation to the university president for action.
- 11. Notification of Interviewed Firms.** Upon approval by the president, the university notifies each interviewed firm in writing of the results of the selection. The notification is sent via email with a signed letter notification attached. The notification must include the following statement: "Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings."
- 12. Negotiation and Agreement.** The university will, after project award, enter into negotiations, prepare, and execute a Design-Build Agreement.
- 13. Execution of Design-Build Agreement.** The agreement will consist of two phases. The first phase of the agreement will be for design and pre-construction services, and will be compensated at a negotiated fixed fee amount for services to be performed. Design

services for Phase One should include all necessary architectural and engineering services, as required and presented as part of the RFQ response, for development of a guaranteed maximum construction price (GMP). Prior to approval of the Advanced Schematic Phase, the design-build entity will confirm in writing that the available project budget, to include design and construction costs, is sufficient for the completion of the project scope as indicated in the approved Facility Program. Standard design services should include completion of the design development documents or 50% construction documents; the extent of document development is dependent on the complexity, budget, scope and schedule requirements of each individual project. Phase One design services should be based upon the Department of Management Services (DMS) approved fee schedule available on the DMS web site, and negotiated to reflect project complexity and scope of services required. Phase One pre-construction services will include overall project administration, value engineering, cost estimating, scheduling, and the development and presentation of a GMP. GMP development should be based upon Chancellor's Memorandum CM-N-08, Administration of Construction Manager Agreements found on the Facilities Management web site. The firm will provide a written and itemized summary of all proposed design fees negotiated independently of the fee schedule prior to execution of the pre-construction agreement.

14. **Acceptance of GMP.** If the GMP is accepted, an amendment to the Design-Build agreement (the construction phase) will be implemented. If the GMP is not accepted, the university will follow the terms of the Design-Build agreement and compensate the firm in accordance with the terms of the agreement.
15. **GMP Amendment.** The amendment should be for a lump sum price consisting of any additional professional design services (architectural and engineering), contractor fees, cost of construction (site work, building, furnishings and equipment), and all other costs necessary to provide for a complete, functional, and operational facility. Contract provisions should include, at a minimum, provisions for scheduled substantial and final completion dates or number of calendar days, allowances, liquidated damages, maximum project contingencies, buy-out savings, and termination clauses.

B. Proposal Based Design-Build Selection Process

Using this project delivery method, the award to a design-build entity (firm) will be based on the firm which offers the best solution (value based and/or cost based). The selection process is divided into two phases, Phase One is the university's

development of a RFQ and Phase Two is the university's preparation of the project's design criteria documents (DCD) to be used as part of a RFP. Following a successful selection process, the university negotiates, prepares, and executes a Design-Build Agreement.

The RFQ development follows the process outlined for the Qualifications Based Design-Build selection except as modified below.

Phase One

1. **Request for Qualifications.** The university follows steps 1 through 3 above.
2. **University Review and Development of Shortlist.** The university may follow step 4 above.
3. **Reference Checks.** The university follows step 5 above.
4. **Notification of Short-Listed Firms.** The university follows step 6 but revises step 6 to read: "The university shall notify the short-listed firms in writing and provide each finalist a RFP."
5. **Request for Proposal.** The university and the DCC will develop a RFP which further details the information provided in the RFQ relative to project scope, program intent, budget and schedule, and additional information directly related to RFP responses. The RFP will be distributed to all short-listed firms.

The RFP should include, at a minimum, the following:

- A. RFQ (previously distributed to interested firms)
- B. approved facility program
- C. copy of the approved Campus Master Plan and any other applicable planning documents
- D. University approved DCD
 1. design-build evaluation criteria and any mandatory criteria items
 2. interview evaluation criteria
 3. time, date and location for submitting the RFP

document

4. time, date and location for the interview
 5. length of time allotted for the interview
 6. assigned shortlist firm number code for the purpose of maintaining anonymity, if applicable
- E. RFP proposal forms
 - F. design-build agreement and related attachments
 - G. any other information deemed necessary to understand scope, budget, and schedule
- 6. Interview Evaluation Criteria.** Prior to the release of the RFP to finalists, the Selection Committee will review, with the advisement of the DCC, the Proposal Based Design-Build Evaluation Criteria. Additional proposal evaluation criteria may be included to address any unique aspects of the project. The Committee will review the weight factors to be applied to each category listed on the Proposal Based Design-Build Evaluation Forms and agree on any adjustment in the factors.

Phase Two

7. **Design Criteria Documents (DCD).** The DCD may either be developed by university professional staff or by a DCC. If a DCC is used, a Notice to Professional Consultants will be issued pursuant to CM-N-06, Architect/Engineer Selection Process, found on the Facilities Management web site, to secure professional services for developing design criteria for the project and to provide consulting and inspection services for the University. The design criteria architect/engineer will be licensed and employed by the university, or will be selected pursuant to the requirements of Chancellor's Memorandum CM-N-06, Architect/ Engineer Selection Process found on the Facilities Management web site. The DCC will not be eligible to render services under the Design-Build contract pursuant to BOG Regulation 14.004(1)(c).

8. **Preparation of the Design Criteria Documents.** The DCC should furnish sufficient information to permit design-build firms to prepare a complete response to the university's RFP package and to permit the university to enter into a negotiated design-build contract. The information provided by the DCD should reflect the contents of the facility program and provide more in-depth technical information as required to design and construct the project. Technical criteria should include the following, along with any additional information required by the specific project:
 - A. legal description of the site
 - B. survey information concerning the site
 - C. interior space requirements
 - D. material quality and university construction standards
 - E. schematic layouts and conceptual design criteria of the project
 - F. fixed project cost, or proposed construction budget for projects requesting a proposed cost
 - G. design and construction schedules
 - H. site development requirements

- I. provisions for utilities, storm water retention and disposal, etc.
- J. parking requirements
- K. geo-technical information
- L. hazardous material information and reports
- M. furnishings and equipment standards and requirements
- N. other related information

9. Pre-Proposal Conference and Communications.

Prior to the submittal date for the RFP, a pre-proposal conference should be held for the purpose of verbally explaining and responding to questions concerning the project. Verbal responses are not permitted other than at this pre-proposal conference. Selection Committee members, the DCC and other university personnel will not meet with or discuss the project with prospective firms once the project has been advertised until the selection process is complete, except at this conference. Any information requested after this meeting must be submitted in writing, and the responses will be in writing and furnished to all applicants. The period for questions/responses will end seven (7) calendar days prior to the scheduled date for receipt of the RFQ submittal.

- 10. Receipt of Design-Build Proposals.** Each short-listed firm will submit in a sealed and labeled package its design-build proposal in the quantities designated to the university office by the date and time specified in the RFP. If, at the discretion of the university and indicated within the RFP submittal requirements, anonymity is to be maintained, the identity of the proposing firm will not appear on any portion of the RFP submittal or any other document presented for review by the Selection Committee. Care should be exercised by the submitting firm to ensure that no identifying logos, etc., are included. All documents shall be identified by the numerically assigned code only. Disqualification of a short-listed firm may result should any documentation reveal the firm's name.

For all submissions, the university office receiving the sealed packages shall note the date and time each package was received and place the packages in safekeeping until they are to be opened.

The Selection Committee will not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such items were formally requested, in writing, by the Selection Committee.

- 11. Evaluation of the Design-Build Proposals.** After the designated date for receipt, the proposals should be reviewed by university staff to ensure compliance with mandatory submittal items; and proposals should be deemed as 'responsive' or 'non-responsive' prior to further reviews by the DCC and Selection Committee. Non-responsive firms or proposals may require forfeiture of their Proposal Bond, if any, and the proposals will not be returned. Following the compliance review, proposals will then be reviewed by the DCC and the Selection Committee for evaluation of the following:

- A. compliance with specified design criteria documents
- B. compliance with FIU Construction Program requirements
- C. Master Plan compliance
- D. Code compliance
- E. Life Cycle Cost implications
- F. appropriateness of architectural building systems, structure and aesthetics
- G. engineered systems
- H. budget/revenue implications
- I. schedule compliance

An Evaluation Form should be used by the DCC and scored prior to the Selection Committee scoring the Selection Committee Review.

Scores for each firm will be based on the pre-defined evaluation criteria. The DCC evaluation form will be completed and signed by the Selection Committee and DCC. Individual scores for each firm will carry forward and be considered in the final score to be determined as a result of the interview. All Interview Evaluation Criteria scores will be combined with previous scores to determine the overall final ranking.

- 12. Clarifications.** Prior to the interview, the university, with the assistance of the DCC, may request written clarifications from each firm, as required, to clarify aspects of their RFP submittal. Any information or clarification requested will be submitted to the Selection Committee in written or graphic format.
- 13. Design-Build Interview.** The interview for selection will be held approximately seven (7) days after the selection committee completes the Evaluation Criteria. The finalists will present their design-build proposals and respond to the Selection Committee interview questions in a manner that demonstrates their understanding of the project, explains their approach and method for project delivery, and proves their ability to perform the project requirements. After viewing the presentations, the Selection Committee will rate each firm. Reference checks will be documented and presented to the Selection Committee for its consideration during the interview.
- 14. Approval of Selection Committee Recommendation.** The university facilities office will present the Selection Committee's recommendation to the university president or designee for action.
- 15. Notification of Interviewed Firms.** The university follows step 10 in Qualifications Based Design-Build approach.

Design-Build Agreement

- 16. Negotiation and Agreement.** The university follows steps 11, 12, 13, and 14 in Qualifications Based Design-Build approach.

Design-Build Qualifications Supplement (DBQS)

Purpose: The Design-Build Qualifications Supplement (DBQS) will provide information about the qualifications of applicants to provide design-build services for construction projects.

Instructions: A) Please type. If additional space is needed, attach additional pages for each numbered section.

B) Attach a reproduction of the current Florida Architect, Engineer, and Contractor's License for the applicant. If these services are being provided by joint venture or consultants, attach copies of appropriate professional licenses.

C) Attach a letter of intent from a surety company indicating the applicant's bondability for both the design and construction of this project. The surety shall acknowledge that the applicant may be bonded for project cost of **\$XX,000,000**.

The surety company must be licensed to do business in the State of Florida, must have a Best Rating of "A" and a required financial size of "Class IX." Also attached letters of reference from banking institution(s).

D) Any explanation desired by an applicant regarding any part of the project must be requested in writing prior to the pre-proposal conference. Responses to these questions will be furnished at the pre-proposal conference. Any information requested after the pre-proposal must be in writing and the question and response shall be in writing and furnished to all applicants. An effort will be made to respond to applicant's questions; however, the University is not obligated to answer every question. The last day written questions will be considered for this project is _____ at _____.

E) Attach separate sheets for responses where indicated.

F) Members of the Selection Committee will not meet or discuss the project with prospective applicants except at the pre-proposal conference. Applicants who wish to visit the site may schedule appointments through the University by contacting _____ at (305)348-_____

1. **PROJECT NUMBER:** **BT-**_____

PROJECT NAME: _____

2. **APPLICANT NAME:** _____

ADDRESS OF OFFICE IN CHARGE: _____

TELEPHONE NUMBER: () _____ **FED I.D. NO.** _____

FLA. CORPORATE CHARTER NO. _____

IS THE APPLICANT A JOINT VENTURE? _____ YES _____ NO

If Yes, describe the division of responsibilities between the participating firms, the offices (location) that will be the primary participants, the percent interest of each firm, and attach a copy of the executed joint venture agreement. (Provide this information on a separate sheet.) Also, duplicate the signature block and have a principal or officer sign on behalf of each party to the joint venture.

3. For how many years has the applicant been providing design-build services?

- a. If a design-build firm, enter number of years.
- b. If a joint venture, describe number of years of design-build experience of each party to the joint venture, and give number of design-build projects that the joint venture has completed together.

4. APPLICANT'S PERSONNEL (Provide this information on a separate sheet):

- a. List total number of applicant's personnel by skill group (e.g. architects, engineers by discipline, superintendents, etc.
- b. Name all key personnel which will be part of the design-build team for this project. Describe in detail the experience and expertise of each team member. (Note: Key personnel must be committed to this project for its duration unless excused by the Owner. This requirement is non-negotiable.)
- c. Is the Project Manager an architect or engineer registered in Florida?

_____ Yes _____ No

5. APPLICANT'S CONSULTANT'S (provide this information on a separate sheet):

Name any consultants which are included as part of the team. Describe each consultant's role in the project and its related experience.

6. EXPERIENCE (provide this information on a separate sheet and in format indicated on Attachment "A"):

- a. List all contracts for the past five years for which your firm has provided/is providing design-build services and provide the following information for each: project cost, current phase of development, estimated completion date, Owner's contact person and telephone number, and the name and telephone number of the design criteria architect (if applicable). If a joint venture, provide this information for each party to the joint venture, as well as for projects which the joint venture has completed together.)
- b. Describe projects similar to the proposed project for which your firm has provided design-build services. If not provided in item 6a, provide information on these projects using the same format. Provide information for joint venture projects as indicated in 6a.
- c. Describe the role of proposed individual team members in projects similar to the proposed project.
- d. List all projects built by the DB applicant for the past 10 years which closely resemble the proposed project.

7. **SERVICES OFFERED (provide this information on a separate sheet):** Describe the approach and method of design-build services offered by the applicant.
8. Describe the way in which you firm develops and maintains project schedules. How often are they updated? Provide an example of how these techniques were used in a project listed in response to Question 6a.
9. Describe the types of records, reports, monitoring systems, and information management systems which your firm uses in the management of a project. Provide an example of the monthly information report to the owner proposed for this project.
10. Describe the way the applicant maintains quality control in a project during the pre-construction and construction phases of a project. Provide examples of how these techniques were used in the projects listed in response to Question 6a.
11. Describe the applicant's capability in assisting and using minority business enterprises in the pre-construction and construction phases of a project.

(Note to University: Check here to identify whether or not additional items have been added by the Selection Committee.)

Supplementary questions attached No supplementary questions

ACKNOWLEDGMENTS/CERTIFICATIONS: Execution of this document as provided below indicates your acknowledgement and certification of the following statements:

- a. All information furnished by the applicant herewith, and as may be provided subsequently (including information presented in the design proposal, if shortlisted), is true and accurate.
- b. All statements of intent or proposed future action (including the assignments of personnel and the provision of services) are commitments that will be honored by the applicant if awarded the contract.
- c. If any information provided by the applicant is found to be, in the opinion of the Selection Committee or the President, substantially unreliable, this application may be rejected.
- d. The Selection Committee may reject all applicants and may stop the selection process at any time.
- e. The selection of shortlisted firms for presentation of a design proposal and interview will be made on the basis of information provided herein. The shortlisted firms will be ranked based on their total scores earned in response to the design proposal and interview and the results of the reference checks.
- f. The completed DBQS document with required attachments must be delivered to: Selection Committee, Florida International University, University Park, CSC 142, Miami, Florida 33199, no later than on . Facsimile (FAX) submittals are not acceptable and will not be considered.
- g. The undersigned is a principal or officer of the firm applying for consideration and is authorized to make the above acknowledgements and certifications for and on behalf of the applicant. (For

joint venture, duplicate the signature block, and have a principal or officer of each party to the joint venture sign.)

Sworn to and subscribed to me,

A Notary Public, this _____ day

of _____, 20xx

_____ (SEAL)

For and on behalf of the APPLICANT

_____ (SEAL)

Title: _____

Sample - For Reference Only

Attachment to DBQS Form

Response to Question 6A Experience.

List all contracts for the past five years for which applicant has provided/is providing design-build services and provide the following information for each: project cost, current phase of development, estimated completion date, Owner's contact person and telephone number, and the name and telephone number of the design criteria architect (if applicable). If applicant is a joint venture, provide this information for each party to the joint venture, as well as for projects which the joint venture has completed together.

Project Name	Owner	Phase	Completion Date	Project Cost	Criteria Architect

Sample - For Reference Only

DESIGN-BUILD PROPOSAL EVALUATION CRITERIA

(for proposal based selections)

PRIMARY CRITERIA	POINTS
1 BID PRICE	80
2 PROPOSERS WORK HISTORY	2
2.1 Direct experience and satisfactory record of past performance on similar projects, including awards and citations received.	1
2.2 Satisfactory record of past performance to adherence to contract schedule, records of claims and litigation, record of liquidated damages, record of termination/defaults.	1
3 DESIGN	12
3.1 Program Responsiveness (based on the Facility Program "Program Requirements")	2
3.2 Functionability	2
3.3 Aesthetics / Creativity	3
3.4 Expandability	1
3.5 Life Cycle Value	1
3.6 Revenue Generation Potential	3
4 PROJECT EXECUTION & PERFORMANCE	6
4.1 Management Approach. Firm's ability to effectively and efficiently manage the proposed team, including clear and concise communication and distribution of responsibilities between the team members.	1
4.2 Experience and availability of personnel. Architectural, Engineering and Management organization with sufficient personnel and requisite disciplines, licenses, and skills.	1
4.3 A field organization with sufficient personnel and requisite disciplines, licenses, and skills.	1
4.5 Construction impacts on adjacent facilities Plan	1
4.6 Quality Control Plan / Safety Plan	1
4.8 Small Business approach and FIU students involvement strategy	1
TOTAL TECHNICAL QUALIFICATION POINTS (2+3+4)	20

TOTAL BEST VALUE POINTS (Price + Technical Points) 100

Sample Formula for Best Value Selection = (Low Price/Bidders Price)X Points allocated to Price Category + (Total earned Technical Qualification Points) = BVC

Criteria Evaluation Scores

Date:
 Campus:
 Project Number: **BT-XXX**
 Project Name:
 Design Criteria Professional:
 prepared by:

Firm No.	Name of Interviewee	Name 1	Name 2	Name 3	Name 4	Name 5	Standard Deviation	AVG	RANK
1	0						0.0	0.00	
2	0						0.0	0.00	
3	0						0.0	0.00	

Selection Committee Signatures

I certify to the best of my knowledge and belief that I have no association with any of the applicants identified above and further certify that I have no conflicting interest in fulfilling my duty as a member of the certification and selection committee for this selection process:

 Name 1

 Name 2

 Name 3

 Name 4

 Name 5

 Selection Committee Chairperson (non-voting)

Tabulation of Bids

Date: _____ Time: _____
 Campus: _____
 Project Number: **BT-XXX**
 Project Name: _____
 Design Criteria Professional: _____
 prepared by: _____

	Base Bid	Base Bid
	+	
Average Bid Tabulation	#DIV/0!	\$0
Apparent Low Bidder	\$0	\$0

Firm No.	BIDDERS	BASE BID	Variance to next highest Bidder	ALT #1	ALT #2	ALT #3	BASE BID + ALT #1 + ALT #2 + ALT #3	Variance to next highest Bidder	LOW BASE BID/BASE BID	PRICE POINTS (0-80)	Average Evaluation Points (0-20)	Total Points	Final Rank
1			\$0				\$0	\$0	#DIV/0!	#DIV/0!	0.00	#DIV/0!	2
2			\$0				\$0	\$0	#DIV/0!	#DIV/0!	0.00	#DIV/0!	3
3			\$0				\$0	\$0	#DIV/0!	#DIV/0!	0.00	#DIV/0!	1
	Average Alt. Quote:			#DIV/0!	#DIV/0!	#DIV/0!							
	Total variance range		\$0					\$0					

I certify to the best of my knowledge and belief that I have no association with any of the applicants identified above and further certify that I have no conflicting interest in fulfilling my duty as a member of the certification and selection committee for this selection process:

 Name 1

 Name 2

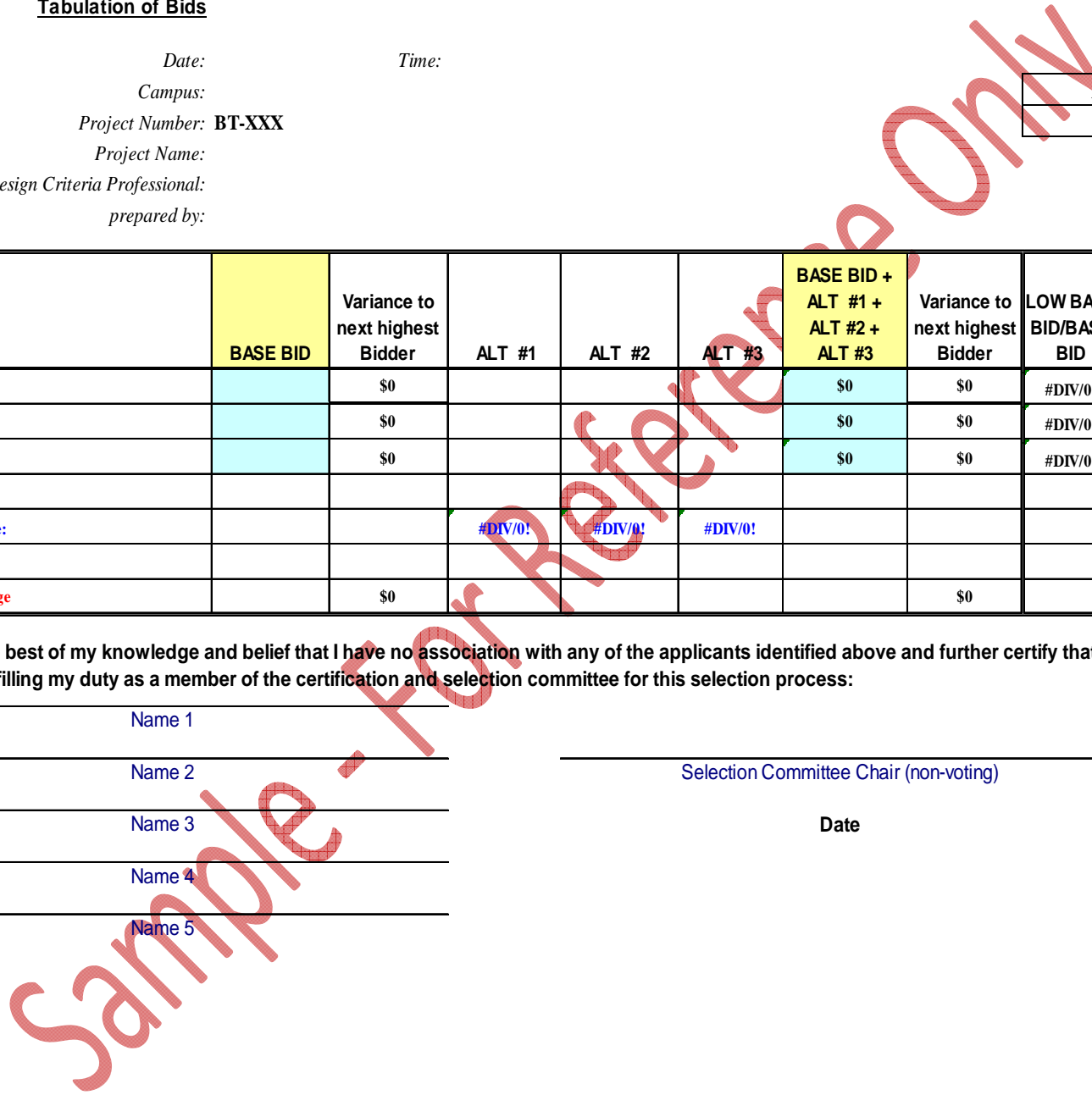
 Name 3

 Name 4

 Name 5

 Selection Committee Chair (non-voting)

Date



Design-Build Interview Evaluation Criteria (for qualifications and proposal based selections)

Design-Build Interview:

Present and discuss the design-build proposal to illustrate to the Selection Committee the conceptual and technical design issues and construction process. The presentation is to demonstrate your experience and ability, understanding of the project, approach and method to the design and construction, and ability to comply with MBE requirements.

The presentation shall respond to the following:

Experience & Ability (Maximum 30 pts.)

1. Discuss your firm's related experience with projects similar to the project being selected.
2. Discuss the specific experience of your team's proposed project manager.
3. Present any special qualifications or skills which you possess that would be of benefit in project implementation.

Understanding the Project Requirements (Maximum 30 pts.)

4. Demonstrate your understanding of the project requirements and design criteria, include knowledge of existing campus conditions which may affect the development of the project.
5. Analyze the project program requirements and the established budget. Identify any areas which could be modified to make the program more compatible with the budget.
6. Demonstrate your knowledge of the local construction market and work force as it relates to the requirements of the project.

Approach and Method (Maximum 35 pts.)

7. Discuss your safety programs. Identify any area of high hazard in the project which may require the implementation of special safety procedures.
8. Describe your staging and project mobilization plan for the project.

9. Describe any problems which may arise during the design or construction of the project, and describe how you propose to resolve these problems.
10. Develop and present a proposed Critical Path schedule for development of the project. Explain the advantages of your proposed schedule and how the schedule meets the university's goals and objectives. Explain the methods which will be used to monitor the project's progress and methods which will be used to adjust the CPM to maintain the established completion date of the project.
11. Provide a detailed organization chart of your management team for the project. Outline the responsibilities of each team member.
12. Describe your procedures for quality control in design and construction work.
13. Describe your procedures in certifying substantial completion, final completion, and services during occupancy and warranty period.
- 14-16. (Additional interview criteria may be added by the Selection Committee.)

Note: Each interviewed applicant shall provide the Selection Committee copies (one for each committee member) of its presentation at the time of the interview.

Add for proposal based selections:

Design (Maximum 50 pts.)

15. Describe how your design solution responds to the specified design criteria.
Include a discussion of special features, budget analysis, ability to respond to scheduling requirements, and aesthetic response.
16. Discuss any design criteria not achieved by your proposed design. Suggest alternative solutions as appropriate.

DESIGN-BUILD REFERENCE CHECK

Applicant: _____

Project: _____

Reference contact name: _____ (name) _____ (date)

1. Describe the Design-Build services performed: _____

2. What was the project size? \$

3. Was the project completed on time? _____ Yes _____ No

4. Was the project completed within budget? _____ Yes _____ No

5. Did the construction manager make appropriate efforts to assure quality construction?
_____ Yes _____ No

6. Was the overall performance of the construction manager:
_____ below average
_____ average
_____ above average

7. Would you hire this firm again? _____ Yes _____ No

8. Do you have any specific impressions (positive or negative) of individuals who worked on the project? _____

Comments: _____

Reference Signature: _____

Only forms or letters of reference received directly from reference contacts will be accepted. All forms and letters must be received before the presentation deadline.

E-Mail to:

Florida International University
C/O Sarah Mazorra
Facilities Planning
mazorras@fiu.edu

Sample - For Reference Only