

**FLORIDA INTERNATIONAL UNIVERSITY  
PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FIUPQS)**

**GENERAL INSTRUCTIONS:**

1. Please type. The entire proposal must be limited to 40 single-sided 8½x11 pages (or 20 pages front and back), including the FIUPQS form, the letter of interest, and any additional information, but excluding cover sheets and divider pages (as long as such pages do not include any promotional material, such as proposal language, pictures of past projects, etc.) Number each page consecutively. **Any proposal exceeding 40 pages will be penalized. (See “FIUPQS Irregularities” on pages 14 and 15 for penalties). Submit the document in electronic .pdf format along with the required number of bound printed copies specified in the Owner’s “Notice to Professional Consultants.”**
2. The Instructions portion of the FIUPQS form (pages 1-5) and pages marked “Official Use Only” (pages 14-25) need not be submitted.
3. This form may be retyped and sections increased in size to provide additional information or pictures, provided that the requested information is provided, and in the order requested.
4. Where provisions of the Owner's "Notice to Professional Consultants" are in conflict with these instructions, the notice shall prevail. Failure to follow these instructions will result in point deduction or disqualification as described in the "FIUPQS Irregularities" checklist on pages 14 and 15.

**SPECIFIC INSTRUCTIONS:**

**(Note: The numbers on these instructions correspond to the numbered items on the Florida International University Professional Qualifications Supplement form (pages 6 through 12). Use additional sheets when necessary, following the format on the Professional Qualifications Supplement.)**

1. **PROJECT INFORMATION:** Enter the project number and project name as it appears in the public announcement for professional services in the "Florida Administrative Register."
2. **APPLICANT IDENTIFICATION:** Enter the legal name of the Applicant, the address, telephone number and other requested information. If the applying firm has multiple office locations, the applicant is considered to be **only the office location where the work is to be done**, and whose address is provided in this section, and shall be hereafter referred to as "Applicant." Consider only the specific office listed in response to this question as the "Applicant" when completing all other sections of the Professional Qualifications Supplement. Other branch offices are not to be considered when completing the FIUPQS form. Location rating scores are based on the Applicant office address only. See page 25 for Location Rating tables.

Attach a copy of the Applicant's current Professional License. Provide a copy of the firm license as a whole and the individual professional's license for the Applicant and all consultants. In addition, attach a copy of the current business license (occupational license, proof of payment business tax, or certificate of use) for the Applicant office.

If the Applicant is a corporation, include a copy of the corporate charter certificate from the Florida Department of State. If the Applicant is an out-of-state corporation, enter the foreign qualification number and provide a copy of the Department of State certificate.

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**3. SERVICES TO BE PROVIDED:** For the disciplines listed, note which are being provided as part of Basic Services by entering the name of the firm providing the services. If services are to be provided by the Applicant, so indicate. If a consultant is to provide the service, list the consultant's name and professional license number from the appropriate Florida Licensing Board in the space provided. Use names and license numbers of the firms as a whole, rather than of individuals in the firms. Enter the number of previous projects on which the Applicant has worked with each listed consultant.

**Do not list Specialty Consultants by name anywhere throughout the proposal.** Specialty consultants are defined as any consultant providing services in disciplines other than those listed on the standard FIUPQS form in section 3. **Applicants who add disciplines to this form and list Specialty Consultants by firm name or individual name or who identify Specialty Consultants by name anywhere in their proposals will be disqualified.** If the Applicant feels that its team will require the services of a specialty consultant, it should indicate for which disciplines it will require specialty consultant(s) at the end of section 3. If the Applicant firm has specialty expertise in-house, it may be indicated.

**4a. WORK IN PROGRESS:** List each project currently under contract, including contracts as a consultant to another firm. If the Applicant office is providing services for a contract held by another office location of the same firm, include a representative proportion of fee based on manhour records. NOTE: For projects for which the fee is \$20,000 or less, the entry may be combined onto one line. (Ex.: 3 studies, 4 small projects Fee Remaining = \$84,200.)

**For all projects,** enter the total amount of fee remaining (unearned), including fees for additional service authorizations, but excluding fees payable to consultants in the "Fees Remaining" column. **Failure to list all work in progress will be penalized. (See "FIUPQS Irregularities" on pages 14 and 15 for penalties)**

For projects under contract, but on hold for a long or indefinite period of time, enter the amount of fee remaining as described above in the "On Hold" column, and provide a letter from the Owner verifying that the project is on hold. Typically projects on hold due to funding issues or projects simply awaiting approvals to proceed into the next phase are not considered to be on hold. If a letter from the Owner is not provided, then that project will be considered to be active, and will be factored into the total Work in Progress amount. Also include projects awarded to the Applicant firm, but not yet under contract in this column with an estimated fee amount.

**4b. PROFESSIONAL AND TECHNICAL STAFF, excluding consultants:** Provide the number of permanent staff in each category, and calculate the total. Exclude secretarial and marketing staff, and any staff members whose technical duties comprise less than 70% of their responsibilities. Only employees assigned to the office location identified in response to Question 2 shall be included. If an employee works part-time, or divides his/her work between the Applicant office and another office location, use an appropriate fraction. Provide the name, title, length of time with firm, and city of residence for each individual included in the Total Professional and Technical Staff on an attachment in the format provided. Number each name on the list of Professional and Technical staff for counting purposes.

**4c. FEE PER PERSON:** Conduct the required calculation.

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**5a. VOLUME OF FLORIDA INTERNATIONAL UNIVERSITY WORK:** In this section, conduct the requested calculations for all FIU work over the listed time periods using the **entire** contract fee amount, including additional service authorizations, but excluding fees payable to consultants. Do not include work done as a consultant to another firm. Calculations are made depending on the date the contract was signed. Include only projects performed for Florida International University.

**Example:** Today's date is August 1, 2009. The Applicant firm entered a contract with a university on August 3, 2006. The Basic Services Fee was \$230,000; additional services have been issued for \$92,000; and \$112,000 was payable to consultants. Enter \$210,000 (which is \$230,000 + 92,000 - 112,000) under "Total Fee" for "Third Year Past" and conduct the required calculation. **Failure to list all FIU work will be penalized. (See "FIUPQS Irregularities" on pages 14 and 15 for penalties)**

**5b. FLORIDA INTERNATIONAL UNIVERSITY FEE PER PERSON:** Conduct the required calculation.

**6. RELATED EXPERIENCE:** List up to ten projects of comparable type, size and complexity which were accomplished by the Applicant as identified in Question 2. Do not list more than ten projects. **DO NOT LIST PROJECTS ACCOMPLISHED BY ANOTHER BRANCH OFFICE, UNLESS AN INDIVIDUAL ON THIS PROJECT TEAM WAS INVOLVED IN THE PROJECT.** Provide the requested information about each project: public or private client; completion date (actual or anticipated); project location; and, construction cost (or fee amount if the project was a study). In the shaded areas, list the individual members of the team proposed for this project, including consultants, who were involved on the listed project and their role in that project. A brief description may be provided to demonstrate the components of the project which are comparable to this project. Provide the information in the format provided on this FIUPQS form. The form may be expanded as needed to provide additional information about the project. Do not attach a project list on any other agency's form.

For the column headed "**Role in Project**", enter the following:

- "**Principal**" if the project was accomplished by the "Applicant" firm office location identified in response to Question 2 (if the project was done by a different office location, refer to "IE" below);
- "**Consultant**" if the project was accomplished as a consultant to another firm; and,
- "**IE**" (individual experience) if the project represents experience of an individual on the Project Team while working for another firm or another branch of the Applicant firm (in such cases, identify the individual by name and indicate what role the individual played in the project, e.g., project manager, principal-in-charge, project architect, etc.).

Related experience of the Applicant's consultants may be provided as information on a separate sheet and clearly marked as "Experience of (Name of Consultant)." **No more than ten projects may be listed for all consultants combined.**

**7. PROPOSED PROJECT TEAM:** List by name the key members of the proposed team to be assigned to the project for both the Applicant and the Consultants. If categories are not applicable, so note. For "Other Key Members," insert their titles inside the parentheses. For all individuals listed, note whether or not they are registered, the disciplines of registration/training and cities of residence; and attach résumés.

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**Note to architectural Applicants:** architectural consultants may not be listed if the Applicant is an architectural firm. **The selection committee will not accept teams with "design consultants"**. If the Applicant's team requires additional architectural support, so note under Question No. 3, "Services to be Provided," in accordance with the instructions for **Specialty Consultants**.

**Note to engineering and landscape architecture Applicants:** engineering consultants in the Applicant's same discipline may not be listed if the Applicant is an engineering firm providing services in that engineering discipline. If the Applicant's team requires additional engineering support, so note under Question No. 3, "Services to be Provided," in accordance with the instructions for **Specialty Consultants**. Landscape Architecture consultants may not be listed if the Applicant is a Landscape Architecture firm. If the Applicant's team requires additional landscape architecture consultant support, so note under Question No. 3, "Services to be Provided," in accordance with the instructions for **Specialty Consultants**.

The team proposed on the FIUPQS must be available to provide the services for the project. If the Applicant discovers prior to the interview that any part of the team listed on the FIUPQS (either individual key staff or consultants) will not be available, it must notify the selection committee immediately. The selection committee will determine whether the change in the team would have affected the Applicant's shortlist score. If the change would lower the score, the Applicant may be removed from the shortlist. Once awarded the contract, the Applicant will not be permitted to alter its team without the Owner's approval.

**8. REFERENCES:** For the projects listed in response to Question No. 6, provide the project name, the Owner, and the name, telephone number and valid email address of the Owner's representative. Provide the estimated or actual information for the "Completion Date" and "Construction Cost" columns. Short listed firms will be responsible for reference forms being submitted by Owner's representatives directly to FIU. References for consultants may be requested at the option of the selection committee.

**9. SIGNATURE:** Sign and date the form. Type the name and title of the officer or principal of the firm who signs the form. **Forms must be signed. (NOTE: Signature indicates that the information provided on the FIUPQS form is accurate and in accordance with the FIUPQS instructions (pages 1- 5). Signature also indicates Applicant's profession that it has not been disqualified from applying for state work under suspension resulting from conviction of any public entity crime as described in Section 287.133, F.S. Information submitted is subject to the Laws of Perjury as stated in Chapter 837, Florida Statutes. Signature further denotes the Applicant's agreement that if information contained in the FIUPQS is found to be false, the Applicant may be disqualified from applying for Florida International University work for up to three years.)**

**Requests for clarifications regarding the FIUPQS form should be directed to the university office which placed the "Notice to Professional Consultants."**

**SPECIAL INSTRUCTIONS FOR JOINT VENTURE APPLICANTS (Note: When firms are applying jointly for a project, they must have formed a joint venture. Firms applying as "Associations" without a joint venture agreement will not be considered.)**

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- A. If the Applicant is a joint venture, a copy of the **joint venture agreement** which states specifically the percentage of fee to be earned by each party and each party's role in the project, must be supplied with the FIUPQS. The fee percentages must total 100%.
- B. Submit only one FIUPQS form with combined responses to each question, except for the following questions, which must be submitted individually for each of the parties of the joint venture:

- 4a. Work in Progress**
- 4b. Professional and Technical Staff**
- 4c. Fee per Person**
- 5a. Volume of FIU Work**
- 5b. FIU Fee per Person**

- C. Location rating will be scored based on the location rating score of the party to the joint venture which is farthest from the project. See page 25 for location rating tables.
- D. Provide responses to the following:
- 1) Why does the Applicant feel that a joint venture will best serve the needs of this project?
  - 2) How many projects has the joint venture performed together?
  - 3) Which of the key personnel have worked together before?
- E. Duplicate the signature block and have a principal of each firm sign the FIUPQS form, as described in Paragraph 9, above.
- F. Notwithstanding additional requirements described in this section, the 40 page limit as stated in section 1 also applies to JV applications. **Any proposal exceeding 40 pages will be penalized. (See "FIUPQS Irregularities" on pages 14 and 15 for penalties).**

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1. PROJECT NO. \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

2. APPLICANT NAME: \_\_\_\_\_ APPLICANT EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ZIP: \_\_\_\_\_ FAX NO. ( ) \_\_\_\_\_ TELEPHONE NO. ( ) \_\_\_\_\_

FEDERAL I.D. NUMBER: \_\_\_\_\_ PROF. LICENSE NO. \_\_\_\_\_ FLA. CORP. CHARTER NUMBER: \_\_\_\_\_

3. SERVICES TO BE PROVIDED	* CONSULTANT NAME/LICENSE REGISTRATION NO., if applicable	# OF PROJECTS W/CONSULTANT
Architecture		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
Structural Engineering		
Landscape Architecture		
Cost Estimating (optional)		

*\*You may list additional **Specialty Consultant** disciplines required by type here, but do not list consultants by firm or individual name. **Specialty Consultants** are defined as any consultant providing services in disciplines other than those listed above in "Services to be Provided."*

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4a. WORK IN PROGRESS		
PROJECTS	WORK ON HOLD (Fee Remaining)	FEE REMAINING
TOTAL		

4b. PROFESSIONAL AND TECHNICAL STAFF, EXCLUDING CONSULTANTS	
NUMBER	CATEGORY
	Registered Architects
	Registered Engineers
	Technical Staff (Graduate Design Professionals, Spec. Writers, Estimators, Interior Designers, Landscape Designers, etc.)
	Drafters (including CADD operators)
	TOTAL PROFESSIONAL AND TECHNICAL PERSONNEL

4c. FEE PER PERSON	
Total Fee (4a) divided by Total Staff (4b)	Fee Per Person
_____ / _____ = _____	

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(Attach a listing of all permanent employees included in total in 4b using the following format.)

Name	Title	Time w/Firm	City of Residence
1.			

5a. VOLUME OF FLORIDA INTERNATIONAL UNIVERSITY WORK			
CONTRACT DATE	TOTAL FEE	FACTOR	ADJUSTED FEE AMOUNT
(1) From July 1 to Current Date	\$	x 1.0	= \$
(2) First Year Past (July 1 - June 30)	\$	x 0.8	= \$
(3) Second Year Past (July 1 - June 30)	\$	x 0.6	= \$
(4) Third Year Past (July 1 - June 30)	\$	x 0.4	= \$
(5) Fourth Year Past (July 1 - June 30)	\$	x 0.2	= \$
TOTAL FEE CONSIDERED			\$

5b. FLORIDA INTERNATIONAL UNIVERSTIY FEE PER PERSON	
Total Fee Considered (5a) divided by Total Staff (4b)	\$ _____ / _____ = \$ _____ (Fee per person)



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6. RELATED EXPERIENCE (No more than 10 projects of comparable type, size and complexity)					
In shaded areas for each listed project, list members of the proposed team who worked on that project and describe the extent of their involvement.					
PROJECT	PUBLIC/PRIVATE CLIENT	COMPLETION DATE	LOCATION	CONSTRUCTION COST	ROLE IN PROJECT (Principal, Consultant or IE – see instructions.)
1)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
2)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
3)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
4)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
5)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
6)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
7)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
8)					

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6. (Cont'd) RELATED EXPERIENCE (No more than 10 projects of comparable type, size and complexity)					
In shaded areas for each listed project, list members of the proposed team who worked on that project and describe the extent of their involvement.					
PROJECT	PUBLIC/PRIVATE CLIENT	COMPLETION DATE	LOCATION	CONSTRUCTION COST	ROLE IN PROJECT (Principal, Consultant or IE – see instructions.)
9)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					
10)					
(list members of the proposed team who worked on that project and describe the extent of their involvement here)					

7. KEY MEMBERS OF PROPOSED TEAM BY NAME				
<b>7a. APPLICANT</b>				
ROLE	NAME	REGISTERED?	DISC. OF REG./TRAINING	CITY OF RESIDENCE
Principal-in-Charge				
Project Manager				
Project Architect (or Engineer)				
Project Const. Administrator				
Other Key Member ( )				
Other Key Member ( )				

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\*only for use when Applicant is not an architectural firm

7. (Cont'd.) KEY MEMBERS OF PROPOSED TEAM BY NAME				
7b. CONSULTANTS				
ROLE	NAME	REGISTERED?	DISC. OF REG./TRAINING	CITY OF RESIDENCE
Architecture*				
Mechanical Engineering				
Electrical Engineering				
Structural Engineering				
Civil Engineering				
Landscape Architecture				

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<b>8. REFERENCES - for each project listed in response to Question No. 6, provide the following information:</b>					
<b>PROJECT</b>	<b>OWNER</b>	<b>OWNER'S REP. (name &amp; phone no.)</b>	<b>OWNER'S REP. (email)</b>	<b>COMPLETION DATE</b>	<b>CONSTRUCTION COST</b>
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

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**9. I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS FIUPQS IS ACCURATE IN ACCORDANCE WITH THE FIUPQS INSTRUCTIONS WHICH MAKE UP THE FIRST FOUR PAGES OF THIS FORM. (Subject to Perjury Laws, Chapter 837, Florida Statutes) I understand that the provision of false information could be cause for my firm's disqualification from applying for other FIU work for a period of up to three years.**

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Signature

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Type Name and Title of Signer

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Date

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<b>FLORIDA INTERNATIONAL UNIVERSITY - PQS IRREGULARITIES</b>		
<b>Irregularity</b>	<b>Item No.</b>	<b>Action</b>
Not numbered	Gen Inst. #1	Deduct 1 pt. from Exp. & Abil.
Over 40 pages	Advertisement & Gen. Inst. #1	Do not consider beyond 40 & deduct 1 pt. from Exp. & Ability
Copy of applicant's professional license or corporate charter not attached	Specific Instruction #2	Clarify for shortlisted firms
Professional license numbers not included	Specific Instruction #3	Clarify for shortlisted firms
<b>Specialty Consultants listed (This includes any consultants which are not preprinted on the FIUPQS form)</b>	Specific Instruction #3	<b>Disqualify</b>
Known work in progress not included	Specific Instruction #4a	0 pts. for "Current Workload."
"Hold" letter from Owner not included	Specific Instruction #4a	Include project in total calculation
List of names of staff members not included	Specific Instruction #4b	Clarify for shortlisted firms
Known FIU work not included	Specific Instruction #5a	0 pts. for "FIU Work"
More than 10 related projects listed for Applicant or for combined consultants (within FIUPQS form)	Specific Instruction #6	Do not consider beyond the 10th and deduct 1 pt. from "Experience & Ability"
Members of proposed team not listed in shaded area	Specific Instruction #6	Deduct 1 pt. from "Experience & Ability"

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<b>(CONT'D) FLORIDA INTERNATIONAL UNIVERSITY - PQS IRREGULARITIES</b>		
"Role in Project" column not completed correctly	Specific Instruction #6	Deduct 1 pt. from "Experience & Ability"
<b>Design consultant listed</b>	Specific Instruction #7	<b>Disqualify</b>
Form not signed by officer or principal	Specific Instruction #9	Deduct 1 pt. from "Experience & Ability." Principal must sign prior to finalization of shortlist.

UNIVERSITY EVALUATION INSTRUCTIONS \*

**1. The following instructions should be used by the University for completing Selection Evaluation Form Schedule A - Data, from data provided by the applicant in the submittal.**

- a. Work in Progress:** Work in Progress is calculated on the fees retained by the Applicant firm after payment to consultant firms. Fees received by the Applicant firm in its capacity as a consultant to other firms are also included. The FIUPQS instructs the Applicants to report the amount of fees remaining unearned for all active projects. (See the FIUPQS instructions for complete requirements.) Verify that the Applicants' calculations are correct, and enter the appropriate data from FIUPQS form, page 7, column 4a on Schedule A.
- b. Work on Hold:** Work substantiated as being "on hold" by a letter from the project Owner is identified, but the Applicant does not include those projects in the "Work in Progress" calculations. If a letter from the Owner is not provided, the amount identified in the "On Hold" column is included in the total with the active projects.
- c. Professional and Technical Employees:** The number of staff reported by the Applicant from FIUPQS, page 7, column 4b is entered on Schedule A in the appropriate column. Verify that the number is substantiated by the list provided with the submittal, and that only professional and technical staff are included.
- d. Work in Progress Fee per Person:** This data from the FIUPQS form page 7, column Schedule A under the corresponding column. For joint venture applicants, each party to the joint venture is scored separately. The scores are prorated based on the parties' percentage of the fee as established in the joint venture agreement.
- e. Volume of Florida International University Work:** This data from the FIUPQS form, page 8, column 5a is entered on the Selection Evaluation Form Schedule A under the corresponding column. For joint venture applicants, each party to the joint venture is scored separately. The scores are prorated based on the parties' percentage of the fee as established in the joint venture agreement.
- f. FIU Work Fee per Person:** This data from the FIUPQS form, page 8, column 5b is entered on the Selection Evaluation Form Schedule A under the corresponding column. For joint venture applicants, each party to the joint venture is scored separately. The scores are prorated based on the parties' percentage of the fee as established in the joint venture agreement.
- g. Location:** The actual highway distance of the Applicant's office, FIUPQS form, line two page 6 from the project is entered on Schedule A under the corresponding column. For joint ventures, the lesser of the joint venture parties' scores is used.

**2. The following instructions should be used by the university and the Committee for completing Selection Evaluation Form Schedule B - Analysis, from data provided on Schedule A:**

- a. Related Project Experience:** Based on the selection criteria and the information provided by the FIUPQS forms, the Committee reviews each Applicant's related project experience and qualifications. The score is entered on the individual Schedule B under the column "Related Project Experience." **The score range is 0-20. The grading scale is; 20-17 = Outstanding, 16-13 = Good, 12-8 = Satisfactory, 8-4 = Poor and 4-0 = Unacceptable.**
- b. Ability to Provide Service:** Based on the selection criteria and the information provided by the FIUPQS forms, the Committee reviews each Applicant's ability to provide service. The score is entered on the



individual Schedule B under the column "Ability to Provide Service." **The score range is 0-20. The grading scale is; 20-17 = Outstanding, 16-13 = Good, 12-8 = Satisfactory, 8-4 = Poor and 4-0 = Unacceptable.**

**c. Work in Progress per Person:** Using the information from Schedule A, column 5c, this rating is based on the dollar amount of fee per person remaining. This fee per person amount is rated within a **range of 0-5** in accordance with the Workload Rating Table (Attachment 6) and entered on Schedule B corresponding column.

**d. FIU Work per Person:** This rating is based on the dollar amount of fee per person for FIU work using the information from Schedule A, column 6b. This fee per person amount is rated within a **range of 0-5** in accordance with the Volume of Florida International University Work Rating Table and entered on Schedule B corresponding column.

**e. Location:** The Committee decides on the proper rating table to be used based on the type, size, and complexity of the project, as defined on the tables. The distance of the Applicant's office from the project, (as noted on page 6 of the Applicant's FIUPQS) is rated within a **range of 0-5** in accordance with the Location Rating Table A or B and entered on Schedule B corresponding column.

**f. Preliminary Total.** All individual scores in the "Related Project Experience" and "Ability to Provide Service" are combined with scores for "Work in Progress per Person," "FIU Work per Person" and "Location." This summation is compared for each applicant and converted into individual rankings for all applicants by individual committee member. **Individual committee members are asked to avoid ties in their individual top five ranked selections.** Individual member rankings are transferred to the Schedule B summary page where all individual rankings of each member are added together. This combined sum of rank points determines the combined shortlist ranking for all applicants.

**3. Development of Shortlist.** The Committee determines a shortlist ranking of each applicant based on total rank points, where the least number of rank points is the top ranking. Ties will be broken by combined total points for each firm, if necessary. No fewer than three (3) and no more than five (5) Applicants shall be shortlisted to present their qualifications at an interview with the Committee. Each member of the Committee must sign Schedule B.

**4. Presentations and Interviews.** The Committee chair should introduce the voting members and the visitors present. Once an Applicant has begun its presentation, every effort should be made to minimize interruptions to the Applicant's presentation. Interviews will be based on a 60 point system as follows:

**a. Understanding of the Program and Project Requirements:** The Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams, including consultants. The Applicants shall be rated on the completeness of their understanding of the factors which are unique to the project, including the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interview. **The score range is 0-20. The grading scale is; 20-17 = Outstanding, 16-13 = Good, 12-8 = Satisfactory, 8-4 = Poor and 4-0 = Unacceptable.**

**b. Approach and Method:** The Committee considers the Applicants' and their consultants' approaches to the project and methods proposed for planning, designing, and administration of the project. The Applicants should be asked to identify by name the key personnel of their proposed teams: project manager, project architect, project construction administrator, and other key staff members to be assigned to the job. The Applicant should also identify those responsible in areas such as: civil engineering, electrical engineering, landscape design, mechanical engineering, structural engineering, etc. Compensation for consultants listed on the FIUPQS will be deemed to be included within the basic fee unless otherwise identified in the proposal. **The score range is 0-20. The grading scale is; 20-17 = Outstanding, 16-13 = Good, 12-8 = Satisfactory, 8-4 = Poor and 4-0 = Unacceptable.**

**c. Ability to Provide Service:** The Committee will evaluate the Applicants' ability to meet the Owner's

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required timetable and to provide for the special or unique requirements of the project, including a projected time line of activities through project completion. The Applicants should be asked to discuss their ability to fulfill each project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks are considered in this category. **The score range is 0-20. The grading scale is; 20-17 = Outstanding, 16-13 = Good, 12-8 = Satisfactory, 8-4 = Poor and 4-0 = Unacceptable.**

**The 60 point scoring system will be converted to rank order by each selection committee member. Individual selection committee member rank points will be combined for each applicant to determine the final ranking. Shortlist scores will not carry forward or be combined with the interview scores. Ties will be broken by shortlist ranking, if necessary.**

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**Selection Evaluation Form Schedule A - DATA**  
**BT-8XX, Project Name Architect/Engineer Selection**  
Florida International University

Location: **Modesto A. Maidique Campus**

**Doc 1**  
15-Sep-09

Name of Applicant	CONSULTANTS					5a Value of Work in Progress (\$1,000's)	5a Value of Work On Hold* (\$1,000's)	5b Prof & Tech Staff (FTE)	5c Work In Progress per FTE (\$1,000's per FTE)	6a Value of FIU Work (\$1,000's)	6b FIU Work per FTE (\$1,000's per FTE)	Office Dist from Project	Joint Ven- ture %
	Civil	Landscape	Cost Estimating	Structural	MEP								
Firm #1						0	0	0	0	0	0	0.0	N/A
Firm #2						0	0	0	0	0	0	0.0	N/A
Firm #3						0	0	0	0	0	0	0.0	N/A
Firm #4						0	0	0	0	0	0	0.0	N/A
Firm #5						0	0	0	0	0	0	0.0	N/A
Firm #6						0	0	0	0	0	0	0.0	N/A
Firm #7a						0	0	0	0	0	0	0.0	50.00%
Firm #7b						0	0	0	0	0	0	0.0	50.00%
Firm #8						0	0	0	0	0	0	0.0	N/A
Firm #9						0	0	0	0	0	0	0.0	N/A
Firm #10						0	0	0	0	0	0	0.0	N/A
Firm #11						0	0	0	0	0	0	0.0	N/A
Firm #12						0	0	0	0	0	0	0.0	N/A
Firm #13						0	0	0	0	0	0	0.0	N/A
Firm #14						0	0	0	0	0	0	0.0	N/A
Firm #15						0	0	0	0	0	0	0.0	N/A
Firm #16						0	0	0	0	0	0	0.0	N/A
Firm #17						0	0	0	0	0	0	0.0	N/A
Firm #18						0	0	0	0	0	0	0.0	N/A
Firm #19						0	0	0	0	0	0	0	N/A
Firm #20						0	0	0	0	0	0	0	N/A

**FLORIDA INTERNATIONAL UNIVERSITY  
PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FIUPQS)**

**OFFICIAL USE ONLY**

**Selection Evaluation Form - IRREGULARITIES**

Florida International University

**Doc 2**

September 15, 2009

**BT-8XX, Project Name  
Architect/Engineer  
Selection**

FLORIDA INTERNATIONAL  
UNIVERSITY PQS IRREGULARITIES

IRREGULARITY	ITEM NO.	ACTION																
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Not Numbered	Gen. Inst. #1	Deduct 1 points from "Exp. & Ability" score	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Over 40 pages	Advertisement & Gen. Inst. #1	Do Not Consider beyond 40 & deduct 1 pt from "Exp. & Ability" score	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Copy of applicant's professional license or corporate charter not attached	Specific Instruction #2	Clarify for short-listed firms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Professional license numbers not included	Specific Instruction #3	Clarify for shortlisted firms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Specialty Consultants listed - this includes any consultants which are not pre-printed on the FIUPQS form	Specific Instruction #3	Disqualify																
Known work in progress not included	Specific Instruction #4a	0 pts. for Current Workload	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
"Hold" letter from Owner not included	Specific Instruction #4a	Include project in total calculation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
List of names of staff members not included	Specific Instruction #4b	Clarify for shortlisted firms	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Known FIU work not included	Specific Instruction #5a	0 pts. for FIU work	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
More than 10 related projects listed for Applicant or for combined consultants (within PQS form)	Specific Instruction #6	Do not consider beyond the 10th and deduct 1 point from exp & abil score	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Members of proposed team not listed in shaded area	Specific Instruction #6	Deduct 1 point from "Exp. & Ability" score	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
"Role in Project" column not completed correctly	Specific Instruction #6	Deduct 1 point from "Exp. & Ability" score	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Design consultant listed	Specific Instruction #7	Disqualify																
Form not signed by officer or principal	Specific Instruction #9	Deduct 1 point from "Exp. & Ability" score & principal must sign prior to finalization of shortlist	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
		FINAL ACTION ==>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**FLORIDA INTERNATIONAL UNIVERSITY  
PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FIUPQS)**

**OFFICIAL USE ONLY**

**20 point Grading Scale:**

- 17-20 = Outstanding
- 13-16 = Good
- 8-12 = Satisfactory
- 4-8 = Poor
- 0-4 = Unacceptable

**Note:** Avoid ties in your top 5 ranked firm selections.

**Selection Evaluation Form Schedule B - ANALYSIS**

**Doc 3**

**BT-8XX, Project Name Architect/Engineer Selection**

**September 15, 2009**

**Florida International University**

**Committee Member Name**

Name of Applicant	Firm's Experience with Comparable Projects (PQS #6) (0-20)	Key Personnel Qualifications & experience (PQS #4b & #7) (0-20)	Scores Prefilled by Formula				Short List Total Points	Short List Rank
			Irregularities adjustments (-)	Work in Progress (Workload) (0-5)	Volume of Previous FIU Work (0-5)	Location Rating (0-5)		
Firm #1			0.0	5	5	5	15.0	
Firm #2			0.0	5	5	5	15.0	
Firm #3			0.0	5	5	5	15.0	
Firm #4			0.0	5	5	5	15.0	
Firm #5			0.0	5	5	5	15.0	
Firm #6			0.0	5	5	5	15.0	
Firm #7a			0.0	5	5	5	15.0	
Firm #8			0.0	5	5	5	15.0	
Firm #9			0.0	5	5	5	15.0	
Firm #10			0.0	5	5	5	15.0	
Firm #11			0.0	5	5	5	15.0	
Firm #12			0.0	5	5	5	15.0	
Firm #13			0.0	5	5	5	15.0	
Firm #14			0.0	5	5	5	15.0	
Firm #15			0.0	5	5	5	15.0	
Firm #16			0.0	5	5	5	15.0	
Firm #17			0.0	5	5	5	15.0	
Firm #18			0.0	5	5	5	15.0	
Firm #19			0.0	5	5	5	15.0	
Firm #20			0.0	5	5	5	15.0	

FLORIDA INTERNATIONAL UNIVERSITY  
PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FIUPQS)

Selection Evaluation Form Schedule B - ANALYSIS

BT-8XX, Project Name Architect/Engineer Selection

September 15, 2009

Florida International University

Schedule B Summary page

FIRM No.	FIRM NAME	Committee Member #1		Committee Member #2		Committee Member #3		Committee Member #4		Committee Member #5		Committee Member #6		Committee Member #7		Combined Totals		Shortlist Rank
		Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank	Score	Rank Points	
1	Firm #1	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
2	Firm #2	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
3	Firm #3	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
4	Firm #4	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
5	Firm #5	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
6	Firm #6	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
7	Firm #7a	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
8	Firm #8	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
9	Firm #9	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
10	Firm #10	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
11	Firm #11	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
12	Firm #12	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
13	Firm #13	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
14	Firm #14	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
15	Firm #15	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
16	Firm #16	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
17	Firm #17	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
18	Firm #18	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
19	Firm #19	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
20	Firm #20	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
21	Firm #21a	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
22	Firm #22	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
23	Firm #23	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
24	Firm #24	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
25	Firm #25	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
26	Firm #26	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
27	Firm #27	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
28	Firm #28	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
29	Firm #29	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
30	Firm #30	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
31	Firm #31	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
32	Firm #32a	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
33	Firm #33	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
34	Firm #34	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	
35	Firm #35a	15	0	15	0	15	0	15	0	15	0	15	0	15	0	105	0	

**FLORIDA INTERNATIONAL UNIVERSITY  
PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FIUPQS)**

**ARCHITECT/ENGINEER REFERENCE CHECK**

*(This form is to be completed for each of the references checked. If the Owner's Representative cannot be reached, note the attempts in the "Comments" section.)*

Architect/Engineer: \_\_\_\_\_

Project: \_\_\_\_\_

Owner: \_\_\_\_\_

Who was contacted?: \_\_\_\_\_ (name) \_\_\_\_\_ (date) \_\_\_\_\_ (time)

1. What professional services were performed?: \_\_\_\_\_

2. What was the project size? \$\_\_\_\_\_

3. a. Were the design documents completed on time? \_\_\_\_\_ Yes \_\_\_\_\_ No

b. Was the construction completed on time? \_\_\_\_\_ Yes \_\_\_\_\_ No

4. Was the project completed within budget? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Did the architect/engineer make appropriate efforts to assure quality construction?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

6. Was the overall performance of the architect/engineer?  
\_\_\_\_\_ below average  
\_\_\_\_\_ average  
\_\_\_\_\_ above average

7. Would you hire this firm again? \_\_\_\_\_ Yes \_\_\_\_\_ No

Comments:

Interview conducted by: \_\_\_\_\_ (Name) \_\_\_\_\_ (Date)

Signature: \_\_\_\_\_

**FLORIDA INTERNATIONAL UNIVERSITY  
PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FIUPQS)**

**CURRENT WORKLOAD - RATING TABLE**

(Revised 2-22-2008)

Fee per Person (\$)	Rating
0 - 75,000.....	5
75,001-100,000 .....	4
100,001 -125,000 .....	3
125,001 -150,000 .....	2
150,001 -175,000 .....	1
> 175,000 .....	0

**VOLUME OF FLORIDA INTERNATIONAL UNIVERSITY WORK - RATING TABLE**

(Revised 2-22-2008)

Fee per Person (\$)	Rating
0 - 14,999 .....	5
15,000 - 29,999 .....	4
30,000 - 49,999 .....	3
50,000 - 74,999 .....	2
75,000 - 99,999 .....	1
100,000 and up .....	0



**FLORIDA INTERNATIONAL UNIVERSITY  
PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FIUPQS)**

**LOCATION RATING TABLE - A**

- ! To be used for any complicated project requiring extensive on-site presence; or
- ! Projects with an estimated construction budget of \$2,000,000 or less; or
- ! Continuing Service Contracts:

Miles From Project	Rating
0- 30 .....	5
31- 60 .....	4
61- 90 .....	3
91-140 .....	2
141-200 .....	1
201 and up .....	0

**LOCATION RATING TABLE - B**

- ! To be used for all large projects, and studies which do not require extensive on-site presence:

Miles From Project	Rating
0 - .....	5
51- 100.....	4
101- 150 .....	3
151- 200 .....	2
201- 250.....	1
251and up .....	0