

ATTACHMENT 2

STATE UNIVERSITY SYSTEM (SUS) PROFESSIONAL QUALIFICATIONS SUPPLEMENT (PQS)

Note: Includes revisions to Attachments 6 and 7 as of 02-22-2008.

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 PQS 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.**
2. A portion of the score will be based on the Applicant's design ability. This item may be addressed in a separate section or throughout the proposal.
3. The Instructions portion of the PQS form (pages 1-5) need not be submitted.
4. 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.
5. 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 "PQS Irregularities" checklist.

SPECIFIC INSTRUCTIONS:

(Note: The numbers on these instructions correspond to the numbered items on the State University System Professional Qualifications Supplement form (pages 5 through 9). 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 Weekly".
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 PQS form. Attach a copy of the Applicant's current Professional License.

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.

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 considered to be any consultant providing services other than those listed on the standard PQS form. **Applicants who add disciplines to this form and list specialty consultants by name or who name specialty consultants 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. The State University System encourages the use of certified MBE firms; therefore, notwithstanding the prohibition against specialty and design consultants, if a specialty or design consultant is a certified MBE, it may be included on the project team. In such cases, the firm must also be listed under Section 4, "Minority Participation", and a copy of the firm's certification form must be included.

4. MINORITY PARTICIPATION: Participation of certified MBEs is encouraged. If 5% or more of the fee is to be spent with a minority business enterprise, complete the information on 4(c), noting the fee percentage. **Only Minority Business Enterprises certified by the Minority Business Advocacy and Assistance Office of the Department of Labor and Employment Security (MBAAO) may be listed in this section.** Include a copy of the MBE certificate from the MBAAO for each minority identified. Credit will be given for MBE participation levels of 5%, 15%, 25% and 100%. (When the Applicant is a certified minority, 100% participation is achieved.)

5a. 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.**

& 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.

5b. 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.

5c. FEE PER PERSON: Conduct the required calculation.

6a. VOLUME OF STATE UNIVERSITY SYSTEM WORK: In this section, conduct the requested calculations for all SUS 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 a university in the State University System.

Example: Today's date is May 1, 1998. The Applicant firm entered a contract with a university on August 3, 1995. 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 SUS work will be penalized.**

6b. STATE UNIVERSITY SYSTEM FEE PER PERSON: Conduct the required calculation.

7. 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 PQS form: 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.**

8. 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 resumés.

Note to architectural Applicants: architectural consultants may not be listed if the Applicant is an architectural firm. **The Board of Regents 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. The exception to this

prohibition is that any firm may be listed for the purpose of including minority participation in the project. If an MBE architectural firm is proposed as a consultant, also list the firm under #4, "Minority Participation" and include a copy of the firm's MBE certification form.

Note to engineering 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. The exception to this prohibition is that any firm may be listed for the purpose of including minority participation in the project. If an MBE engineering firm is proposed as a consultant, also list the firm under #4, "Minority Participation" and include a copy of the firm's MBE certification form.

The team proposed on the PQS 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 PQS (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.

9. REFERENCES: For the projects listed in response to Question No. 7, provide the project name, the Owner, and the name and telephone number of the Owner's representative. Provide the estimated or actual information for the "Completion Date" and "Construction Cost" columns. References for consultants may be requested at the option of the selection committee.

10. 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 PQS form is accurate and in accordance with the PQS 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 PQS is found to be false, the Applicant may be disqualified from applying for State University System work for up to three years.)**

Requests for clarifications regarding the PQS 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.)

- 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 PQS. The fee percentages must total 100%.
- B. Submit only one PQS 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:

- 5a. Work in Progress**
- 5b. Professional and Technical Staff**
- 5c. Fee per Person**
- 6a. Volume of SUS Work**
- 6b. SUS Fee Per Person**

- C. Location will be scored based on the location score of the party to the joint venture which is farthest from the project.
- D. The lesser of the joint venture partners' past performance scores will be assigned to the joint venture.
- E. 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?
- F. Duplicate the signature block and have a principal of each firm sign the PQS form, as described in Paragraph 10, above.

**STATE OF FLORIDA, BOARD OF REGENTS
PROFESSIONAL QUALIFICATIONS SUPPLEMENT**

1. PROJECT NO.: BR-_____ PROJECT NAME: _____

2. APPLICANT NAME: _____

ADDRESS: _____

ZIP: _____ FAX NO. (____) _____ TELEPHONE NO. (____) _____

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

3. SERVICES TO BE PROVIDED	CONSULTANT NAME/REGISTRATION NO., if applicable	# OF PROJECTS W/CONSULTANT
Architecture		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
Structural Engineering		
Landscape Architecture		
Cost Estimating		
<i>(list additional disciplines required, but do not list consultants by name)</i>		

4. MINORITY PARTICIPATION - only as certified by the Minority Business Advocacy and Assistance Office of the Dept. of Labor and Employment Security (MBAAO)

- a) Is the **Applicant** a MBAAO certified minority? _____ Yes _____ No
- b) Are any of the proposed consultants MBAAO certified minorities? _____ Yes _____ No
- c) If the response to 4b was "Yes", and the fee will be 5% or greater, complete the following:

Consultant's Name	% of fee

**STATE OF FLORIDA, BOARD OF REGENTS
PROFESSIONAL QUALIFICATIONS SUPPLEMENT**

5a. WORK IN PROGRESS		
PROJECTS		
	Work on Hold (Fee Remaining)	Fee Remaining
TOTAL		

5b. 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

5c. FEE PER PERSON	
Total Fee (5a) divided by Total Staff (5b)	Fee Per Person
_____ / _____	= _____

(Attach a listing of all permanent employees included in total in 5b using the following format.)

Name	Title	Time w/Firm	City of Residence

**STATE OF FLORIDA, BOARD OF REGENTS
PROFESSIONAL QUALIFICATIONS SUPPLEMENT**

6a. VOLUME OF STATE UNIVERSITY SYSTEM 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			\$

6b.	STATE	UNIVERSITY	SYSTEM	FEE	PER	PERSON
Total Fee Considered (6a) divided by Total Staff (5b) \$ _____ / _____ = \$ _____ (Fee per person)						

7. 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 (see instruct.)
1)					
2)					
3)					
4)					
5)					

**STATE OF FLORIDA, BOARD OF REGENTS
PROFESSIONAL QUALIFICATIONS SUPPLEMENT**

7. (Cont'd) RELATED EXPERIENCE (No more than 10 projects of comparable type, size and complexity)					
PROJECT	PUBLIC/PRIVATE CLIENT	COMPLETION DATE	LOCATION	CONSTRUCTION COST	ROLE IN PROJECT
6)					
7)					
8)					
9)					
10)					

8. KEY MEMBERS OF PROPOSED TEAM BY NAME

8a. APPLICANT				
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 ()				

8b. CONSULTANTS

ROLE	NAME	REGISTERED?	DISC. OF REG./TRAINING	CITY OF RESIDENCE
Architecture*				
Mechanical Engineering				
Electrical Engineering				
Structural Engineering				
Civil Engineering				
Landscape Architecture				

*only for use when Applicant is not an architectural firm

9. REFERENCES - for each project listed in response to Question No. 7, provide the following information:

PROJECT	OWNER	OWNER'S REP. (name & phone no.)	COMPLETION DATE	CONSTRUCTION COST
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

10. I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS PQS IS ACCURATE IN ACCORDANCE WITH THE PQS 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 SUS work for a period of up to three years.

Signature _____ Type Name and Title of Signer _____ Date _____

**STATE UNIVERSITY SYSTEM
PQS IRREGULARITIES**

Irregularity	Item No.	Action
Not numbered	Gen Inst. #2	Deduct 1 pt. from Exp. & Abil.
Over 40 pages	Advertisement & Gen. Inst. #2	Do not consider beyond 40 & deduct 1 pt. from Exp. & Ability
Copy of applicant's professional license or corporate charter not attached	#2	Clarify for short-listed firms
Professional license numbers not included	#3	Clarify for short-listed firms
Specialty consultants listed (who are not MBEs) (This includes any consultants which are not preprinted on the SUS PQS form)	#3	Disqualify
Copy of MBE MBAAO certificate not included	#4	No MBE credit
Known work in progress not included	#5a	0 pts. for "Current Wkld."
"Hold" letter from Owner not included	#5a	Include project in total calculation
List of names of staff members not included	#5b	Clarify for shortlisted firms
Known SUS work not included	#6a	0 pts. for "SUS Work"
More than 10 related projects listed for Applicant or for combined consultants (within PQS form)	#7	Do not consider beyond the 10th and deduct 1 pt. from "Exp. & Abil."
Members of proposed team not listed in shaded area	#7	Deduct 1 pt. from "Exp. & Abil."
"Role in Project" column not completed correctly	#7	Deduct 1 pt. from "Exp. & Abil."
Design consultant listed (not MBE)	#8	Disqualify
Form not signed by officer or principal	#10	Deduct 1 pt. from "Exp. & Abil." & principal must sign prior to finalization of shortlist

ATTACHMENT 3

UNIVERSITY EVALUATION INSTRUCTIONS *

1. **The following instructions should be used by the university for completing Selection Evaluation Form Schedule A - Data, (Attachment 4A) 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 PQS instructs the Applicants to report the amount of fees remaining unearned for all active projects. (See the PQS instructions for complete requirements.) Verify that the Applicants' calculations are correct, and enter the appropriate data from PQS form, page 7, column 5a 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 PQS, page 7, column 5b 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 Per Person:** This data from the PQS 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 State University System Work:** This data from the PQS form, page 8, column 6a 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. **SUS Work Per Person:** This data from the PQS form, page 8, column 6b 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, PQS 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.
 - h. **Minority Business Enterprise:** The MBE participation percentage data from PQS form from line 4C page 6.
2. **The following instructions should be used by the university and the Committee for completing Selection Evaluation Form Schedule B - Analysis (Attachment 4B), from data provided on Schedule A:**
 - a. **Past Performance:** Based on a current rating on file with the State University System Office of Facilities Planning, the university enters the SUS rating for those Applicants on Schedule B into the column, "Past Performance". When no performance data are on file for the Applicant, the Applicant is assigned the regional average score as described in CM-N-10, Architect/Engineer Evaluations. **The score range is 0-20.**

- b. **Experience and Ability:** Based on the selection criteria and the information provided by the PQS forms, the Committee reviews each Applicant's relevant experience and qualifications. After the Committee discusses the merits of each application, the Committee members rate the applicants. Their individual scores are averaged, and the composite score is entered on Schedule B into the column, "Experience and Ability." **The score range is 0-20.**
- c. **Design Ability:** The Committee reviews each Applicant's proposal to determine its design ability. The Committee should consider examples of the Applicant's prior work and design philosophy as reflected by the Applicant's prior projects, including the project's sensitivity to site and surroundings and aesthetic appeal. The Committee members' individual scores are averaged, and the composite score is entered on Schedule B into the column, "Design Ability." **The score range is 0-5. NOTE: This category is not applicable in selections for projects for which there are no aesthetic implications, e.g. traffic studies, asbestos abatement projects, re-roofing projects, utility projects, etc.**
- d. **MBE Credit:** Using the information from Schedule A, the Committee enters the appropriate points for the Applicant's status as a Certified Minority Business Enterprise (MBE) or for subcontracting no less than 5% of its services to certified MBEs. **The score range is 0-2. The score is based on the percentage of MBE participation as follows:**

no credit	less than 5%
0.5 pts.	5% - 14.9%
1 pt.	15% - 24.9%
1.5 pts.	25% - 99.9%
2 pts.	100% (An Applicant will be considered to have 100% participation only if the Applicant is a certified MBE.)

- e. **Preliminary Total.** Only the ten (10) Applicants receiving the greatest number of points when the ratings for "Past Performance," "Experience and Ability," "Design Ability," and "MBE credit" are combined are considered further in the selection process. The number of applicants considered may be increased in the event of a tie.
 - f. **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.
 - g. **SUS Work Per Person:** This rating is based on the dollar amount of fee per person for SUS 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 State University System Work Rating Table (Attachment 7) and entered on Schedule B corresponding column.
 - h. **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 PQS) is rated within a **range of 0-20** in accordance with the Location Rating Table A or B (Attachments 8A and 8B) and entered on Schedule B corresponding column.
3. **Development of Shortlist.** The Committee applies the ratings for "Work in Progress", "Volume of State University System Work", and "Location" from Schedule A for the top ten (10) Applicants under consideration, to Schedule B. No fewer than three (3) and no more than five (5) Applicants shall be further shortlisted, shortlist rank, 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, the door should be closed to minimize interruptions to the Applicant's presentation.

In the following categories for Selection Evaluation Form - Schedule C - Interviews (Attachment C), individual Committee members' scores will be averaged to arrive at composite scores:

- 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.**
- 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 PQS will be deemed to be included within the basic fee unless otherwise identified in the proposal. **The score range is 0-20.**
- c. **Ability to Provide Service:** The Committee will evaluate the Applicants' ability to meet the Owner's 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.**

C All attachments referenced herein are attachments to CM-N-06.

ATTACHMENT 4C

SELECTION EVALUATION FORM SCHEDULE C - INTERVIEWS

Project Title:	BR#:	Const. Cost:	Date:
----------------	------	--------------	-------

Name of Interviewed Firm	Short List Total (fm Sch B)	Understandg of Program & Project Requiremts (0-20)	Approach and Method (0-20)	Ability To Provide Service (0-20)	Final Total	Final Rank

<p>Selection Committee Signatures:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Rating Scale:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">OUTSTANDING</td> <td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">GOOD</td> <td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">SATISFACTORY</td> <td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">POOR</td> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">UNACCEPTABLE</td> <td style="text-align: center;">4</td> </tr> </table>	OUTSTANDING	20	GOOD	16	SATISFACTORY	12	POOR	8	UNACCEPTABLE	4
OUTSTANDING	20										
GOOD	16										
SATISFACTORY	12										
POOR	8										
UNACCEPTABLE	4										

ATTACHMENT 5

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: _____

ATTACHMENT 6

WORKLOAD RATING TABLE
(Revised 2-22-2008)

<u>Fee Per Person (\$)</u>	<u>Rating</u>
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

ATTACHMENT 7

**VOLUME OF STATE UNIVERSITY SYSTEM WORK RATING TABLE
(Revised 2-22-2008)**

<u>Fee Per Person (\$)</u>	<u>Rating</u>
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

ATTACHMENT 8A

LOCATION RATING TABLE - A

- To be used for any complicated project requiring extensive on-site presence; or
- Projects with an estimated construction budget of \$1,000,000 or less; or
- Continuing Service Contracts

<u>Miles From Project</u>	<u>Rating</u>
0- 30	20
31- 60	18
61- 90	15
91-140	13
141-200	10
201-275	6
276-360	2
361 and up	0

ATTACHMENT 8B

LOCATION RATING TABLE - B

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

<u>Miles</u> <u>From Project</u>	<u>Rating</u>
0 - 50	20
51- 100	19
101- 150	18
151- 200	17
201- 250	16
251- 300	15
301- 350	14
351- 400	13
401- 450	12
451- 500	11
501- 550	10
551- 600	9
601- 650	8
651- 700	7
701- 750	6
751- 800	5
801- 850	4
851- 900	3
901- 950	2
951-1000	1
1000-	0