











5a. VOLUME OF FLORIDA STATE 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 STATE UNIVERSITY FEE PER PERSON	
Total Fee Considered (5a) divided by Total Staff (4b)	\$ _____ / _____ = \$ _____

**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 (see instruct.)
1)					
2)					
3)					
4)					
5)					
6)					
7)					

8)					
9)					
10)					

7. KEY MEMBERS OF PROPOSED TEAM BY NAME				
7a. 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 ( )				

7b. 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





## FLORIDA STATE UNIVERSITY 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
<b>Specialty consultants listed (includes any consultants not preprinted on the FSU PQS form)</b>	<b>#3</b>	<b>Disqualify</b>
Known work in progress not included	#4a	0 pts. for "Current Wkld."
"Hold" letter from owner not included	#4a	Include project in total calculation
List of names of staff members not included	#4b	Clarify for shortlisted firms
Known FSU work not included	#5a	0 pts. for "FSU Work"
More than 10 related projects listed for applicant or for combined consultants (throughout entire proposal)	#6	Deduct 1 pt. from "Exp. & Abil."
Members of proposed team not listed in shaded area	#6	Deduct 1 pt. from "Exp. & Abil."
"Role in Project" column not completed correctly	#6	Deduct 1 pt. from "Exp. & Abil."
<b>Design consultant listed</b>	<b>#7</b>	<b>Disqualify</b>
Form not signed by officer or principal	#9	Deduct 1 pt. from "Exp. & Abil." & principal must sign prior to finalization of shortlist in order to be considered