PROJECT DESCRIPTION
This project consists of (include description of project, e.g. square footage, types of space, which departments will occupy space, proportions of renovated/new space, if applicable and any unusual requirements.)

SELECTION CRITERIA
Firms will be evaluated in the following areas: current workload, location, past performance, volume of FSU work, design ability and experience and ability. Experience and ability scores will be based on the following criteria: (insert selection criteria established by Selection Committee)

SELECTION COMMITTEE
(insert names and titles of selection committee members)

SELECTION SCHEDULE
The anticipated schedule for selection, award and negotiation is as follows:
Short List Meeting __________________________ Final Interviews __________________________
Selection Recommendation Approval __________________________ Contract Negotiation __________________________

GENERAL INFORMATION
1. All applicants will be notified of the results of the short listing in writing. Finalists will be informed of the interview date and time and will be provided with additional project information, if available.
2. The selection committee will make a recommendation to the University President. All finalists will be notified in writing of the President’s action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
3. Professional liability insurance is required for this project in the amount of $_______________.

PROJECT NAME __________________________ PROJECT NO FS—— ____________