

OP-B-11-C1 ARCHITECT/ENGINEER SELECTION PROCESS

SPECIFIC AUTHORITY

Sections 287.055, 1001.74, F. S.

OBJECTIVE

To provide guidelines for selection of architect/engineers.

OVERVIEW

This procedure provides the guidelines for selecting architect/engineers (A/Es) for Florida State University construction projects. It describes the development of the selection committee, advertisement for services, development of a short list and the interview process.

A. INTRODUCTION

Architects and engineers are selected to provide services under the following types of contracts:

Campus Service Agreements

Architects and engineers may be selected to provide services under a continuing contract for projects for which the construction cost is \$1,000,000 or less, or for planning or study activities for which the fee is \$100,000 or less. A Campus Service Agreement is effective for one year with the option to renew two times for one year each time.

Individual Project Agreements

Architects and engineers may be selected to provide services for a specific project as described in a public notice placed in accordance with FSU Online Policies and Procedures OP-B-11-A Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid.

Projects exceeding \$100,000 must have an approved facilities program as required by FSU Online Policies and Procedures OP-B-11-I, Development of Facilities Programs.

B. FORMATION OF CERTIFICATION AND SELECTION COMMITTEE

When the University is ready to select an architect/engineer for an individual project, or to provide continuing services under a Campus Service Agreement, a Certification and Selection Committee (committee) is appointed.

The committee discusses project requirements and determines selection criteria in addition to that in the standard Professional Qualifications Supplement (PQS) form. Selection criteria must elicit information which cannot otherwise be determined from the standard PQS form, must be related to the firm's experience and ability and must not request a firm to describe its approach to the proposed project (approach is only requested of the short listed firms). The committee also develops the selection schedule, establishing dates for the short list meeting and final interviews. The committee reviews and approves the proposed Project Fact Sheet (forms section).

C. PLACEMENT OF ADVERTISEMENT

The University places a Notice to Professional Consultants in the *Florida Administrative Weekly* as described in FSU Online Policies and Procedures OP-B-11-A Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid. If the "Design Ability" category is not being considered for the project, the advertisement must so state.

D. REQUIRED QUALIFICATION DATA

The advertisement contains information relating to the submission of qualification data, including:

1. Professional Qualifications Supplement (PQS)

A copy of the FSU PQS (forms section). This form must be signed by an officer or principal of the firm. (Note: Applicants using forms from other state agencies or outdated FSU forms may be disqualified.)

2. Professional Registration Certificates

A reproduction of the applicant's current Professional Registration Certificate in the name of the applicant offering the services. An applicant must be properly registered to practice in the State of Florida with the appropriate state board governing the services offered. The University verifies the current status with the appropriate state board before the recommendation of an applicant's selection is made final.

3. Corporate Charter Registration

If the applicant offering services is a corporation, it is required to include a reproduction of its corporate charter registration with the Department of State to operate in Florida. The University verifies the status of the corporation with the Division of Corporations before the shortlist is made final.

4. *Joint Ventures*

An applicant submitting an application as a joint venture is required to submit a copy of its joint venture agreement. *(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 be disqualified.)*

5. *Other*

The committee may require other data deemed appropriate for a specific project and include such requirements in the Notice to Professional Consultants.

E. INFORMATION ON WEB SITE

The FDC will post the following information on its web site: the Project Fact Sheet (forms section), the final project advertisement, the PQS form and any other information the University considers relevant.

F. REVIEW AND DEVELOPMENT OF SHORTLIST

After receipt of submittals, the Facilities Design and Construction (FDC) office reviews them for completeness. The FDC prepares Schedule A of the Selection Evaluation Form (forms section), using the applicants' Professional Qualifications Supplements as the information source for all entries. Instructions for completing Schedule A are included in the forms section. A copy of a completed Schedule A will be provided to each member of the committee. Irregularities in submittals will be handled as described on the PQS Irregularities checklist (page 4 of the PQS form).

The committee convenes to screen the applicants and develop a short list. The committee completes Schedule B of the Selection Evaluation Form (forms section), consisting of the following categories:

1. *Past Performance*

The most recent rating for those applicants which have a current rating on file with Florida State University. Where no performance data are on file for the applicant, the applicant is assigned the University rating average. **The score range is 0-20.**

2. *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 into the column, "Experience and Ability." **The score range is 0-20.**

3. *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 its design philosophy, as well as the applicant's prior projects, their sensitivity to site and surroundings and their aesthetic appeal. **The score range is 0-5.**

The committee members' individual scores are averaged and the composite score is entered into the column, "Design Ability."

NOTE: *This category is not applicable in selections for projects for which there are no architectural implications, e.g. traffic studies, asbestos abatement projects, re-roofing projects, utility projects, etc.*

4. *Top seven*

Only the seven (7) applicants receiving the greatest number of points when the ratings for "Past Performance," "Experience and Ability" and "Design Ability," are combined are considered further in the selection process. The number may be increased in the event of a tie for the seventh position.

5. *Calculating Work in Progress, Volume of University Work and Location*

The seven (7) Applicants receiving the highest scores as stated above are rated in the following areas:

a) *Work in Progress*

This rating is based on the dollar amount per person with **a score range of 0-5**. The Workload Rating Table (forms section) is used. For joint venture applicants, each party to the joint venture is scored separately. Then the scores are prorated based on the parties' percentage of the fee as established in the joint venture agreement.

b) *Volume of University Work*

The Volume of University Work is based on a dollar amount per person with **a score range of 0-5**. The Volume of University Work Rating Table (forms section) is used. For joint venture applicants, each party to the joint venture is scored separately. Then the scores are prorated based on the parties' percentage of the fee as established in the joint venture agreement.

- c) **Location**
The Committee decides on the proper rating table to be used, based on type, size and complexity of the project. **The score range is 0-20.** The appropriate Location Rating Table, A or B (forms section), is used. For joint ventures, the lesser of the joint venture parties' scores is used.

6. *Development of short list*

The committee selects no less than three (3) and no more than five (5) applicants to present their qualifications at an interview with the committee. Each member of the committee must sign Schedule B of the Selection Evaluation Form (forms section).

G. REFERENCE CHECKS

The committee designates a person (or persons) to conduct the reference checks. An effort should be made to conduct two (2) reference checks per applicant. Reference checks must be documented using the form provided in the forms section and presented to the committee for its consideration during the interview.

H. NOTIFICATION OF APPLICANTS

Applicants are notified of the results of the short list by the posting of the results on the FDC web site. The notification will include the following: "We are required to include in this notice the following statement: 'Failure to file a protest within the time prescribed in Ch. 120, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.'"

The University notifies the firms which were short-listed and provides them with the following: 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 should request that each firm bring a summary of its presentation to leave with the committee members.

I. PRESENTATIONS

The committee will convene to hear the finalists' presentations. The committee chair introduces voting members and visitors present. Once an applicant has begun its presentation, the door should be closed to minimize interruptions to the applicant's presentation. Following the oral interviews and discussion of presentations, the committee rates each applicant on Schedule C of the Selection Evaluation Form (forms section) in the following categories (individual committee members' scores are averaged to arrive at composite scores):

1. *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 are 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.**
2. *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. **The score range is 0-20.**
3. *Ability to Provide Service*
The committee evaluates 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 timeline 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.**

J. Question and Answer Period

Following the presentation, a time may be set aside for questions and answers. Initially, only the committee members may ask questions of the firms. If time permits and the committee members have no further questions, other interested observers may be allowed to ask questions.

K. Committee Recommendation

Immediately following the interviews, the committee should ask for input from non-committee member user representatives who attended the interviews. After review with the non-committee member representatives, the committee meets to score the presentations, totals the points for each applicant interviewed, and determines the recommended ranking.

The committee ranks the interviewed applicants, and recommends the ranking on Schedule C of the Selection Evaluation Form (forms section). In the event of a tie, a majority vote of the committee prevails. Schedule C must be signed by all members of the committee. The committee shall not divulge its recommendation to anyone until after the recommendation has been approved by the University President.

L. MAINTENANCE OF SELECTION RECORDS

The completed Selection Evaluation Forms (Schedule A, Schedule B and Schedule C) are filed in the University Facilities Office, together with any notes kept by committee members throughout the selection, correspondence related to the selection and the proposals of the applicant firms.

M. APPROVAL OF COMMITTEE RECOMMENDATION

The University Facilities Office presents the committee's recommendation to the University President for action.

N. NOTIFICATION OF INTERVIEWED FIRMS

The University notifies each interviewed firm of the President's action. The notification will include the following: "We are required to include in this notice the following statement: 'Failure to file a protest within the time prescribed in Chapter 120, Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.'" The selection results are also posted on the FDC web site.

FORMS

Project Fact Sheet
Professional Qualifications Supplement (PQS)
Selection Evaluation Forms (Schedules A, B, C)
Instructions for Completing Schedule A
Workload Rating Table
Volume of University Work Rating Table
Location Rating Tables
Reference Check Form



FLORIDA STATE UNIVERSITY

PROJECT FACT SHEET



Architect/Engineer Selection

PROJECT NAME _____

PROJECT NO FS— _____

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 \$_____.



FLORIDA STATE UNIVERSITY

PROFESSIONAL QUALIFICATION SUPPLEMENT (PQS)



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 1-3) 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 Florida State University Professional Qualifications Supplement form (pages 4 through 8). 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.

- 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 man-hour 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 temporary 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.

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

5a. VOLUME OF FLORIDA STATE UNIVERSITY WORK: In this section, conduct the requested calculations for all FSU 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 State University.

Example: Today's date is May 1, 2005. The applicant firm entered a contract with a University on August 3, 2002. 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 FSU work will be penalized.**

5b. FLORIDA STATE 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 (10) projects. **DO NOT LIST PROJECTS ACCOMPLISHED BY ANOTHER BRANCH OFFICE, UNLESS AN INDIVIDUAL ON THIS PROJECT TEAM WAS INVOLVED IN THE PROJECT**, in which case the project is listed as "Individual Experience". 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. Do not provide detailed project information anywhere else throughout the proposal for any other than the ten (10) projects listed in this section.

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 by the firm 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 (10) 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 roles 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. Florida State University 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 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 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 substantially, it may result in the applicant's removal 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 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.
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 PQS form is accurate and in accordance with the PQS instructions (pages 1- 3). 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 Florida State University work for up to three (3) years.)**

Requests for clarifications regarding the FSU PQS form should be directed to the Florida State University Facilities Design & Construction Office, (850) 644-3591.

SPECIFIC 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:
- | | | |
|------------------------|--------------------------------------|--------------------|
| 4a. Work in Progress | 4b. Professional and Technical Staff | 4c. Fee per Person |
| 5a. Volume of FSU Work | 5b. FSU 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 9, above.



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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 (includes any consultants not preprinted on the FSU PQS form)	#3	Disqualify
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."
Design consultant listed	#7	Disqualify
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



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PROFESSIONAL QUALIFICATIONS SUPPLEMENT



1. PROJECT NO. _____ PROJECT NAME _____

2. APPLICANT NAME _____

ADDRESS _____

FAX NO. () _____ TELEPHONE NO. () _____ Email _____

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>		

4a. WORK IN PROGRESS		
PROJECTS	Work on Hold (Fee Remaining)	Fee Remaining
TOTAL		

4b. PROFESSIONAL AND TECHNICAL STAFF, EXCLUDING CONSULTANTS		4c. FEE PER PERSON
NUMBER	CATEGORY	
	Registered Architects	
	Registered Engineers	
	Technical Staff (Graduate Design Professionals, Spec. Writers, Estimators, Interior Designers, Landscape Designers, etc.)	Total Fee (4a) divided by Total Staff (4b) Fee Per Person
	Drafters (including CADD operators)	
	TOTAL PROFESSIONAL AND TECHNICAL PERSONNEL	_____ / _____ = _____

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

Name	Title	Time w/Firm	City of Residence

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

8. REFERENCES - for each project listed in response to Question No. 6, 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)				

9. 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 THREE 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 FSU work for a period of up to three years.

Signature

Type Name and Title of Signer

Date



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SELECTION EVALUATION FORM SCHEDULE A – DATA



PROJECT NAME _____ FS # _____

LOCATION _____

DATE _____ CONSTRUCTION COST _____

FORM PREPARED BY _____

Name of Applicant	Value of Work in Progress (\$1,000's)	Value of Work on Hold* (\$1,000's)	Prof and Tech Staff (FTE)	Work in Progress per FTE (\$1,000's per FTE)	Value of FSU Work (\$1,000's)	FSU Work per FTE (\$1,000's)	Office Dist from Proj (miles)

NOTE: FTE = full time equivalent

*Do not include in "Work in Progress" calculation



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SELECTION EVALUATION FORM SCHEDULE B – ANALYSIS



PROJECT NAME _____ FS # _____

DATE _____ CONSTRUCTION COST _____

						Complete for Top 7 Firms				
Name of Applicant	Past Perform Rating (0-20)	Exper & Ability (0-20)	Design Ability (0-5)	Prelim Total	First Rank	Work in Prog (0-5)	FSU Work (0-5)	Location (0-5)	Short List Total	Short List Rank

Selection Committee Signatures:



FLORIDA STATE UNIVERSITY
SELECTION EVALUATION FORM SCHEDULE C –
INTERVIEW & EVALUATION



PROJECT NAME _____ FS # _____

DATE _____ CONSTRUCTION COST _____

Name of Applicant	Short List Total (from Sch B)	Understanding of Program & Project Requirements (0-20)	Approach & Method (0-20)	Ability to Provide Service (0-20)	Final Total	Final Rank

Selection Committee Signatures:

Rating Scale

Outstanding	_____ 20 _____
Good	_____ 16 _____
Satisfactory	_____ 12 _____
Poor	_____ 8 _____
Unacceptable	_____ 4 _____



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INSTRUCTIONS FOR COMPLETING SCHEDULE A



1. **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 on Schedule A.
2. **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.
3. **Professional and Technical Employees:** Enter the number of employees reported by the Applicant in the appropriate column. Verify that the number is substantiated by the list provided with the proposal and that only professional and technical employees are included.
4. **Dollars Per Person:** Dollar volume per person is calculated as follows:

$$\frac{\text{Total Work (from Item 1 "Work in Progress")}}{\text{\# of professional \& technical employees (from Item 3)}} = \text{Dollars per Person}$$

5. **Volume of Florida State University Work:** The amount of fees for work contracted by the Florida State University, excluding any fees assigned to consultants, are considered at the following rates as of July 1 for the period noted. Fees received by the Applicant firm in its capacity as a consultant to other firms are not included. The date of the architect/engineer agreement determines the applicable period.
 - 1) From July 1 to current date 100% of the fee
 - 2) For the first year past (July 1 - June 30) 80% of the fee
 - 3) For the second year past (July 1 - June 30) 60% of the fee
 - 4) For the third year past (July 1 - June 30) 40% of the fee
 - 5) For the fourth year past (July 1 - June 30) 20% of the fee

The total fee considered is the sum of 1-5 above.

6. **Dollars Per Person FSU:** Dollar volume per person FSU is calculated as follows:

$$\frac{\text{Volume of FSU Work}}{\text{\# of Professional \& Technical Employees}} = \text{Dollars Per Person FSU}$$

7. **Location:** The actual highway distance of the applicant from the project is entered under "Location." The official State of Florida mileage calculator can be found on the Department of Transportation web site at <http://www3.dot.state.fl.us/mileage/>.
8. **Past Performance:** For each selection, the current University rating must be entered for those applicants having done work for the Florida State University within the previous three (3) years. Where no performance data are on file for the applicant, the applicant is assigned a score which represents the average of all current FSU evaluations on file.



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WORKLOAD RATING TABLE



Work in Progress Prof – Tech Employees	Rating
0 – 24,000	5
24,001 – 51,000	4
51,001 – 78,000	3
78,001 – 90,000	2
90,001 – 95,000	1
> 95,000	0



FLORIDA STATE UNIVERSITY
VOLUME OF FLORIDA STATE UNIVERSITY WORK RATING TABLE



Work in Progress Prof – Tech Employees	Rating
0 – 4,999	5
5,000 – 14,999	4
15,000 – 29,999	3
30,000 – 49,999	2
50,000 – 74,999	1
75,000 and greater	0



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LOCATION RATING TABLES



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
- campus Service Agreements for Minor Projects.

Miles from Project	Rating
0 – 30	20
31 – 60	18
61 – 90	15
91 – 140	13
141 – 200	10
201 – 275	6
276 – 360	2
361 and greater	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 – 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 – 1,000	1
1,000 and greater	0



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REFERENCE CHECK FORM



*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*