

Summary of A/E Selection Process

During the A/E selection process, ten (10) proposals were received from prospective architectural firms. Those ten proposals were screened by the PM for irregularities utilizing PM Exhibit 4.3B from the FAMU Project Managers Manual.

After going through the screening, the proposals were then handed out to the 6 member selection committee for individual evaluation using PM Exhibit 4.3A as the basis of evaluation. Their individual tabulation were recorded on PM Exhibit 4.3D and brought to the Shortlist meeting. During this meeting the individual lists were collected and the scores were added together and summed up to produce the three (3) shortlisted firms.

The VP of Facilities was then notified of the shortlisted firms and the selection committee proceeded to schedule interviews with the shortlisted firms. During the interviews Selection committee members used PM Exhibit 4.3J to tabulate their individual scores to be combined after the interview sessions. The final scores produced the final rankings and at that time the selection committee made its recommendation.

The PM then wrote the letter of recommendation to the President for approval and approval was given to proceed to the negotiation stage.

All documents noted are attached.

PQS SUBMITTAL IRREGULARITIES

FIRM NAME	Not numbered	Over 40 pages	Copy of applicant's professional license or corporate charter not attached	Professional license number not included	Specialty Consultants listed (who are not MBEs) (This includes any consultants which are not preprinted on the PQS)	Copy of MBE MBAO certificate not included	Known work in progress not included	0 points for "Current Workload"	Include project in total calculation	Clarify for short-listed firms	0 points for "SUS Work"	Do not consider beyond the 10 th and deduct 1 point from Experience and Ability	Deduct 1 point from Experience and Ability	Deduct 1 point from Experience and Ability	Deduct 1 point from Experience and Ability	Disqualify	Form not signed by officer or principal	TOTAL AMOUNT OF POINTS DEDUCTED		
																			ACTIONS FOR EVALUATION	
1.																				
2.																				
3.																				
4.																				
5.																				
6.																				
7.																				

DESIGN PROFESSIONAL EVALUATION INSTRUCTION FOR PROFESSIONAL QUALIFICATIONS SUPPLEMENT (PQS)

1. The following instructions will be used by the Selection Committee for completing the 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 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 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, from, Work in Progress, 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, Work in Progress, 5c 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, 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. **Location:** The actual highway distance of the Applicant's office, PQS form, page 6 line 2 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.
 - g. **Minority Business Enterprise:** The MBE participation percentage data from PQS form from item 4.
2. **The following instructions should be used by the University and the Committee for completing Selection Evaluation Form Schedule B, from data provided on Schedule A:**
 - a. **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.**
 - b. **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 0-20. 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.**

- c. **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 and will only be used in case a tie results in scores between firms:**

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.)

- d. **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.
- e. **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, page 4, and entered on Schedule B corresponding column.
- f. **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 Applicant's PQS) is rated within a **range of 0-20** in accordance with the Location Rating Table A or B, page 5 and entered on Schedule B corresponding column.
3. **Development of Shortlist.** The Committee applies the ratings, in priority order, for "Work in Progress", "Volume of Division of Colleges & Universities 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 short listed, short-list 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 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.**

WORKLOAD RATING TABLE

Overall Work in Progress	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

VOLUME OF STATE UNIVERSITY WORK RATING TABLE

University Work in Progress	Rating
Prof.-Tech. Employees	
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 up	0

LOCATION RATING TABLE - A

This Table is to be used when:

- A complicated project requiring extensive onsite construction; or
- Projects with an estimated construction budget of \$500,000 or less
- 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 up	0

LOCATION RATING TABLE - B

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 - 1000	1
1000 - up	0

SELECTION INTERVIEW EVALUATION - SCHEDULE C

Project Title: _____		Project No.: _____		Date: _____	
Construction Cost: _____					
Interviewed Firms	Shortlist Total (from Schedule B)	Understand Program & Project Requirements (0-20)	Approach & Method (0-20)	Ability to Provide Service (0-20)	Final Total Final Ranking

Rating Scale	
20	Outstanding
16	Good
12	Satisfactory
8	Poor
4	Unavveptable

Selection Committee Signatures:

SELECTION SHORTLIST EVALUATION - SCHEDULE B

PROJECT TITLE: _____ Project No.: _____ Date: _____
 Construction Cost: _____

	Name of Applicant	Experience and Ability	Design Ability	MBE Credit	Preliminary Total	First Rank	Complete for 10 Highest Firms				Short List Total	Short List Rank
							Work in Progress [0-5]	SUS Work [0-5]	Location [0-20]			
1						0.0					0.0	
2						0.0					0.0	
3						0.0					0.0	
4						0.0					0.0	
5						0.0					0.0	
6						0.0					0.0	
7						0.0					0.0	
8						0.0					0.0	
9						0.0					0.0	
10						0.0					0.0	

Selection Committee Signatures:



Excellence with Caring

Florida Agricultural and Mechanical University

Tallahassee, Florida 32307-3100


CONSTRUCTION AND FACILITIES MANAGEMENT

Telephone: (850) 599-3197
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MEMORANDUM

TO: Dr. Elmira Mangum, President
Mr. Dale Cassidy, VP of Finance and Administration

THROUGH: Sameer Kapileshwari, Associate VP of FPACS SK

FROM: LaMont Eakins, Project Manager 

DATE: April 10, 2015

SUBJECT: Student Affairs Center for Access and Student Success
Professional Service Selection Committee Interview Recommendation


FLORIDA A&M UNIVERSITY
 2015 APR 14 PM 1:27
 OFFICE OF THE PRESIDENT

The Selection Committee met on **April 2, 2015** to conduct the Professional Service interviews for the above referenced project. The Selection Committee's recommendation is to enter into negotiations with **Clemons, Rutherford & Associates**. Upon your approval, we will notify each firm by registered mail, on the results of the selection.

Please review and approve at your earliest convenience so that we may proceed with the notification letters.

Attachment

APPROVED DISAPPROVED



VP of Finance and Administration

Date 4/13/15



President

Date 4/14/15