



## FACILITIES MANAGEMENT

### Policy & Procedure #11

**TITLE:** **SELECTION PROCESS – ARCHITECT/ENGINEER  
(MAJOR and MINOR PROJECTS)**

**OBJECTIVE AND PURPOSE:** To ensure the proper processing of Florida Atlantic University Professional Qualification Supplement (FAUPQS –Revised August 2008 (**Attachment “A”**)). To ensure that the shortlist and interview process is consistent with State Statutes for A/E Selections.

**RESPONSIBILITY**

**ACTION**

**ASSISTANT VICE PRESIDENT FOR FACILITIES DESIGNEE**

- ◆ Time stamp all proposals received and record the name of all applicants
- ◆ Contact Selection Committee Members to schedule a Shortlist Meeting (meeting to occur approximately 2 weeks after receiving A/E submittals)
- ◆ Complete FAUPQS Irregularities form (**Attachment “B”**) for all submittals
- ◆ Obtain Past Performance Ratings from the AVP Facilities Management to complete Selection Shortlist Evaluation - Schedule A (**Attachment “C”**) and put Past Performance Ratings on Selection Shortlist Evaluation - Schedule B (**Attachment “D”**)
- ◆ Submit completed Schedule A, Schedule B, and the FAUPQS Irregularities form to the AVP Facilities Management for review.

**ASSISTANT VP FACILITIES MANAGEMENT**

- ◆ Review FAUPQS Irregularities form (**Attachment “B”**), Schedule A (**Attachment “C”**) and Schedule B (**Attachment “D”**). Note any discrepancies and/or approval of documents for distribution to committee members and transmit information to Coordinator, Administrative Services.
- ◆ Post Public Notice indicating Time, Date and Location of A/E Shortlist
  - Time stamp public notice prior to posting,
  - Notice to be posted in Campus Operations Building #69 message board and the Purchasing Office for public notification a minimum of 72 hours before meeting date.
- ◆ Distribute one (1) copy of each submittal, a copy of completed Schedule B (**Attachment “D”**), and the A/E Selection Committee Orientation Memo (**Attachment “E”**) to each committee member.

**COMMITTEE MEMBERS**

- ◆ Prior to the Shortlist Meeting review all proposals and score all submittals on the Committee Shortlist Worksheet (**Attachment “F”**) based on:
  - Experience and Ability (0-20 pts)
  - Design Ability (if applicable) (0-5 pts)
- ◆ Attend Shortlist meeting

Issued By: Dotiwala	Date Issued: 8-7-2015	Date Revised:	Effective Date: 8-7-2015
			<b>N/A</b>

**ASSISTANT VP  
FACILITIES  
MANAGEMENT or  
DESIGNEE**

- ◆ Attend and chair shortlist meeting (or his designee)
- ◆ Using the average score from the Committee Members, complete Schedule B (**Attachment "D"**) and obtain Selection Committee Members' signature
- ◆ Prepare memorandum (**Attachment "G"**) to University President from the VP of Administrative Affairs, recommending the shortlisted firms and attach a copy of signed Schedule B (**Attachment "B"**).
- ◆ Submit memorandum to UAVP for Facilities for review and execution

**VICE PRESIDENT  
ADMIN. AFFAIRS**

- ◆ Review shortlist recommendation with the University President. Upon President's approval notify AVP Facilities Management or Designee.

**DCS DIRECTOR**

- ◆ Prepare notification letters (to be faxed and mailed) to the non-short listed firms (**Attachment "G"**) for execution by the AVP Facilities Management.
- ◆ Contact Selection Committee Members to schedule time, date and location of A/E final Interviews.
- ◆ Prepare notification letter to short listed firms (**Attachment "H"**) - for execution by the AVP Facilities Management. Letters are to be faxed and sent by certified mail. Notification letters are to contain the following information:
  - List of final review evaluation criteria
  - Time, date and location of the interview
  - Length of time allotted for the interview
  - Request for presentation summary handout
  - Availability of Program (if applicable)
  - Post approved shortlist results on Facilities Management website.
- ◆ Post Public Notice indicating Time, Date and Location of A/E Interviews.
- ◆ **Public notice must state, "Interview sessions are specifically exempt from Florida Sunshine Laws and will be closed to the public according to Section 119.071, F.S. and Section 286.0113, F.S. Deliberations of the selection committee are open to the public and will immediately follow the interview sessions."**
  - Time stamp public notice prior to posting
  - Notice to be posted in Campus Operations Building #69 message board and Purchasing Office for public notification a minimum of 72 hours to meeting date.
- ◆ Conduct reference checks (**Attachment "I"**) for each short listed firm (at least 3 reference checks per firm)
- ◆ Prepare Selection Interview Evaluation - Schedule C (**Attachment "J"**) for the A/E interviews.
- ◆ Transmit reference checks & Schedule C to the AVP Facilities Management prior to interviews.

**ASSISTANT VP  
FACILITIES  
MANAGEMENT or  
DESIGNEE**

- ◆ Attend and chair (or designee) A/E interviews.
- ◆ All interviews to be recorded.
- ◆ Distribution of FAU workload: If an A/E firm has been selected within the last 24 months, preference shall be given to an alternative qualified A/E firm.

**COMMITTEE MEMBERS**

- ◆ The Committee will convene to attend the short listed interviews. Following each interview, a time will be set aside for questions and answers. Only the committee members may ask questions of the firms.
- ◆ The Committee totals the individual scores for each Applicant interviewed and determines the recommended ranking. Each Committee member scores the firms in the following areas:
  - Understanding of the Program and Project Requirements (0-20 pts)
  - Approach and Method (0-20 pts)
  - Ability to Provide Service (0-20 pts)
- ◆ The Committee ranks the interviewed Applicants and recommends the ranking on the Selection Interview Evaluation – Schedule C (**Attachment “J”**). In the event of a tie, a majority vote of the Committee shall determine the recommended applicant ranking. Schedule C (**Attachment “J”**) must be signed by all members of the Committee. *The Committee shall not divulge its recommendation to anyone prior to approval of the Committees recommendation by the University President.*

**DCS DIRECTOR Or DESIGNEE**

- ◆ Print Schedule C (**Attachment “J”**) with recommended ranking of the three applicants and obtain Selection Committee signatures.
- ◆ Prepare memorandum to the University President from the VP for Administrative Affairs recommending final ranking of firms ( **Attachment “K”**).
- ◆ Submit memorandum and copy of signed Schedule C (**Attachment “J”**) to the Office of the AVP Facilities Management for review and transmittal to the VP Administrative Affairs.

**VICE PRESIDENT ADMIN. AFFAIRS**

- ◆ Review, sign and forward recommendation memorandum and copy of Schedule C (**Attachment “J”**) to the University President
- ◆ Review recommendation with the University President. Upon President's approval notify the AVP Facilities Management.

**DCS DIRECTOR Or DESIGNEE**

- ◆ Prepare notification Letter for Award (**Attachment “L”**) to A/E Firm ranked number one and notification letter (**Attachment “M”**) indicating final ranking to remaining firms
- ◆ Submit letters to the AVP Facilities Management for review and execution
- ◆ Distribute executed letters via fax and certified mail.

**ATTACHMENTS**

- ◆ **FAUPQS- Revised August 2008- Attachment “A”**
- ◆ **FAUPQS Irregularities Form – Attachment “B”**
- ◆ **Selection Shortlist Evaluation – Schedule A – Attachment “C”**
- ◆ **Selection Shortlist Evaluation – Schedule B – Attachment “D”**
- ◆ **A/E Selection Committee Orientation Memo – Attachment “E”**
- ◆ **Committee Shortlist Worksheet - Attachment “F”**
- ◆ **Shortlist Recommendation Memorandum to President-Attachment “G”**
- ◆ **Notification Letter of Non-Shortlisted Firms – Attachment “H”**
- ◆ **Notification Letter of Shortlisted Firms – Attachment “I”**
- ◆ **Architect/Engineer Reference Check Form - Attachment “J”**
- ◆ **Selection Interview Evaluation – Schedule C – Attachment “K”**
- ◆ **Memorandum of final ranking/approval to President – Attachment “L”**
- ◆ **Notification Letter of Award - Attachment “M”**
- ◆ **Notification Letter of Non-Award – Attachment “N”**

## FLORIDA ATLANTIC UNIVERSITY

### PROFESSIONAL QUALIFICATIONS SUPPLEMENT (FAUPQS)

#### 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 FAUPQS 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 1-4) 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 "FAUPQS Irregularities" checklist.

#### SPECIFIC INSTRUCTIONS:

**(Note: The numbers on these instructions correspond to the numbered items on Florida Atlantic University's 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" as well as in Florida Atlantic University's web site.
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 FAUPQS 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.

## ATTACHMENT "A"

Unless specifically allowed in the public announcement, 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 FAUPQS form. **Applicants who add disciplines to this form and list specialty consultants by name or who name specialty consultants anywhere in their proposals may 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.)
- a. **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.**
  - b. 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.
- 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 STATE UNIVERSITY WORK IN FLORIDA:** In this section, conduct the requested calculations for all State University 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 State University in Florida.
- Example:** Today's date is May 1, \_\_\_\_\_. The Applicant firm entered a contract with Florida University on August 3, \_\_\_\_\_. 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 State of Florida University work will be penalized.**
- 5b. STATE OF FLORIDA UNIVERSITY WORK 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 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 FAUPQS 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 of 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.**

7. **PROPOSED PROJECT TEAM:** List by name the key members of the proposed team to be assigned to the project for both the Applicant (7a) and the Consultants (7b). 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 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 FAUPQS 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 FAUPQS (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.

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 FAUPQS form is accurate and in accordance with the FAUPQS instructions (pages 1-4). 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 FAUPQS is found to be false, the Applicant may be disqualified from applying for State of Florida University work for up to three years.)**

**Requests for clarifications regarding the FAUPQS 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 FAUPQS. The fee percentages must total 100%.
- B. Submit only one FAUPQS 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**
- 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 FAUPQS form, as described in Section 9, above.



**FLORIDA ATLANTIC UNIVERSITY PROFESSIONAL QUALIFICATIONS SUPPLEMENT**  
**STATE OF FLORIDA UNIVERSITY**

**Revised August 2008**

1. PROJECT NO.: - \_\_\_\_\_ 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>		

4a. WORK IN PROGRESS		
PROJECTS		
	Work on Hold (Fee Remaining)	Fee Remaining
<b>TOTAL</b>		

4b. 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)
	<b>TOTAL PROFESSIONAL AND TECHNICAL PERSONNEL</b>

4c. FEE PER PERSON	
Total Fee (4a) divided by Total Staff (4b)	Fee Per Person
_____ / _____	= _____

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

Name	Title	Time w/Firm	City of Residence

5a. VOLUME OF 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. STATE OF FLORIDA UNIVERSITY WORK 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. (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)					

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 FAUPQS INSTRUCTIONS WHICH MAKE UP THE FIRST FOUR PAGES OF THIS FORM. In addition, I fully understand Florida Atlantic University's Selection Process is based on the information provided herein. (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 State of Florida University work for a period of up to three years.**

Signature

Type Name and Title of Signer

Date

<b>Irregularity</b>	<b>Item No.</b>	<b>Action</b>
Not Numbered	Gen. Inst. #2	Deduct 1 pt. From Exp. & Ability
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</b> (this includes any consultants which are not preprinted on the FAUPQS form)	<b>#3</b>	<b><u>May be Disqualified</u></b>
Known work in progress not included	#4a	0 pts. For "Current Workload"
"Hold" letter from Owner not included	#4a	Included project in total calculation
List of names of staff members not included	#4b	Clarify for short listed firms
More than 10 related projects listed for Applicant or for combined consultants (within PQS form)	#5	Do not consider beyond the 10 <sup>th</sup> and deduct 1 pt from Exp. & Ability
Members of proposed team not listed in shaded area	#5	Deduct 1 pt. From Exp & Ability
"Role in Project" column not completed correctly	#5	Deduct 1 pt. From Exp & Ability
<b>Design consultant listed</b>	<b>#3 &amp; 7b</b>	<b><u>May be Disqualified</u></b>
Form not signed by officer or principal	#8	Deduct 1 pt. From Exp. & Ability & Principal must sign prior to finalization of shortlist

### FAUPQS IRREGULARITIES

FIRM INFORMATION													TOTAL AMOUNT OF POINTS DEDUCTED	
		Form not signed by officer or principal	"Role in project" column not completed completely	Members of proposed team not listed in shaded area	More than 10 related projects for Applicant or for combined consultants (w/in FAUPQS)	Known State University work not included	List of names of staff members not included	"Hold" letter from Owner not included	Known work in progress not included	Professional license numbers not included	Copy of applicant's professional license or corporate charter not attached	Over 40 pages		Not numbered
NAME														
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

### ATTACHMENT 'B'

**SELECTION SHORTLIST EVALUATION - SCHEDULE A**

<b>Project Title:</b>	<b>BT#:</b>	<b>Construction Cost:</b>	<b>Date:</b>
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**Form Prepared By:**

Submittal Letter	Name of Applicant	Value of Work in Progress (\$1,000's)	Value of Work on Hold (\$1,000's)	Prof. & Tech. Staff (FTE)	Work in Progress per FTE (\$1,000's)	Value of University Work (\$1,000's)	University Work per FTE (\$1,000's)	Office Distance from Proj. (Miles)
1					#DIV/0!		#DIV/0!	
2					#DIV/0!		#DIV/0!	
3					#DIV/0!		#DIV/0!	
4					#DIV/0!		#DIV/0!	
5					#DIV/0!		#DIV/0!	
6					#DIV/0!		#DIV/0!	
7					#DIV/0!		#DIV/0!	
8					#DIV/0!		#DIV/0!	
9					#DIV/0!		#DIV/0!	
10					#DIV/0!		#DIV/0!	
11					#DIV/0!		#DIV/0!	
12					#DIV/0!		#DIV/0!	
13					#DIV/0!		#DIV/0!	
14					#DIV/0!		#DIV/0!	
15					#DIV/0!		#DIV/0!	

**ATTACHMENT 'C'**



**Selection Shortlist Evaluation - Schedule B**

Project Title:					BR# :		Construction Cost:			Date:	
Submittal	Name of Applicant	Past Performance Rating [0-20]	Exp. and Ability [0-20]	Design Ability [0-5]	Preliminary Total	First Rank	Complete for 10 Highest Firms				
							Work in Progress [0-5]	University Work [0-5]	Location [0-20]	Short List Total	Short List Rank
1	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
2	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
3	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
4	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
5	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
6	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
7	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
8	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
9	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!
10	0		0.00	0.00	0.00	1	#DIV/0!	#DIV/0!	#N/A	#DIV/0!	#DIV/0!

**Selection Committee Signatures:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT 'D'**

# FLORIDA ATLANTIC UNIVERSITY ARCHITECT ENGINEER SELECTION COMMITTEE ORIENTATION MEMO

Thank you for serving on the Architect/Engineer (A/E) Selection Committee. Selection of the best design consultant is critical to the success of the project. This package, together with the information to be provided by the Assistant Vice President Facilities Management on A/E selections, should provide you with a full understanding of your responsibility as a Committee Member.

## SHORTLIST PHASE

The university members of the A/E selection committee will review all A/E proposals, and develop a shortlist of a minimum of three (3) firms. These shortlisted firms will be invited to interview to the committee and other interested parties.

In the shortlist phase of the selection, committee members must rate the firms in two subjective categories. Those are "Design Ability" and "Experience and Ability."

- ◆ **Design Ability:** The Committee shall consider examples of the Applicant's prior work and its design philosophy. The Committee shall consider the Applicant's prior projects sensitivity to site and surroundings and their aesthetic appeal. **The score range is 0-5.** The Committee members' individual scores will be averaged, and the composite score will be entered into the column, "Design Ability" for the preliminary shortlist score.
- ◆ **Experience and Ability:** Based on the pre-determined selection criteria, and information provided in the Florida Atlantic University Professional Qualifications Supplement (FAUPQS), the Selection Committee shall review each Applicant's relevant experience and qualifications. **The full score range is 0-20. The rating guide is: 20- Outstanding; 16- Good; 12 –Satisfactory; 8 – Poor.** The Committee members' individual scores will be averaged, and the composite score will be entered into the column, "Experience and Ability" for the preliminary shortlist score. In this category, consider the key team members (of the applicant and its consultants) assigned to this project and those individuals specific relevant experience. Projects listed under FAUPQS Question 6 (related projects), which were done by team members not assigned to this projects, are not as relevant as if those members were being proposed for this project.

The scores for these two categories are combined with other objective scores for location, volume of University work previously awarded, volume of total work in progress, and the FAU past performance score. These scores are based on information provided in the FAUPQS form and taken from rating scales.

The full committee then convenes to develop the final shortlist. The Committee discusses each firm, and the university committee members may adjust their previous scores based on insight gained in the discussion. The full committee then scores "Design Ability" and "Experience and Ability" and determines the final shortlist.

Since firms go to great expense to prepare for interviews, every effort is made to limit the final shortlist to three firms, which is the statutory minimum.

## ATTACHMENT 'E'

## INTERVIEW PHASE

Committee members should be on time to the interviews. When an interview begins late, the schedule for the day runs behind. Once the full voting committee is present, the interview may begin. Once an interview is underway, it is discouraged that anyone further will be admitted to the interview as such distractions put the firm which is presenting at a disadvantage. ***Interview sessions are specifically exempt from Florida Sunshine Laws and will be closed to the public according to Section 119.071, F.S. and Section 286.0113, F.A. Deliberations of the selection committee are open to the public and will immediately follow the interview sessions.***

Based on the interviews, the committee members will score the firms in the following areas, using the same rating scale as described for *Experience and Ability*:

- a. **Understanding of the Program and Project Requirements:** The Applicants will be 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 that 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 Selection Committee will consider 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 team; project manager, project architect, project construction administrator, and other key staff members to be assigned to the job. The Applicant shall also identify those responsible in areas such as: civil engineering, electrical engineering, landscape design, mechanical engineering, structural engineers, etc. **The score range is 0-20.**
  
- c. **Ability to Provide Service:** The Selection 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 completions. The Applicants should be asked to discuss their ability to fulfill each particular project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks will be considered in this category. **The score range is 0-20.**

All committee member scores in each of these categories are averaged and entered into the appropriate column. The interview scores are added to the shortlist score and the Vice President for Administrative Affairs presents the committee's recommendation to the President.

*Until the President has approved the recommendation, no committee member may share the results of the selection with anyone else who was not on the committee.*

### WORKLOAD RATING TABLE

<b>0-24,000</b>	<b>5</b>
<b>24,001-51,000</b>	<b>4</b>
<b>51,001-78,000</b>	<b>3</b>
<b>78,001-90,000</b>	<b>2</b>
<b>90,001-95,000</b>	<b>1</b>
<b>&gt;95,000</b>	<b>0</b>

## VOLUME OF STATE UNIVERSITY WORK RATING TABLE

<u>Work in Progress Prof.-Tech. Employees</u>	<u>Rating</u>
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**

- **To be used for any complicated project requiring extensive onsite construction; or**
- **Projects with an estimated construction budget of \$500,000 or less; or**
- **Campus Service Agreements for Minor Projects'**

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

## LOCATION RATING TABLE – B

To be used for all large projects and studies

<u>Miles 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 - up	0

**COMMITTEE SHORTLIST  
WORKSHEET**

**Date**

<b>Project Title:</b>		<b>BR#:</b>	<b>Construction Cost:</b>
-----------------------	--	-------------	---------------------------

Name of Applicant	Committee member		Committee member		Committee member		Committee member	
	Exp. & Ability (0-20)	Design Ability (0-5)	Exp. & Ability (0-20)	Design Ability (0-5)	Exp. & Ability (0-20)	Design Ability (0-5)	Exp. & Ability (0-20)	Design Ability (0-5)
0								
0								
0								
0								
0								
0								
0								
0								
0								

**Rating Guide:**

Experience & Ability		Design Ability	
Score Range 0-20 pts.		Score Range 0-5 pts.	
20	Outstanding	5	Outstanding
16	Good	4	Very Good
12	Satisfactory	3	Good
8	Poor	2	Satisfactory
		1	Poor

**ATTACHMENT 'F'**





FACILITIES MANAGEMENT  
ASSISTANT VICE PRESIDENT  
777 Glades Road  
Bldg. CO#69 • Room 101  
Boca Raton, Florida 33431-0991  
Phone: 561 297-2663 • Fax: 561-297-0224  
<http://uavp.fau.edu>

SAMPLE  
shortlist recommendation memo

**MEMORANDUM**

**TO:** President \_\_\_\_\_  
**FROM:** VP Administrative Affairs  
**DATE:**  
**RE:** BT-\_\_\_ (Project Name)

---

The Selection Committee met on \_\_\_\_\_ to conduct the Architect/Engineer shortlist for the above referenced project. The \_\_\_\_\_ firms short listed (see attached) by the committee for interviews are as follows:

- ◆ (List each firm’s name & firm’s location).

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

Attachment

cc: files

**ATTACHMENT “G”**



FACILITIES MANAGEMENT  
ASSISTANT VICE PRESIDENT  
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Bldg. CO#69 • Room 101  
Boca Raton, Florida 33431-0991  
Phone: 561 297-2663 • Fax: 561-297-0224  
<http://uavp.fau.edu>

DATE

FAXED TO:

Mr. \_\_\_\_\_  
Company Name/Address

*SAMPLE  
notification letter of non-shortlisted firms*

RE: BT-\_\_\_\_ (Project # and Name)

Dear Mr. \_\_\_\_\_:

The Committee Members held the shortlist meeting for the above referenced project on (enter dated). The three (3) firms that were selected by the Committee Members for interview are:

- ◆ List firm names w/city & state

We appreciate your interest in doing work for FAU and look forward to the possibility of working with your firm on future projects.

Sincerely,

Assistant Vice President Facilities Management

cc: DCS Director  
Committee Members  
files

**ATTACHMENT 'H'**

*An Equal Opportunity/Equal Access Institution*



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Phone: 561 297-2663 • Fax: 561-297-0224

<http://uavp.fau.edu>

SAMPLE  
notification letter of shortlisted firms  
FAXED  
CERTIFIED MAIL

DATE

(Name)  
(Company Name & Address)

RE: BT-\_\_\_\_- )Project Name)

Dear Mr.:

This is to advise you that your firm has been short listed for the referenced project. The interview schedule has been established for (*Interview Date*) as follows:

(Firm Names and interview time)

Your oral presentation should not include large presentation boards or elaborate graphic presentations (ie: power point). However, the oral presentations can include 8 1/2" x 11" handouts. The "sit down" interviews have been structured so that each firm will have \_\_\_\_\_ minutes for a presentation followed by \_\_\_\_\_ minutes to respond to questions. The interviews will be held at (*Location*). The only personnel that should come to the interviews are key personnel that will have direct involvement with the project and participate in the interview process.

The Selection Committee consists of the following individuals: (List names of Committee Members w/Titles) Please do not contact any committee member prior to the shortlist. Should you have any questions, please contact: \_\_\_\_\_, DCS Director at \_\_\_\_\_.

Sincerely,

Assistant Vice President Facilities Management

cc: DCS Director  
Committee Members  
Files

**ATTACHMENT 'I'**

**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: \_\_\_\_\_

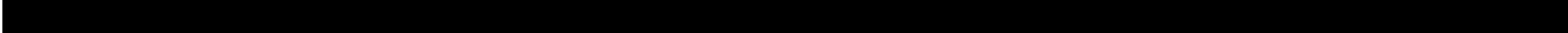
Interview conducted by: \_\_\_\_\_  
(Name) (Date)

Signature: \_\_\_\_\_

**ATTACHMENT "J"**

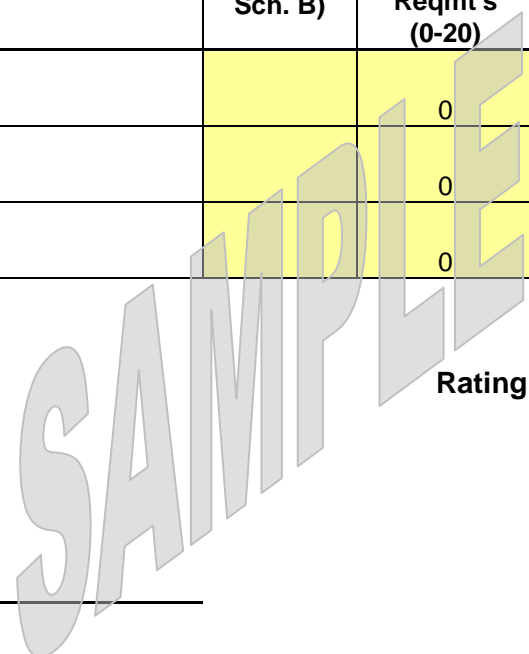


**SELECTION INTERVIEW EVALUATION - SCHEDULE C**



**Project Title:** \_\_\_\_\_ **BT#:** \_\_\_\_\_ **Construction Cost:** \_\_\_\_\_ **Date:** \_\_\_\_\_

INTERVIEWED FIRMS	Shortlist Total (from Sch. B)	Understand Program & Proj. Reqmt's (0-20)	Approach & Method (0-20)	Ability to Provide Service (0-20)	Final Total	Final Rank
		0	0	0	0.00	1
		0	0	0	0.00	1
		0	0	0	0.00	1



**Rating Scale**

- Outstanding**
- Good**
- Satisfactory**
- Poor**
- Unacceptable**

<b>20</b>
<b>16</b>
<b>12</b>
<b>8</b>
<b>4</b>

**Selection Committee Signatures:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



FACILITIES MANAGEMENT  
ASSISTANT VICE PRESIDENT  
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**MEMORANDUM**

*SAMPLE*  
*memo of final ranking/approval to President*

**TO:** President [redacted]  
**FROM:** AVP Facilities Management  
**DATE:**  
**RE:** BT-\_\_\_\_– (Project Name)  
A/E Interviews

---

The Selection Committee met on \_\_\_\_\_ to conduct the A/E interviews for the above referenced project (see attached). The Selection Committee’s recommendation is to enter into negotiations with \_\_\_\_\_ . Upon your approval, we will notify each firm by registered mail of the results of the selection.

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

Attachments

**ATTACHMENT “L”**

*An Equal Opportunity/Equal Access Institution*



**FACILITIES MANAGEMENT  
ASSISTANT VICE PRESIDENT**  
777 Glades Road  
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Boca Raton, Florida 33431-0991  
Phone: 561 297-2663 • Fax: 561-297-0224  
<http://uavp.fau.edu>

**DATE**

**FAXED**  
**CERTIFIED MAIL**

*SAMPLE  
notification letter of award*

(Name)  
(Company Name & Address)

RE: BT-\_\_\_\_- (Project Name

Dear Mr.:

It is my pleasure to inform you that the President has accepted the recommendation of the selection committee for the referenced project and made an award to your firm.

In the next couple of weeks our office will contact you to make arrangements for the negotiation meeting. Negotiations will be conducted according to Section 287.055, Florida Statutes.

We appreciate your interest in Florida Atlantic University's construction program, and look forward to working with your firm on this project. If you have any questions, please feel free to contact \_\_\_\_\_, the Assistant Vice President Facilities Management at (561) 297-2663.

Sincerely,

Assistant Vice President

cc: DCS Director  
(Committee Members)  
files

**ATTACHMENT 'M'**

*An Equal Opportunity/Equal Access Institution*





FACILITIES MANAGEMENT  
ASSISTANT VICE PRESIDENT  
777 Glades Road  
Bldg. CO#69 • Room 101  
Boca Raton, Florida 33431-0991  
Phone: 561 297-2663 • Fax: 561-297-0224  
<http://uavp.fau.edu>

DATE

**FAXED**  
**CERTIFIED MAIL**

(Name)  
(Company Name & Address)

RE: BT-\_\_\_ (Project Names)

Dear Mr. :

Thank you for taking the time to present your qualifications for the referenced project to the Selection Committee. The President has accepted the Committee's recommendation and awarded the project to (*Name of Firm awarded project*).

Negotiations will be commenced with the top ranked firm. A failure to negotiate a contract with that firm will result in a negotiation with the following firms as ranked:

(List the firms interviewed)

We appreciate your interest in Florida Atlantic University's construction program, and hope to work with your firm on a project in the near future. If you have any questions, please feel free to contact Tom Donaudy at (561) 297-2663.

Sincerely,

Assistant Vice President

cc: DCS Director  
Committee Members  
files

NOTE: We are required to include in this notice the following statement: "Failure to file a protest within the time prescribed in §120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

**ATTACHMENT 'N'**

*An Equal Opportunity/Equal Access Institution*