

July 2003

MEMORANDUM UCF-06.03-07/03

TO: Members, Council of Presidents

FROM:

SUBJECT: Architect/Engineer Selection Process

AUTHORITY: Sections 240.209(3)(p), 287.055, F. S.  
Rules 6C-14.004, 6C-14.005, and 6C-14.007, F.A.C.

POLICY/PURPOSE: To provide guidelines for selection of architects/engineers

**Introduction.** Architects and engineers are selected to provide services using the following agreements:

Continuing Contract Agreements: Architects and engineers may be selected to provide services under a Continuing Contract Agreement for projects or for planning or study activities in accordance with CM-N-13. A Continuing Contract Agreement is effective for one year with the option to renew for one additional year.

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 UCF-05, Advertisements for Architect/Engineer and Construction Manager Services and Calls for Bid.

Projects requiring an approved facilities program must comply with Chancellor's Memorandum CM-N-04, Development of Facility Programs. Continuing Contract Agreements may be used for all other projects.

**Formation of Certification and Selection Committee.** When a university is ready to select an architect/engineer for an individual project, or to provide services under a Continuing Contract Agreement, the president, or designee, appoints a Certification and Selection Committee (Committee).

The Committee composition shall be as provided in Rule 6C-14.005, F.A.C. The Committee reviews and approves the proposed Project Fact Sheet (Attachment 1). It also discusses the requirements of the project and determines any selection criteria to be used, in addition to that in the **University of Central Florida** Professional Qualifications Supplement (PQS) form (Attachment 2). Additional 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 shortlist meeting and the final interviews.

**Placement of Advertisement.** The university places a Notice to Professional Consultants in the *Florida Administrative Weekly* as described in UCF-05. If the "Design Ability" category is not being considered for the project, the advertisement must indicate its exclusion.

**Required Qualification Data.** The applicant should submit a copy of the following:

- a. Professional Qualifications Supplement**
- b. Professional Registration Certificates**
- c. Corporate Charter Registration**
- d. Joint Venture Agreements:** If applicable, see instructions in PQS form (Attachment 2)
- e. Other Information:** Requirements deemed appropriate for a specific project must be included in the Notice to Professional Consultants.

**Response to Architects/Engineers.** When a firm contacts a university for the information related to a particular project, the university should send the firm: the Project Fact Sheet (Attachment 1), the final project advertisement, the PQS form (Attachment 2), and any other information the university considers relevant.

**Review and Development of Shortlist.** After receipt of submittals, the university reviews them for compliance with the PQS Instructions (Attachment 2). The Committee convenes to review each Applicant's submittal in accordance with the University Evaluation Instructions (Attachment 3), verifies the Selection Evaluation Form Schedule A - Data (Attachment 4A) prepared by the university, and develops a shortlist. The Committee also completes Selection Evaluation Form Schedule B - Analysis (Attachment 4B) in accordance with the University Evaluation Instructions.

**Reference Checks.** The Committee reviews the standard reference questions, Architect/Engineer Reference Check (Attachment 5) and adds additional questions pertaining to the unique requirements of the project, if necessary. The Committee determines the number of references to be checked for each firm to be interviewed, and designates a person (or

persons) to conduct the reference checks. Reference checks must be documented using the required form (Attachment 5) and presented to the Committee for its consideration during the interview.

**Notification of Applicants.** The university must send each firm which applied for consideration a certified letter, return receipt requested, notifying it of the short listed finalist firms. The notification will include the following statement: "Failure to file a protest within the time prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

The university notifies the finalist firms and provides them with the following: a copy of the approved facilities program; a list of the final interview evaluation criteria; the time, date, and location of the presentation and interview; and the length of time allotted for the presentation and interview. The notification letter should request that each firm bring a summary of its presentation to leave with the Committee members.

**Presentations.** The Committee will convene to hear the finalists' presentations.

**Interviews.** 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, observers may be allowed to ask questions.

**Committee Recommendation.** Immediately following the interviews, the Committee may ask for input from non-Committee member user representatives who attended the presentations and interviews as observers. The Committee totals the points for each Applicant interviewed and determines the recommended ranking.

The Committee ranks the interviewed Applicants and recommends the ranking on the Selection Evaluation Form Schedule C - Interviews (Attachment 4C). In the event of a tie, a majority vote of the Committee to determine the recommended applicant prevails. The Schedule C must be signed by all members of the Committee. The Committee shall not divulge its recommendation to anyone prior to approval of the Committee's recommendation by the university president.

**Maintenance of Selection Records.** The completed Selection Evaluation Forms, Schedule A, Schedule B, and Schedule C, (Attachments 4A, 4B, 4C) together with any notes kept by Committee members throughout the selection process, correspondence related to the selection, and the proposals of the applicant firms are filed in the university facilities office.

**Approval of Committee Recommendation.** The university facilities office presents the Committee's recommendation to the university president for action.

**Notification of Interviewed Firms.** The university notifies each interviewed firm of the president's action. Notification shall be by certified letter, return receipt requested. The notification will include the following statement: "Failure to file a protest within the time

prescribed in s. 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.”

Contact: Gina Seabrook  
Office of Facilities Planning  
(407) 823-2166  
Internet Address: [gseabroo@mail.ucf.edu](mailto:gseabroo@mail.ucf.edu)

Attachments

**ATTACHMENT 1**

**PROJECT FACT SHEET**

**Project Name**  
**Project No.**  
**University**

**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: location, 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:

Shortlist Meeting: \_\_\_\_\_  
Final Presentations and 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 presentations and interviews 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 \$\_\_\_\_\_.





## ATTACHMENT 2

### **University of Central Florida** **PROFESSIONAL QUALIFICATIONS 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 1-4) 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 "PQS Irregularities" checklist.

#### **SPECIFIC INSTRUCTIONS:**

**(Note: The numbers on these instructions correspond to the numbered items on the University of Central Florida 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".
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. Specialty consultants are considered to be any consultant providing services other than those listed on the standard PQS form. 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. The **University of Central Florida** encourages the use of certified MBE firms.

All sub consultants listed are subject to review and approval by UCF. Any changes to the listed consultants must receive prior approval by UCF.

- 4. MINORITY PARTICIPATION:** Participation of certified MBEs is encouraged
- 5a. 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.
  - **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. Also include projects awarded to the Applicant firm, but not yet under contract in this column with an estimated fee amount.
- 5b. 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.
- 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 PQS 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 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 and the Consultants. 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.

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, 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. 7, 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 1-5). 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 University of Central Florida work for up to three years.)**

**Requests for clarifications regarding the PQS 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 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:

- 5a. Work in Progress**
  - 5b. Professional and Technical Staff**

- C. 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?
- D. Duplicate the signature block and have a principal of each firm sign the PQS form, as described in Paragraph 10, above.

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

**Specialty Consultants**

Survey & Tests		
Threshold Inspector		
Furnishings & Equipment		
Other		

4. MINORITY PARTICIPATION - (Participation of certified MBE's is encouraged)



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 ( )				

<b>7b. CONSULTANTS</b>				
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 FOUR 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 **FBE, DCU** work for a period of up to three years.

Signature

Type Name and Title of Signer

Date

**FLORIDA BOARD OF EDUCATION  
DIVISION OF COLLEGES AND UNIVERSITIES  
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



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
More than 10 related projects listed for Applicant or for combined consultants (within PQS form)	#7	Do not consider beyond the 10th
Form not signed by officer or principal	#10	Deduct 1 pt. from "Exp. & Abil." & principal must sign prior to finalization of shortlist

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**ATTACHMENT 3**

**UNIVERSITY EVALUATION INSTRUCTIONS \***

1. **The following instructions should be used by the university for completing Selection Evaluation Form Schedule A - Data, (Attachment 4A) 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, page 7, column 5a on Schedule A.
  - b. **Professional and Technical Employees:** The number of staff reported by the Applicant from PQS, page 7, 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.
  - c. **Location:** The actual highway distance of the Applicant's office, PQS form, line two page 6 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.
  - d. **Minority Business Enterprise:** The MBE participation percentage data from PQS form from line 4C page 6.
2. **The following instructions should be used by the university and the Committee for completing Selection Evaluation Form Schedule B - Analysis (Attachment 4B), 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 0-25.**
  - 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 0-5. 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:** **-The University of Central Florida encourages the use of minority and women owned business enterprises.**
  - d. **Preliminary Total.** Only the ten (10) Applicants receiving the greatest number of points when the ratings for, "Experience and Ability," "Design Ability," and are combined are considered further in the selection process. The number of applicants considered may be increased in the event of a tie.
  - e. **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 page 6 of the Applicant's PQS) is rated within a **range of 0-20** in accordance with the Location Rating Table A or B (Attachments 6A and 6B) and entered on Schedule B corresponding column.
3. **Development of Shortlist.** The Committee applies the ratings for-"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

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further shortlisted, shortlist 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 (Attachment C), individual 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.**

X All attachments referenced herein are attachments to UCF-06.





**ATTACHMENT 4B**

**SELECTION EVALUATION FORM SCHEDULE B - ANALYSIS**

Name of Interviewed Firm		& Project Requirements (0-20)	and Method (0-20)	Provide Service (0-20)	Final Total	Final Rank

<p><b>Selection Committee Signatures:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Rating Scale:</b></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>OUTSTANDING</td> <td style="border: 1px solid black; text-align: center;">20</td> </tr> <tr> <td>GOOD</td> <td style="border: 1px solid black; text-align: center;">16</td> </tr> <tr> <td>SATISFACTORY</td> <td style="border: 1px solid black; text-align: center;">12</td> </tr> <tr> <td>POOR</td> <td style="border: 1px solid black; text-align: center;">8</td> </tr> <tr> <td>UNACCEPTABLE</td> <td style="border: 1px solid black; text-align: center;">4</td> </tr> </table>	OUTSTANDING	20	GOOD	16	SATISFACTORY	12	POOR	8	UNACCEPTABLE	4
OUTSTANDING	20										
GOOD	16										
SATISFACTORY	12										
POOR	8										
UNACCEPTABLE	4										

**ATTACHMENT 5**

**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 6A**

**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
- ! Continuing Service Contracts

Miles  
From ProjectRating

- 0- 3020
- 31- 6018
- 61- 9015
- 91-14013
- 141-20010
- 201-275 6
- 276-360 2
- 361 and up 0

**LOCATION RATING TABLE - B**

To be used for all large projects, and studies which do not  
require extensive on-site presence

<u>Miles</u> <u>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-	0