

## SELECTION PROCESS and CRITERIA

- A. **Schedule of Events:**  
Submittal Due Date: ..... **July 17, 2007**  
QSEC Shortlist Date: ..... **August 8, 2007**  
QSEC Presentation & Final Selection Date: ..... **August 15, 2007**  
Posting of Tabulation and Recommendation: ..... **August 16, 2007**  
by 4:30 p.m.
- B. Selection will be according to the following process in accordance with Board Policy 7003, and State Requirements for Education Facilities (SREF).
- C. **Proposal Review by Staff:** Facilities and Construction Management Division staff will conduct a review of the proposer's qualifications to determine whether the proposer meets the terms of this RFQ, requirements of the Florida Statutes, State Requirements for Educational Facilities regulations, Florida Building Code, and any other code, statute, or standard applicable at the time of response. Unqualified applications will be recommended to the committee for rejection.
- D. **Shortlist Selection:** The QSEC Members will assign points to each proposer based upon the Selection Criteria below and attached Selection Criteria Score Sheet in the shortlist evaluation process. Each QSEC Member shall assign points for each proposer according to the selection criteria and rank them according to their scores. The proposer receiving the most points by a QSEC Member will be considered the top-ranked choice of that QSEC Member. The proposer that receives the most total points from the committee will be the top-ranked proposer, the proposer receiving the second most points shall be the second-ranked and so on. In the event of a tie a voice vote will be taken until the tie is broken. If the voice vote is not unanimous, then a roll-call vote will be taken. The selection process will establish a "shortlist" of no less than three (3) proposers for each Service Category.
- E. **Presentations:** Shortlisted proposers will be notified of the time and place for their respective presentations. Proposers may utilize any media for their presentations but must restrict their entire presentation time to thirty (30) minutes total for all service categories submitted, with five (5) minutes for setup, ten (10) minute presentation, and fifteen (15) minutes question and answer period.

1. A presentation by a proposer must be about the proposer's qualifications, not the proposer's design solution for any given project(s) herein.
2. Key personnel from each proposer (including subconsultant(s) when applicable) are required to be present at the interview. As part of the interview process, both the short-listed proposers and their key personnel shall present information and discuss selection criteria set out below.
  3. In addition to the information required within this RFQ, the shortlisted proposers shall be prepared to discuss the following in the interview:
    - a. Any disputes, claims, litigation and terminations (including options for additional work not exercised by the Owner) resulting out of professional services over the last five (5) years;
    - b. The proposer's approach to management of a project based on their understanding of the A/E Scope of Services, Architectural Programs, Budgets, Schedules, and the Design and Material Standards (SBBC Master Guide Specifications).

- F. **Final Selection:** The QSEC will interview and rank the shortlisted proposers. The QSEC will assign points to each proposer utilizing the Selection Criteria and point schedule included with the Selection Criteria Score Sheet to finalize the selection. Note, M/WBE staff will provide scores for M/WBE categories. However, such scores are recommendations by M/WBE staff and may be adjusted by individual QSEC Members. Each QSEC Member shall assign points for each proposer according to the selection criteria and rank them according to their scores. The proposer receiving the most points by a QSEC Member will be considered the first choice of that QSEC Member. The proposer that receives the most first choice votes by the QSEC Members, will be the top-ranked proposer. The second-ranked proposer, will be the proposer that receives the most points, other than the proposer who was selected as the top-ranked proposer, and so on. In the event of a tie a voice vote will be taken until the tie is broken. The QSEC will recommend the finalist(s) for award of contracts to Architects, Engineers and/or Miscellaneous Consulting Services to the Superintendent. The Superintendent shall either recommend award of contract(s) to the finalist(s) selected by the QSEC or recommend rejection of all proposals to the Board. After the Board approves the recommendations of the QSEC the Board will authorize the Superintendent, or designee, to negotiate a contract

with the top-ranked proposer according to Section 287.055, F.S. The Board shall have final approval of such recommendations.

G. **Minimum Selection Criteria:** The following selection criteria will be the minimum basis for scoring according to the point system on the attached Selection Criteria Scoresheet (refer to this document Article VIII-Submittal Requirements for expanded list of selection criteria):

1. Proposer Profile;
2. Team Organization;
3. Availability, Capacity, & Location;
4. Project Experience;
5. Past Performance;
6. Workload & Unique Capabilities;
7. Subconsultant Data;
8. Litigation; and
9. M/WBE Participation;
- 10.