

REQUEST FOR STATEMENT OF QUALIFICATIONS

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
DIVISION OF ADMINISTRATION**

TERMS, CONDITIONS AND SPECIFICATIONS

I. PURPOSE

The Florida Department of Agriculture and Consumer Services (FDACS or Department) issues this Statement of Qualifications (SOQ) to obtain the professional services of an architect/engineer (A/E) for the renovation and redesign of an existing 7,500 square foot metal and concrete building space, previously utilized as an irradiator facility. The Department seeks to repurpose the space into an office and laboratory at the Division of Plant Industry, 1911 SW 34th Street Gainesville, Florida. The anticipated budget is \$650,000.

II. SCOPE OF PROJECT

The initial study includes assessment of the 7,500 square foot facility. The Department seeks to maximize the use of the existing shell facility including mezzanine configurations, utilizing the existing vault space and existing infrastructure. A preliminary review of the existing mechanical, electrical, plumbing and fire protection (MEPF) systems in the building suggests that they have served their useful life and are in need of replacement. This will be confirmed with an extensive field survey performed by the selected A/E. The scope of the project could include, but may not be limited to include the following:

1. Remove accelerator;
2. Repurpose and maximize the existing space;
3. Reconfigure toilet facilities to accommodate new occupancy requirements;
4. Lab space shall be a combination of wet and dry lab (~20%);
5. Microscope room;
6. Lab space to be located in the exterior wing space in the current freezer/office spaces and
7. New entry and parking considerations.

The scope of work will be finalized upon initial assessment of the facility.

III. REQUIREMENTS OF RULE 60D-4, FLORIDA ADMINISTRATIVE CODE

To comply with the requirements of Sections 255.251, 255.252, 255.253, 255.254, 255.255 and 255.256, Florida Statutes, *The Florida Energy Conservation and Sustainable Buildings Act of 2008 through* Rule 60D-4, Florida Administrative Code, was promulgated by the Department of Management Services and shall apply to the design and construction of state-financed facilities, to the renovation of state-owned facilities and to leased facilities larger than 5,000 square feet. These rules were promulgated to minimize the utilization of non-renewable energy, reduce greenhouse gasses and improve sustainability by state agencies.

All designs, drawings, specifications and any other related documents must conform to the requirements of Rule 60D-4, Florida Administrative Code, if applicable.

IV. SERVICES TO BE PROVIDED

- Assessment of the existing and proposed property and facilities and make recommendations on the type of facility best-suited for the property.
- Perform all architectural design and engineering services required to produce drawings and specifications for the new facilities within the specified budget.

- Provide consulting and documentation necessary for bidding, permitting and construction.
- Identify and satisfy all state, federal and local level permits and regulation requirements for the project related to the site.
- Provide construction administration; certification of substantial and final inspections and approval and issuance of the record drawings for the project.
- Additional services expected, but not limited to, boundary and topographic survey, soils report, complete site planning and review, site lighting, landscape and irrigation, voice/data/security, environmental surveys, hazardous chemicals, interior design and commissioning.

V. GENERAL INFORMATION - TERMS AND CONDITIONS

A. Calendar of Events -

Listed below are the important actions and dates/times by which the actions must be taken or completed. If the Department finds it necessary to change any of these fixed dates/times, an addendum shall be issued.

<u>DATE/TIME</u>	<u>ACTIVITY</u>
August 11, 2017	SOQ advertised on the Vendor Bid System and advertised in the Florida Administrative Register.
August 25, 2017	Written questions due to Department's purchasing director by 3:00 p.m. Questions can be faxed to (850) 617-7090, or emailed to Vianka.Colin@FreshFromFlorida.com . No questions shall be received/answered after this date.
August 30, 2017	The Department's written response to any questions received shall be posted as an addendum.
September 13, 2017 @ 2:00 p.m.	Proposals must be received by the Department by this date and time. Proposals shall be opened at the Department's purchasing office, SB-8, Mayo Building, 407 South Calhoun Street, Tallahassee, Florida, 32399-0800.
October 4, 2017 (on or about)	Oral presentations from selected firms in Gainesville, Florida.
October 11, 2017 (on or about)	Final selection results posted on the Vendor Bid System at http://myflorida.com , click on Business, Doing Business with the State of Florida, Everything for Vendors and Customers, Vendor Bid System, Search Advertisements. Tabulations will remain posted for a period of seventy-two (72) hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Failure to file the proper bond at the time of filing the formal protest will result in denial of the protest.
October 2017 (on or about)	Negotiations with selected firm begins.

October 2017 Expected date contract will officially begin.
(on or about)

B. Contact Persons

If additional information is required, please contact:

Vianka Colin, Purchasing Director
Florida Department of Agriculture and Consumer Services - Purchasing Office
407 South Calhoun Street, SB-8 Mayo Building
Tallahassee, Florida 32399-0800
Telephone: (850) 617-7181
Email: Vianka.Colin@FreshFromFlorida.com

C. Number of Copies Required

One (1) original and five (5) copies of the SOQ proposal must be completed and submitted to the purchasing office in accordance with the proposal deadlines stated herein. The original must contain an original signature of an official of the potential service provider who is authorized to bind the service provider to the proposal (in blue ink).

D. How to Submit a Proposal

Proposals must be submitted in a sealed envelope to the address listed on the proposal form by the time and date listed on the form. In addition to the address, the face of the envelope shall be marked with the date and time of the proposal opening and the proposal number.

NOTE: Proposals received by the Department after the proposal opening time and date shall be rejected as untimely and shall not be opened. A late proposal notice shall be sent to the proposing firm upon posting of award notice with instructions for its return. Unclaimed late proposals shall be destroyed after forty-five (45) days. Offers from contractors listed on the Department's posted award notice are the only offers received in accordance with the Department's proposal opening time and date.

E. Cost of Preparation

The Department is not liable for any costs incurred by a proposer in response to this SOQ, including any oral presentations.

F. Standard Solicitation Terms and Conditions

INDEPENDENT CAPACITY OF CONTRACTOR

The contractor, its officers, agents and employees, in performance of this contract, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the state.

PUBLIC ENTITY CRIMES

A person or affiliate, who has been placed on the convicted vendor list following a conviction for a public entity crime; may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two, for a period of 36 months from the date of being placed on the convicted vendor list.

AUDITING DUTIES

The contractor will comply with section 20.055, Florida Statutes.

EMPLOYMENT OF UNAUTHORIZED ALIENS

Pursuant to Executive Order 96-236, effective October 1, 1996, the following standard provision shall apply to any contract awarded as a result of this SOQ.

The employment of unauthorized aliens by any contractor is considered a violation of section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

DISCRIMINATION

An entity or affiliate, who has been placed on the discriminatory vendor list, may not submit a proposal on a contract to provide goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases of real property to a public entity; may not award or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact any business with any public entity.

ANNUAL APPROPRIATIONS

The state of Florida's performance and obligation to pay under this contract is contingent upon an annual appropriation by the Legislature.

DISQUALIFICATION OF RESPONDENTS

More than one proposal from an individual, firm, partnership, corporation or association, under the same or different names, will not be considered. Reasonable grounds for believing that a respondent is interested in more than one proposal for the same work will cause the rejection of all proposals in which such respondents are believed to be interested.

If there is reason to believe that collusion exists among the respondents, any or all proposals will be rejected. No participants in such collusion will be considered in future proposals for the same work. Falsifications of any entry made on the respondent's offer will be deemed a material irregularity and will be grounds for rejection.

REJECTION OF RESPONSES

The Department reserves the right to reject any and all proposals, when such rejection is in the interest of the state of Florida, and to reject the proposal of a respondent who the Department determines is not in a position to perform the contract.

LATE RESPONSES

Proposals received by the Department after the opening time and date will be rejected as untimely and will not be opened. A late proposal notice will be sent to the respondent upon the posting of award notice with instructions for its return. Unclaimed late proposals will be destroyed after 45 days. Offers from vendors listed on the Department's posted award notice are the only offers received timely in accordance with the Department's opening time and date.

POSTING OF SOLICITATION TABULATIONS

Tabulations with recommended award(s) will be posted for review by interested parties on the Florida Bid System located at <http://myflorida.com>, click on Business, Doing Business with the State of Florida, Everything for Vendors and Customers, Vendor Bid System, Search Advertisements. Tabulations will remain posted for a period of seventy two (72) hours. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Failure to file the proper bond at the time of filing the formal protest will result in denial of the protest.

VI. STANDARD QUALIFYING DATA AND FORMS REQUIRED

The following items (A through E) must be completed and submitted in order for responses to be deemed responsive. Responses that are deemed incomplete will be rejected as non-responsive and will not be evaluated by the Department. Failure to submit any of the listed requirements will result in rejection of that response.

A. STANDARD FORMS 330 - ARCHITECT-ENGINEER QUALIFICATIONS

This form, not furnished by FDACS, may be obtained from the United States General Services Administration website: <http://www.gsa.gov/portal/forms/download/116486>.

B. PROFESSIONAL QUALIFICATIONS SUPPLEMENT (PQS): Respondents shall utilize the PQS (ATTACHMENT A – PROFESSIONAL QUALIFICATION SUPPLEMENT**) as issued by the Department of Management Services, Division of Real Estate Development and Management (Form AE12a). Form AE12a may be obtained from the Department of Management Services website under "Forms and Documents" (http://www.dms.myflorida.com/business_operations/real_estate_development_and_management/building_construction/forms_and_documents). **The project listed herein will be administered directly by the Florida Department of Agriculture and Consumer Services.******C. PROFESSIONAL REGISTRATION CERTIFICATES: A reproduction of the firm's current professional registration certificate(s) is required for the services offered and must be in the name of the firm offering said services. Firms must be properly registered, at the time of application, to practice their profession in the state of Florida and with the appropriate state board governing the services offered. A verification of the current status with the appropriate state board shall be made before the recommendation and approval of a firm's selection is finalized.**

- D. **CORPORATE CHARTER REGISTRATION:** If the firm offering services is a corporation, it must be properly chartered with the Florida Department of State to operate in Florida, and a copy of the firm’s current Florida Corporate Charter must be provided.
- E. **CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS**

Any person submitting a response to this SOQ **MUST** execute the enclosed form FDACS-01522, CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS, and enclose it with his/her bid or proposal (**ATTACHMENT B, CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS**). The Certification for Lobbying is required by 7 CFR Part 3018 for expenditures \$100,000 and above. The Certification for Debarment and Suspension and Other Responsibility Matters is required by 7 CFR Part 3017 for expenditures \$25,000 and above.

VII. SELECTION PROCEDURES

- A. A selection committee appointed by the Commissioner of the Florida Department of Agriculture and Consumer Services or designee will review each application in depth and rate the applicants in each of the following categories, as listed on **APPENDIX I, PROFESSIONAL SERVICE EVALUATION:**
 - 1. **LOCATION TO PROPOSED PROJECT.** A grading range of 0-3 Points. See Table A (**APPENDIX I**).
 - 2. **PREVIOUS FEE VOLUME FOR DMS AND STATE AGENCY WORK.** A grading range of 0-3 Points. See Table B (**APPENDIX I, PROFESSIONAL SERVICE EVALUATION**).
 - 3. **CURRENT WORKLOAD.** A grading range of 0-3 Points. See Table C (**APPENDIX I, PROFESSIONAL SERVICE EVALUATION**).
 - 4. **RELEVANT DESIGN EXPERIENCE AND ABILITY TO PERFORM CONTRACT DELIVERY.** The relative experience and qualifications of each applicant and their proposed team, with respect to the project scope, will be judged and a relative rating assigned. A grading range of 0 - 9 will be used.

NOTE: The forms listed above may also be found at the http://www.dms.myflorida.com/business_operations/real_estate_development_and_management/building_construction/forms_and_documents.

The selection committee shall determine the preliminary ratings of the firms under consideration based on the above factors and select a minimum of three (3) firms with the highest cumulative scores (total for preliminary) to present interviews. The selection committee may interview more than three firms. Interviews will be conducted in person. The selection committee will review and rate each firm.

- B. Firms Selected for Interview
 - 1. **Past Performance/References:** Respondent shall provide with his proposal a list of three (3) customers for whom they have provided A/E services to within the last five (5) years. All references must be verified. It is the responsibility of the respondent to ensure that all submitted references are verified. The Department will

attempt to verify references once via telephone or email. If the reference does not return the Department’s phone call or email within seventy-two (72) hours (exclusive of weekends and state holidays) of the time of the Department’s phone call or email, the reference will be deemed unverified. Responses with one or more unverified reference will be disqualified. References that indicate unsatisfactory performance will result in disqualification of that response. **References must be current or former clients of the responding firm. The Department will not accept subcontractor/proposed personnel or personal references of a member of the proposing firm as a substitute for respondent references (ATTACHMENT C - REFERENCES).** Past performance with the Department will constitute a reference, whether listed or not, and will be used by the Department to determine the respondent’s ability to perform services similar to those described in this SOQ in a satisfactory manner. Unsatisfactory past performance with the Department will result in rejection of that response. The total number of points received from each of the three (3) references will be added, then divided by three (3) to receive an average number. The average number will be the total score for the references portion.

Each of the three (3) references provided shall be asked to evaluate the respondent as follows and shall be given points as scored by each reference.

- How would you rate the level of satisfaction with the performance of this company, in accordance with the following scale:

3 Points	-	Exceeds Expectation
2 Points	-	Meets Expectation
1 Point	-	Does Not Meet Expectation
0 Points	-	Does Not Comply

2. **Understand Program and Project Requirements:** The understanding that the applicant and his consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing for the interviews. A grading range of 0 – 9 will be used.
3. **Approach and Methodology:** Based on how the applicant and his consultants will approach the project and the methods they will use to plan, design and administer the project will be evaluated. A grading range of 0 – 9 will be used.

C. Based on the above, the selection committee will recommend the firm most qualified to accomplish the work, according to the final cumulative total points on the evaluation form, to begin negotiations and finalize a contract.

In the event of an impasse in contractual negotiations with the top-ranked firm, the Department reserves the right to negotiate with the next highest-ranked firm.

ATTACHMENT A

State of Florida
Department of Management Services
Division of Real Estate Development and Management
Professional Qualification Supplement (PQS)

1. PROJECT NUMBER: _____
 Project Name: _____
2. NAME OF PRIME FIRM: _____
 Street Address: _____
 City, Florida, Zip Code: _____
 Phone Number: _____
 Fax Number: _____
 Contact Name: _____
 E-Mail Address: _____

3. SERVICES TO BE PROVIDED: (Refer to definitions below)

SERVICES TO BE PROVIDED	PRIME FIRM		PROPOSED CONSULTANTS			
	Service(s) Offered:	FL License No.	Corporate Charter No.	Name of Consultant	FL License No.	Corporate Charter No.
	Architecture					
	Landscape					
	Site Civil					
	Structural					
	Mechanical					
	Electrical					
	Surveying					
	Geotechnical					
Interior Design						
Other						

4. PREVIOUS FEE VOLUME FOR DMS AND STATE AGENCY WORK: (Refer to definitions below)

	Period	Total Fee Paid	Factor	Factored Fee
1	From January 1 to submission date		1	\$ -
2	First calendar year past (1/1 to 12/31)		0.8	\$ -
3	Second calendar year past		0.6	\$ -
4	Third calendar year past		0.4	\$ -
5	Fourth calendar year past		0.2	\$ -
		Total Factored Fee Paid:		\$ -
		Total Billable Office Staff:		
Factored Fee / Billable Office Staff				

ATTACHMENT A

5. CURRENT WORKLOAD FOR PRIME FIRM: (Refer to definitions below)

CURRENT WORKLOAD (fees from office submitting)			
	Active Projects:	Fees on Hold	Fees Remaining
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
	SUBTOTAL:	\$ -	\$ -
	TOTAL FEES:		\$ -
	Billable Office Staff:		0
	Total Fees / Billable Office Staff:		

6. DEFINITIONS:

PRIME FIRM is the registered Florida firm holding the prime contract and is expected to perform the majority of services within the office listed to accomplish the advertised project scope.

BILLABLE OFFICE STAFF is the sum of the firm's billable principals and technical production staff (exclude overhead staff such as receptionist, bookkeeper, non billable principal) within the office address listed per Item 2, or exception to include participating support staff located within other offices.

PREVIOUS FEE VOLUME FOR DMS AND STATE AGENCY WORK: Fee paid to the Prime Firm (excluding portion paid to sub-consultants) previously under contract with DMS and other State of Florida Agencies (excluding educational entities) per previous calendar year(s).

CURRENT WORKLOAD is determined by the remaining billable fees (as of advertised submittal date) owed to prime firm's Florida office address listed per Item 2. For multidiscipline firms and/or those with multiple offices, only list fees related to project expertise requested such as architecture or engineering for the identified office. Exception, when participating support staff is not located in the office listed per Item 2 include the added "TOTAL FEES" of the appropriate discipline within respective offices.

FEES ON HOLD are for projects that are likely to become active during the design and contract document development portion of this proposed project.

7. INFORMATION CONFIRMATION:

As the managing principal of the submitting Florida office, I pledge, to the best of my knowledge, that the PQS response information submitted above is complete and accurate.

Date: _____

Printed Name: _____

Principal Signature: _____

ATTACHMENT B



ADAM H. PUTNAM
COMMISSIONER

Florida Department of Agriculture and Consumer Services
Division of Administration

CERTIFICATION REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS FOR EXPENDITURE OF FEDERAL FUNDS

LOBBYING

As required by 7 CFR Part 3018, for persons entering into a contract, grant or cooperative agreement over **\$100,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE / DATE

DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by 2 CFR Part 417, for persons entering into a contract, grant or cooperative agreement over **\$25,000** involving the expenditure of Federal funds, the undersigned certifies for itself and its principals that:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transaction (Federal, State, or local) terminated for cause or default; and

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

PRINTED NAME/TITLE OF REPRESENTATIVE

CONTRACT / PURCHASE ORDER NUMBER

SIGNATURE OF REPRESENTATIVE / DATE

ATTACHMENT C



Florida Department of Agriculture and Consumer Services Bureau of General Services

ADAM H. PUTNAM
COMMISSIONER

REFERENCES

As per the requirements of proposal special condition References, each respondent is required to submit the names, addresses, and telephone numbers for the required three (3) references. References shall be listed below.

In order for your proposal to be considered responsive this form must be completed and included in your SOQ package.

1. CLIENT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: () _____ EMAIL: _____

2. CLIENT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: () _____ EMAIL: _____

3. CLIENT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: () _____ EMAIL: _____

Department of Management Services
Division of Real Estate Development and Management
Professional Services Evaluation

APPENDIX I

0 (ZERO)	NON-COMPLIANT
9 = A+ 8 = A 7 = A-	ABOVE EXPECTATION
6 = B+ 5 = B 4 = B-	MEETS EXPECTATION
3 = C+ 2 = C 1 = C-	BELOW EXPECTATION

Project Number:
Project Name:
Project Location:

Date for Preliminary Evaluation:	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	A - No. 2 on PQS B - No. 4 on PQS C - No. 4 on PQS D - No. 4 on PQS E - No. 5 on PQS F - No. 5 on PQS G - No. 5 on PQS H - No. 5 on PQS I - No. 5 on PQS J - Location to Proposed Project-Table A K - Volume of DMS + Agency Work-Table B L - Current Workload-Table C M - Experience & Ability N - Ability to Perform O - Total For Preliminary P - Applicants for Interview Q - Relevant Project References R - Understanding Program & Requirement S - Approach & Method T - Total For Interview U - CCNA Negotiation Order		
Date for Interview Evaluation:	Fee Volume				Current Workload				Preliminary List				Interview											
Selection Committee Members:	0 Miles From Project Site	Previous Fee Volume for DMS & State Agency Work	Billable Office Staff	Factored Fee / Billable Office Staff	Number of Active Project	Subtotal Fees on Hold	Subtotal Fees Remaining	Billable Office Staff	Total Fees / Billable Office Staff	Location to Proposed Project	Previous Fee Volume for DMS & State Agency Work	Current Workload	Relevant Design Experience	Ability to Perform Contract Delivery	Total For Preliminary (non cumulative)	Applicants for Interview (Yes or No)	Past Performance References	Understanding Program & Requirements	Approach & Methodology	Total for Interview (non cumulative)	CCNA Negotiation Order			
Typed Name																						Signature		
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RFQ APPLICANTS (alphabetical order)	DATA																					REMARKS		
											3	3	3	9	9	27	Y/N	3	9	9	21			
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Department of Management Services
 Division of Real Estate Development and Management
Professional Services Evaluation

Project Number: 0
Project Name: 0
Project Location: 0

PRELIMINARY EVALUATION

Relevant Design Experience										
Available Points-----										9
Number on Committee-----										6
0 (ZERO)	NON-COMPLIANT									
9 = A+	ABOVE EXPECTATION									
8 = A										
7 = A-										
6 = B+	MEETS EXPECTATION									
5 = B										
4 = B-										
3 = C+	BELOW EXPECTATION									
2 = C										
1 = C-										
		0	0	0	0	0	0	0	0	0
										Subtotal:
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Ability to Perform Contract Delivery										
Available Points-----										9
Number on Committee-----										6
0 (ZERO)	NON-COMPLIANT									
9 = A+	ABOVE EXPECTATION									
8 = A										
7 = A-										
6 = B+	MEETS EXPECTATION									
5 = B										
4 = B-										
3 = C+	BELOW EXPECTATION									
2 = C										
1 = C-										
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Project Number:
 Project Name: 0
 Project Location: 0

INTERVIEW EVALUATION

Past Performance References											
Available Points -----											3
Number on Committee -----											6
3 = EXCEEDS EXPECTATION											Subtotal: Average Score
2 = MEETS EXPECTATION											
1 = DOES NOT MEET											
0 = DOES NOT COMPLY											
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Understanding Program & Project Requirements												
Available Points -----											9	
Number on Committee -----											6	
0 (ZERO)	NON-COMPLIANT										Subtotal: Average Score	
9 = A+	ABOVE EXPECTATION											
8 = A												
7 = A-												
6 = B+	MEETS EXPECTATION											
5 = B												
4 = B-												
3 = C+	BELOW EXPECTATION											
2 = C												
1 = C-												
0		0	0	0	0	0	0	0	0	0		0
0												0
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0											0	
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Approach & Methodology												
Available Points -----											9	
Number on Committee -----											6	
0 (ZERO)	NON-COMPLIANT										Subtotal: Average Score	
9 = A+	ABOVE EXPECTATION											
8 = A												
7 = A-												
6 = B+	MEETS EXPECTATION											
5 = B												
4 = B-												
3 = C+	BELOW EXPECTATION											
2 = C												
1 = C-												
0		0	0	0	0	0	0	0	0	0		0
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Project Number: 0
Project Name: 0
Project Location: 0

Location to Proposed Project Table A	
Miles from Project Site (Column "A" Equals)	
Miles From Project	Points
0-200	3
201-400	2
401-600	1

Volume of DMS and other Agency Work - Table B	
DMS & Other State Agency Fee Volume (Column "D" Equals)	Points
\$0.00 - \$80,000.00	3
\$80,001 - \$250,000.00	2
\$250,001 - \$550,000.00	1
Above \$550,000.00	0

Current Workload - Table C	
Current Workload / Professional & Technical Staff (Column "I" Equals)	Points
\$0.00 - \$51,000.00	3
\$51,001.00 - \$90,000.00	2
\$90,001 - \$100,000.00	1
Above \$100,000.00	0

PD13 - Past Performance Reference Form Instructions

To Project Director for Interview Evaluation

Past Performance Reference Form PD13 or Form PD13 Alternate are both located on K-Drive at "Forms Active/Project Director Forms".

Complete the top and bottom portion of **PD13** per the "balloon notes" and then email the form to the Design Professional or directly to their identified client for completion and timely return.

OR

Complete **PD 13 Alternate** by calling the Owner's representative and filling in all sections according to notes at top of the form.

NOTE: Both forms have option of being typed or hand written.