

4.1 REQUEST FOR LETTERS OF QUALIFICATION SAMPLE MEMO

TO: _____
List name of firm

FROM: _____
Owner

Individual Title

RE: REQUEST FOR STATEMENTS OF QUALIFICATION

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional design* services related to design and construction requirements for the

Owner

This project's _____
Description

Preliminary requirements are based on studies performed by the _____
Name of committee or group

ATTACHED TO THIS MEMO ARE:

1. A list of materials and information that should be included with your Statements of Qualification.
2. A general definition of the preliminary scope of the work.
3. A schedule of dates and requirements for the selection process.

For firms that are selected for an interview, a tour of the facility and site will be arranged.
(This sentence is optional)

Your letters and Statements of Qualification with _____ copies should be forwarded to the following address, and should be received no later than 5 p.m. on _____
Day and time

TO: _____
Name Title

Address

**Note: May use "architectural," "engineering," or "land surveyors" in place of "design professional," where appropriate*

4.2 REQUIREMENTS FOR LETTERS OF QUALIFICATION

Owner

Project

Your Letters of Qualification should include the following information:

1. Name, address, and brief history of firm.
2. Resumes of key personnel to be assigned to this project.
3. Related experience during the last two years. (On complex and unique projects, may be extended beyond 2 years.)

For Example:

- a. Include projects where professional design services related to design work were performed.
- b. Include examples of other projects that are similar in scope to this one.
- c. Include examples of project budgeting, cost estimating and results.

Include the name of the project, a contact person, and dollar amount for each example.

4. You are invited to include a maximum of one page (may allow more) of information not included above if you feel it may be useful and applicable to this project.

4.3 SCHEDULE OF ACTIVITIES

The following schedule has been established by: _____
Owner

FOR: _____
Project

- _____ 1. Identification of needs finalized by the owner. A scope of work in general terms
Date developed.
- _____ 2. Identification by owner of interested and potential professional design firms to
Date receive memo requesting Letters and Statements of Qualification.
- _____ 3. Memo requesting Letters and Statements of Qualification mailed to interested
Date and invited firms.
- _____ 4. Letters and Statements of Qualification due. (Allow minimum of 10 days for
Date firms to submit materials) Note: Before the next action date, references should be reviewed.
- _____ 5. Develop shortlist of 3-5 firms selected for interviews. Selection should be
Date based on qualifications, references, and compatibility with owner's project.
- _____ 6. Memo mailed to shortlisted firms advising date for interviews and pre-interview
Date tour or tours of site and/or facilities, along with criteria to be reviewed during the interview.
- _____ 7. Memo mailed to all firms, excluding shortlisted firms, informing them of firms
Date to be interviewed and expressing appreciation for their interest.
- _____ 8. Tour or tours of facilities at (time) and (location). (Should be scheduled at
Date least 20 days before interviews, to allow for preparation.)
- _____ 9. Scheduled interviews for shortlisted firms, at times and locations previously
Date communicated. The best firm for the project to be selected, based on qualifications.
- _____ 10. Contract with selected firm negotiated and implemented.
Date
- _____ 11. Memo mailed to all firms interviewed, indicating results of interviews and
Date expressing appreciation for their involvement.
- _____ 12. Post-selection requirements. (Public hearings, etc.)
Date

4.4 PRELIMINARY SCOPE OF THE WORK

(The development of a scope of work for each project should include the following information in general terms, and should be limited to one page.)

Owner _____

Project Name _____

Project Location _____

Contact Person _____

Identification and involvement of groups (Example: Boards, committees, citizen's groups, etc.):

Description of studies, surveys, and preliminary feasibility work relevant to project, and useful and available to firms that will be shortlisted.

Requirements for further feasibility planning before development of plans or design work.

Project outline and general anticipated requirements. *(Example: demolition, renovation, new construction, land use, environmental, waste management, etc.)*

ANTICIPATED TIME FRAME:

Projected Start: _____ Planned Finish: _____

Approval process/involvement of groups.

OTHER REQUIREMENTS:

Referendums, public hearings, etc.

4.5 MEMO – FOR FIRMS THAT SUBMITTED LETTERS/STATEMENTS OF QUALIFICATION – NOT SELECTED FOR INTERVIEW

TO: *(List firms in alphabetical order.) (All firms not asked to interview or tour facilities.)*

FROM: _____
Owner

Individual

Title

Address

RE: STATUS OF SELECTION PROCESS

Project

The _____
Name of committee or group

expresses its appreciation to you and your firm for submitting your Letters of Qualification.

After careful consideration of all firms that submitted qualifications, the _____
Committee board or staff unit

decided to interview the following firms:

(List firms in alphabetical order)

- 1.
- 2.
- 3.
- 4.
- 5.

Although your firm was not selected for an interview, we appreciate your interest in our project, and the resources spent on the preparation of your proposal.

4.6 MEMO TO SHORTLISTED FIRMS TO BE INTERVIEWED/TOUR OF FACILITIES/AND CRITERIA

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual

Title

Project

RE: INTERVIEW SCHEDULE AND REQUIREMENTS

The firms listed above have been shortlisted and will be interviewed for the professional design services related to the work necessary to implement this project. *(Specify study, design, other)*

ATTACHED TO THIS MEMO ARE THE FOLLOWING:

1. An Interview Score Sheet, which will be used by the _____
Interviewing group or individual during the interview session.
 2. Evaluation form, which the person in charge will use to compile evaluation scores.
 3. Copies of _____
Name of studies or report
- compiled by _____, for your information and review.
Name of group

Each firm will be allowed 45 minutes to present qualifications and to answer questions. The interviewers will schedule 15 minutes between interviews for informal discussion of information presented during the preceding interview. At the completion of the interviews, the interviewers will rank the firms interviewed in accordance with their determination of which firm is most competent and compatible to do the work. The firm deemed to be most qualified will then enter into negotiations for a contract to provide the necessary design services. If contract terms cannot be reached, the firm ranked second will be invited in for contract negotiations.

Interviews will be held on _____
Date

The location is _____
Name of building

Address

FORM CONTINUED....

The order and time of interviews is:

Firm A _____Time

Firm B _____Time

Firm C _____Time

Firm D _____Time

Firm E _____Time

A briefing and tour of the site and/or facility will be arranged for_____. Please have your firm's representative make arrangements to be present.

4.7 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner _____ Project _____

(Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING	X	WEIGHT	=	TOTAL
1. Related project experience	_____	X	_____	=	_____
2. Firm’s ability and capacity to perform the work					
» Key personnel assigned to this project	_____	X	_____	=	_____
3. Grasp of the project requirements					
» Studies					
» Design					
» Other	_____	X	_____	=	_____
4. Method to be used to fulfill the required services, including design phase	_____	X	_____	=	_____
5. Management approach for technical requirements. Examples:					
» Cost Controls					
» Design and construction phase involvement	_____	X	_____	=	_____
6. Use of consultants that may work on the project					
» Discuss in-house resources					
» Outside sources	_____	X	_____	=	_____
7. Time schedule planned for this project					
» Availability	_____	X	_____	=	_____
8. Firm’s experience and methods used for:					
» Budgeting and financial controls					
» Determining fee and compensation	_____	X	_____	=	_____
GRAND TOTAL				=	_____

INSTRUCTION FOR THE INTERVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under “Rating”. At the completion of the interview, multiplying the rating by the pre-determined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

4.8 GROUP INTERVIEW PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

INTERVIEWER 1					
INTERVIEWER 2					
INTERVIEWER 3					
INTERVIEWER 4					
INTERVIEWER 5					

GRAND TOTALS					

4.9 MEMO TO SHORTLISTED FIRMS WHEN TECHNICAL PROPOSAL IS REQUESTED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual Title

Project

RE: TECHNICAL PROPOSAL REQUEST

The firms listed above have been shortlisted. Technical proposals are requested for professional design services related to the work necessary to implement this project. (Specify study, design or other)

ATTACHED ARE:

1. A Technical Proposal Score Sheet, which will be used by the _____
Review group or individual
2. Evaluation form, for use of the person in charge, to compile the evaluation scores.
3. Copies of _____
Name of studies or reports

compiled by _____, for your information and review.
Name of group

Technical proposals are due on _____ at _____, and should be addressed to:
Date Time

_____ copies are to be submitted.

A briefing and tour of the site and/or facility will be arranged for _____
Date

Please have your firm's representative make arrangements to be present.

Owner _____ Project _____

4.10 TECHNICAL PROPOSALS SHOULD ADDRESS THE FOLLOWING ISSUES.

CATEGORIES	RATING	X	WEIGHT	=	TOTAL
1. Related project experience	_____	X	_____	=	_____
2. Firm’s ability and capacity to perform the work					
» Key personnel assigned to this project					
» Responsible officer	_____	X	_____	=	_____
3. Issues of special concern	_____	X	_____	=	_____
4. Technical approach to work	_____	X	_____	=	_____
5. Management approach for technical requirements.					
Examples:					
» Cost Controls					
» Design and construction phase involvement	_____	X	_____	=	_____
6. Use of consultants that may work on the project					
» In-house resources					
» Outside sources	_____	X	_____	=	_____
7. Time schedule planned for this project					
» Availability	_____	X	_____	=	_____
8. Firm’s experience and methods used for:					
» Budgeting and financial controls					
» Determining fee and compensation	_____	X	_____	=	_____
			GRAND TOTAL	=	_____

INSTRUCTIONS FOR THE REVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being the highest, in each of the eight categories. Enter the number under “Rating”. At the completion of the review, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the grand total. The person in charge will combine all of the totals for those participating. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighed at 10 and the firm received the maximum 5 rating on each category.

4.11 GROUP TECHNICAL PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews, to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the interview score sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

	FIRM A	FIRM B	FIRM C	FIRM D	FIRM E
INTERVIEWER 1					
INTERVIEWER 2					
INTERVIEWER 3					
INTERVIEWER 4					
INTERVIEWER 5					

GRAND TOTALS					

Divide group totals by 400 for a composite score to determine the most qualified firm. *(Based on eight categories.)*

4.12 MEMO FOR ALL PROFESSIONAL DESIGN FIRMS THAT WERE INTERVIEWED

TO: *(List professional design firms in alphabetical order)*

FROM: _____
Owner

Individual Title

(Address)

RE: STATUS OF SELECTION PROCESS

Project Name

The _____ has completed the selection process for
Owner

Professional services for the above named project.

It has been our objective to select the most qualified firm to perform this service. The results of the

_____ decision, ranks the firms interviewed in the following order:
Interviewers

Firm #1 _____
Name

Firm #2 _____
Name

Firm #3 _____
Name

Firm #4 _____
Name

Firm #5 _____
Name

We have now entered into contract discussions and negotiations with _____
Firm #1

The _____ express their appreciation for your time,
Interviewers

effort and interest on our behalf.

4.13 THE REFERENCE CHECK

Owner _____ Project Description _____

Professional Design Firm _____ on which the reference check is being conducted.

REFERENCE INFORMATION:

Owner _____ Project Referenced _____

Address _____ Person Contacted _____

Phone _____

(Based on references provided in firm's Letters of Qualification or through networking with other owners who have worked with the firm.)

	5	4	3	2	1
SAMPLE QUESTIONS ASKED	EXE.	GOOD	AVG.	FAIR	POOR
1. What is you project?					
2. When was it completed?					
3. Did the firm above do the work?					
4. What did they do for you? Design work, studies, construction, coordination, other (specify) _____					
5. Who was the staff person assigned to work with you on this project? _____ Were you satisfied with his/her work? _____					
6. Was the project started at schedule?					
7. Was the project completed as planned?					
8. Were the budget, cost control, and financial administration within the planned controls and limitations?					
9. Did the firm and (you) the owner work well as a team as it related to the project?					
10. Did the firms personnel work well with the committee/ boards and staff on all the project's specific requirements?					
11. What is your overall evaluation of the firm based on your experience?					

GRAND TOTAL _____

Multiply number of questions by 5 for maximum score as appropriate. Add each firm's score following the reference check, and then transfer to the Letters of Qualification Evaluation Form as a line item on that firm's evaluation sheet.

4.14 LETTERS OF QUALIFICATION EVALUATION

To the following model, you should add or delete questions as appropriate for your specific situation. It is suggested that the weights and values assigned be on the same scale as those used for interviewing shortlisted firms which you will do later.

Highest numbers: most value / Rating columns: 1-5 points / Weight columns; 1-10, depending on importance to the project.

A form at the bottom of this page is provided for the person in charge of the review group to use, to summarize the results of the process, to narrow the number of firms that submitted qualifications down to the number desired for a shortlist (firms to be interviewed).

QUALIFICATIONS EVALUATION

Owner _____
 Contact Person _____
 Project Description _____
 Professional Design Firm _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Contact Person _____

	RATING	X	WEIGHT	=	TOTAL
1) Firm's history and resource capability to perform required services	_____	X	_____	=	_____
2) Evaluation of assigned personnel	_____	X	_____	=	_____
3) Related experience (as appropriate)	_____	X	_____	=	_____
» Design Services					
» Construction Coordination					
» Demolition					
» Studies					
» Other _____	_____	X	_____	=	_____
4) Budget, cost controls experience, and results	_____	X	_____	=	_____
5) Familiarity with local area—geography and facilities	_____	X	_____	=	_____
6) Ability to relate project requirements	_____	X	_____	=	_____
7) Analysis of subjective statements (one page) applicable to the project as required on the RFQ	_____	X	_____	=	_____
8) Reference check (evaluation transfer from reference check form)	_____	X	_____	=	_____
	GRAND TOTAL _____				

FORM CONTINUED...

Name of Reviewer _____

QUALIFICATIONS EVALUATION SUMMARY

(To be used by the Review Group person in charge, to compile the evaluation results of all Letters of Qualification submitted. Note: Enter the Grand Total for each firm’s qualifications (from the respective evaluation sheets for comparative purposes) to select three to five most qualified firms to be interviewed.)

FIRMS	1	2	3	4	5	6	7	8	9	10
REVIEWER 1										
REVIEWER 2										
REVIEWER 3										
REVIEWER ____										
REVIEWER ____										
REVIEWER ____										

Divide the totals by the maximum composite score possible. Rating X Maximum weight. Example: 8 questions X 5 rating = 40 X 10 weight = maximum points. List the top-ranked firm as the short-listed firms to be interviewed.

4.15 OPTIONAL FORM

To: _____
Interviewing Group

Owner: _____

INTERVIEW SCORE SHEET

ISSUE	POSSIBLE POINTS	POINTS AWARDED
1. Similar project experience		10
2. Discussion of the firm's capacity to perform the work		10
3. A discussion of the firm's understanding of the project needs		20
4. Discussion of the methods the firm proposes to use in providing the required services.		10
5. A discussion of consultants that may be working with the firm on the project.		10
6. Discussion of how the firm will handle the planning, design and construction phases of the project. Discuss design approach, construction cost controls, and involvement in the design and implantation phases of the work.		30
7. Discussion of time schedule the firm proposes to complete the necessary preliminary work, as well as a time schedule for the entire project.		10
Notes:		100

4.16 EXAMPLE – THE INTERVIEW: QUESTIONS AND SCORE SHEETS

Owner Hickory Valley Township Project Landfill Monitoring Wells
 (Firms invited to interview for the captioned project should be prepared to address the following issues during the course of their interview. Questions can be expanded on as appropriate.)

CATEGORIES	RATING X WEIGHT = TOTAL		
1. Related project experience	3	8	24
2. Firms ability and capacity to perform the work » Key personnel assigned to this project	5	8	40
3. Grasp of the project requirements » Studies » Design » Other	4	10	40
4. Method to be used to fulfill the required services, including design phase	4	8	32
5. Management approach for technical requirements examples: » Cost Controls » Design & construction phase involvement	3	7	21
6. Use of consultants that may work on the project » Discuss In-House Resources » Outside Resources	3	5	15
7. Time schedule planned for this project » Availability	5	5	25
8. Firms experience and methods used for: » Budgeting and financial controls » Determining fee and compensation	4	10	40
GRAND TOTAL			237

INSTRUCTIONS FOR THE INTERVIEWERS

During the interview, rate each firm on a scale of 1-5, with 5 being highest, in each of the eight categories. Enter the number under "Rating". At the completion of the interview, multiply the rating by the predetermined weight for each category, and enter the total. Add all totals to establish the Grand Total. The person in charge will combine all of the totals for those participating in the interview session. The preassigned weights are established with a maximum of 10 points for each category. A maximum of 400 points may be awarded, assuming all categories were weighted at 10, and the firm received the maximum 5 rating on each category.

INTERVIEWER: Mr. Hazelton

Firm: A

4.17 GROUP TECHNICAL PROPOSAL EVALUATION FORM

(For use by the person in charge of the interviews to compile all scores of professional design firms participating in the interview process.)

NOTE:

Enter the grand total for each firm, as recorded by each interviewer on the Interview Score Sheet. After all entries are made and totaled, divide the combined group total for each firm by 400 for the maximum possible score.

COMBINED GROUP TOTALS

INTERVIEWER 1	237	314	390		
INTERVIEWER 2	340	275	370		
INTERVIEWER 3	310	290	370		
INTERVIEWER 4	257	330	302		
INTERVIEWER 5	290	300	340		

GRAND TOTALS	1434	1509	1772		

Divide group totals by 400 for a composite score to determine the most qualified firm.

Blackhawk School District – Elementary School Addition

Firm C = 4.38

Firm B = 3.77

Firm A = 3.58