
SELECTION PROCESS: ARCHITECT / DESIGN CONSULTANT

Purpose

To identify those steps to be taken in the selection of either architectural firms and/or design consultants for the preparation of plans and specifications for District projects and/or for the other similar technical and professional services such as master planning, engineering studies, investigations, etc. Selection of an architectural firm or design consultant will be based upon the professional qualifications necessary for the satisfactory performance of the services required, subject to the following considerations:

- Specialized experience in the required field
- Capacity to accomplish the work within the established schedule
- Quality of performance on past school projects
- Volume of work currently in progress
- Participation of Disadvantaged/Minority/Women Business Enterprises
- Qualifications of key personnel assigned to project

“Statement of Qualifications” (SOQ) Process

- 1) The “Statement of Qualifications” (SOQs) instructions and forms are available on this website, directly below the link to this document.
- 2) If submitting your SOQ and have questions please call the Manager of Design & Construction at 612-668-0274. There is no deadline for submitting your SOQ.
 - (a) Requests for SOQ forms and instructions are to be addressed to the Manager of Design & Construction.
 - (b) Completed SOQs are to be addressed to the Manager of Design & Construction.
- 3) Each firm’s SOQ will be limited to twenty (20), single-faced pages of the following information:
 - General description and history of the firm
 - A listing of key personnel and a description of their qualifications and experience
 - A listing of past major projects and a description of recent typical projects
 - Description of the firm’s capabilities, including in-house engineering
 - A statement of the reasons they believe they are the best qualified for either one school project and/or multiple bid packages at multiple facilities
 - A statement of which categories (discipline/specialty, project type and project size [dollar value]) of design and/or engineering for which they want to be considered.



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“Statement of Qualifications” (SOQ) Process - continued

- 4) The Facilities Department’s Qualification Committee evaluates each SOQ based on the “Evaluation Matrix” for architectural firm and/or design consultants.
 - (a) The Evaluation Matrix lists the selection criteria and assigns a rated importance to each. The Evaluation Matrix is also a helpful reference when debriefing unsuccessful firms.
 - (b) The Facilities Department Qualification Committee is comprised of:
 - Manager, Design and Construction
 - District Operations Specialist, Diversity
 - Manager, Environmental Health and Safety
 - Construction Coordinators, Design & Construction
 - Other persons as deemed appropriate
- 5) The Facilities Department maintains a database and/or file on the evaluated firms. The Facilities staff will classify the firms by:
 - Discipline and/or specialty: architectural, mechanical, electrical, civil, etc.
 - Typical project type: new, addition, renovation, etc.
 - Typical project size (total project budget):
 - \$50K - \$1M
 - \$1M - \$5M
 - \$5M - \$10M
 - \$10M - \$20M
 - \$20M+
- 6) The Facilities Department Qualification Committee will select from the pool of evaluated candidates a firm that meets the professional services needed for a particular project. The Manager, Design and Construction, negotiates a contract with the firm. The Manager, Design and Construction, then forwards a recommendation for approval of the contract.

For projects greater than \$20,000,000 the District uses the “Request for Proposal” process outlined below.

“Request for Proposals” (RFPs) Process for projects greater than \$20,000,000

- 1) The Facilities Department identifies upcoming projects or bid packages greater than \$20,000,000 that are generally similar in their preliminary scope of work, estimated budget and activities schedule. The Facilities Department Qualification Committee reviews the SOQs and selects a number of evaluated firms to be invited to submit RFPs for the projects based on their qualifications regarding scopes, budgets and schedules of projects.

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“Request for Proposals” (RFPs) Process for projects greater than \$20,000,000 – continued

- 2) The Manager, Design and Construction, sends a Request for Proposal (RFP) to the evaluated potential firms. The District’s RFP should include as much information as possible about the proposed project and the scope of services desired. In addition to the general background information found in a SOQ, a response to the RFP should provide more specific detailed information including:
 - The proposed key project personnel, their qualifications, experience and references, and a project staffing plan
 - A list of recent projects (especially those of a similar nature) with type, size, budget and schedule information
 - For recent projects, a list of references (with telephone and address) including owner, sub-consultants, project or construction manager, and contractor
 - A list of the firm’s current projects and how the proposed project fits into the firm’s workload and schedule
 - Description of the firm’s services as related to the requirements of the project, including in-house quality control
 - Description of any unique techniques and approaches being considered for the project
- 3) The District’s Slating Committee, commissioned by the Manager, Design and Construction, evaluates the proposals using the “Architect/Design Consultant Evaluation Matrix” and selects the successful firms for this round of projects. The Slating Committee’s chairperson will formally report the committee’s proceedings and the member’s evaluation of the proposals to the Manager, Design and Construction.
- 4) The Manager of Design and Construction sends a letter notifying each successful firm of the interview schedule. A copy of the letter will be forwarded to the Manager of Purchasing.
 - a. The Manager of Design and Construction also sends a letter notifying each of the unsuccessful yet qualified firms that they may be included in the next round of projects generally similar in preliminary scope of work, estimated budget and activities schedule. These unsuccessful but qualified firms may also be chosen by the Facilities Department to provide professional services when the urgent or “emergency” nature of the project does not allow sufficient time for the normal selection process.
- 5) The Facilities Department staff checks each successful firm’s references by either letter or by telephone interview.
- 6) When possible, the staff should visit a recent project of each of the successful firms.

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Interviews and selection(s) of architectural/engineering firms for projects greater than \$20,000,000

- 1) An Architect Selection Committee, commissioned by the Manager of Design and Construction and separate from the Slating Committee, conducts interviews with the firms and evaluates them based on the Architect Evaluation Matrix.
- 2) Each firm's key personnel to be assigned to the proposed project must be present for the interview. Each firm should give a formal presentation (20 minutes) on the firm's capabilities, followed by questions and answers (20 minutes).
- 3) At the conclusion of the interviews, the Architect Selection Committee confers and each committee member's total score for each firm is compiled and the total composite calculated. The committee further discusses the firms, selects the finalist and identifies the project to which they will be assigned. The interview should focus on six factors:
 - Technical qualifications and in-house resources
 - Experience with similar projects
 - Organization for project
 - Availability of key personnel
 - Affirmative action program
 - Special or unique qualification(s) and/or experience
- 4) The Architect Selection Committee's chairperson forwards a report with the committee's recommendations, identifying the selected firm(s) and their assigned project(s), to the Manager, Design and Construction. A copy of each completed Evaluation Matrix is incorporated into the project record file.
- 5) The Manager of Design and Construction negotiates a contract with the firm.
- 6) The Manager of Design and Construction then forwards a recommendation for approval of the contract.