

What to do first?



PLANNING

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Preliminary Scope of Services



The preliminary scope of services provides a description of your project needs and goals. A properly defined and clearly communicated scope of services saves time, money and effort for both you and the Architecture/Engineering (A/E) firms. Given the appropriate information, firms can tailor their statements of qualifications directly to your project's requirements, providing you with a more uniform basis for your evaluation.

- 1) *Village of Ashville* *Construction of Water Processing Facility*
owner/client *project*
- 2) *140 Park Street, Ashville, Ohio 43103*
Location
- 3) *Franklin Christman, Village Administrator and James Welsh, Chief of Water Operations*
owner/client's representative



Limit contact to one person and include mailing address, telephone number, fax number, and email address as appropriate.

- 4) Other involved groups (e.g., boards, committees, or citizens groups).
Village Council Utility Committee:
 Roger Clark
 David Rainey
 Steve Welsh
Engineer: Chris Tebbe
- 5) Description of available and relevant studies, surveys, and preliminary feasibility of work.
- 6) Project description: intended size, function, capacity, and general requirements (e.g., preliminary design/studies demolition, renovation, new construction, waste management, energy, land use and site selection considerations).
- 7) Timeline:
Award of A/E contract _____
Commencement of design work _____
Beginning of construction _____
Planned project completion date _____
- 8) Description of A/E selection process.
- 9) Other requirements (e.g., bond issues, grants, loans, public hearings).




Schedule of Activities



To keep your selection process running smoothly, set a schedule. An established time frame prevents misunderstandings and last-minute surprises that could delay the selection process.

The following schedule has been established by: Village of Ashville
owner

for Construction of a Water Processing Facility
project

Date	Description
	Develop a preliminary scope of services and project description.
	Identify a selection committee.
	 A good selection committee mix includes individuals who are decision makers, have technical experience, and at least one board/council member. Provide all selection committee members with a copy of the QBS Manual.
	Identify interested and potential firms.
	Mail requests for Statements of Qualifications (SOQs).
	SOQ due date.
	 Allow a minimum of two weeks for firms to submit their responses.
	Review references and develop a short-list of firms to interview.
	Notify short-listed firms of the pre-interview tour date, the interview date and the interview criteria.
	Notify all other firms of short-listed firms and thank them for their time and interest.
	Tour facility/site at _____ at _____. <i>time</i> <i>location</i>
	 Schedule tours at least 10 days before the interview date to allow for preparation.
	Interview short-listed firms.
	Review SOQs and interview notes. Rank firms.
	Notify all firms interviewed of the results and express appreciation for their involvement.
	Negotiate and execute a contract with the selected firm.
	Arrange for any post-selection requirements, such as public hearings.

Qualifications Evaluation Criteria



General suggestions:

- Document all selection proceedings in the event questions arise.
- Establish a policy that you will not consider SOQs submitted after the deadline.
- Check references before you meet to determine your short-list. If possible, check references other than those suggested by the firm. (See page 13, Reference Check Form.)
- A short-list of three firms is usually sufficient.

Construction of a Water Processing Facility

project

firm



The criteria below represent general criteria for rating firms. Add to this list, depending on project needs (e.g. environmental experience if the project has extraordinary environmental concerns). Weight each category if certain categories are more important to the project than others by adjusting the Best Possible Rating for each criteria.

Qualifications Evaluation Form		
Criteria	Best Possible Rating	Rating
1) Project interest & understanding		
2) Firm's history		
3) Firm's ability & experience		
4) Personnel assigned to project		
5) Related project experience		
6) Reference check (Reference Check Form pg. 13)		
Total		

Request for Statement of Qualifications



Once you have formulated your project's scope, invite potential firms to submit their Statements of Qualifications (SOQs). When requesting SOQs, remember that firms' responses can be lengthy and will require careful review. Keep this in mind when deciding how many firms you will contact. You can find potential firms by contacting facility owners who have completed projects similar to yours. State professional associations representing architects, engineers and landscape architects also publish member directories or on-line membership listings. Allow at least 14 days for firms to submit their SOQ.

TO: _____
list, in alphabetical order, all firms

FROM: _____
owner/client

owner/client representative

RE: Request for Statement of Qualifications
Your firm is invited to submit a Statement of Qualifications to become eligible for an interview for A/E services for

Construction of Water Processing Facility
project

Village of Ashville
owner

Attached to this memo are the following:

- 1) A list of information and materials that you should include with your Statement of Qualifications.

See following page.

- 2) A Preliminary Scope of Services.

See page 6.

- 3) A Schedule of Activities for the selection process.

See page 7.

We will arrange a tour of the facility/site, if appropriate, for firms selected for an interview.

Forward your Statement of Qualifications to:

Village of Ashville

Name

200 East Station Street, Ashville, Ohio 43103

address

The deadline for submission is: _____ on _____
time date

Qualifications Evaluation Criteria

Statement of Qualifications Information and Materials

- 1) Firm name, address, telephone number and contact person.
- 2) A **one-page statement** of interest and qualifications for this project.
- 3) A **brief** (maximum two-page) project understanding description. Include any concerns regarding permits, schedule, site, etc.
- 4) Discussion of firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, including project management skills and methodology to monitor project budgets.
- 5) Key personnel proposed as project team members, including detailed resumes. Clearly identify subconsultants, if proposed, with similar information.
- 6) Examples of specific knowledge, expertise and project management experience related to this type of project.
- 7) Descriptions of recent and related projects completed by the firm.
- 8) References of other owners for which the firm has provided similar professional services. Reference information **must** include:
 - a) name of owner
 - b) project name
 - c) brief description of firm's involvement
 - d) contact person
 - e) address
 - f) telephone number
 - g) firm's key personnel assigned to the referenced project

Reference Check Form

References checked for

name of professional design firm

owner

address

project referenced

phone

person contacted

What was your project? _____

When was it completed? _____

What did the firm do for you (e.g. design work, construction phase services, project budget, studies, other)?

Who was the staff person assigned to the project?

Rate the following:	Rating 1-5 (5=highest)	Comments
Quality of key personnel		
Timeliness		
Budget control		
Communication		
Creativity		
Total		



Other project-specific rating factors may be added by the selection committee.

Short-List Highest Qualified A/E Firms



To finalize your short-list, rank the firms' SOQs and select the top firms for your short-list. A short list of three firms is usually sufficient. Notify all firms of your decision.

- 1) **Notify the firms that you have selected for your short-list.** Your project's size and complexity will determine whether you will conduct subsequent interviews in person or by telephone. If you decide to interview in person, the short-listed firms will need the following information:
 - The date, place and time of the interviews.
 - The date of the tour(s), when appropriate, of the facility/site.
 - A list of the project issues, the interview criteria and an explanation of the scoring and selection process.
 - List any feasibility studies, project program or other background information that will be made available to all short-listed firms.
 - A sample memo you may send to short-listed firms is on page 15.
- 2) **Notify the firms you did not select for further consideration.** The A/E firms devote considerable time and expense in preparing their SOQs and deserve recognition for their efforts. Personal contacts will help to preserve good relations with the firms you have not selected. A sample memo thanking participating firms for their interest is on page 17.