

ADDENDUM No. 3

December 4, 2014

ADDENDUM TO: Project Design & Drawing Review Consultant

RFQ NUMBER: 14-02

RFQ DUE DATE: Monday, December 8, 2014 at 3:00pm

TO PROPOSER: This addendum is an integral part of the RFQ file under consideration by you as a Proposer in connection with the subject matter identified above. For the purpose of clarification the following additions, changes, modifications and replacements noted below have been made to the RFQ and have been made to the RFQ file which bears the above title.

RFQs submitted shall conform to these additions and modifications noted herein and including all issued addendums.

QUESTIONS/RESPONSES/REVISIONS

Please review the attached documents

Note: To qualify your proposal, of which this addendum becomes a part, this form must be completed and returned to this office with the proposal.

Date: _____

Authorized Signature of Company Representative

Printed Name of Company Representative

Company: _____

Address: _____

Telephone: _____

Contact's Email: _____

End of Addendum #3

**ADDENDUM #3 to
Project Design Document Review and Construction Observation Services
RFQ # 14-02
RESPONSES TO QUESTIONS AND ADDITIONAL INFORMATION
December 3, 2014**

1. The following clarifications are made in response to questions received during the presubmittal meeting and afterward:

We would like to reinforce that the standards and procedures for the selection process are as set forward in the RFQ, and FS 287.055, Florida Statutes

William Henry, Rolf Jensen Associates

1. TSA does not have a policy in place for Joint Ventures, and has no separate scoring procedure established for joint ventures. Joint ventures will be treated as a team.
2. The head of the team is required to be a registered design professional.
3. Firms may present as relevant experience projects that involve elements typically found in large public assembly spaces and should provide a statement supporting how they feel the experience relates.
4. If head of the team has more than one office and plans to incorporate staff from more than one office, the percentage of work being done by each office shall be indicated in item 2. Workload and staff shall be broken down in corresponding percentage by each office and totaled.

Joe Robinson, RHC and Associates

5. Sign up sheet from this meeting will be made available afterward and on the TSA website.
6. The selection process is based only on qualifications; fee is not discussed until after an intent to award an agreement is declared.
7. PQS form has been amended to include Work in Progress and work previously done in the past 5 years for TSA projects.
8. Any use of the term "BID" in reference to this process is acknowledged to be in error. Whenever the term BID was used the intent was to use the term RFQ.
9. TSA is not governed by Chapter 120, Administrative Procedures Act.
10. The next TSA Board meeting will be held December 18, 2014 at Raymond James Stadium.
11. The documentation of questions and answers to be distributed after the 3:00 Wednesday deadline for questions.

Frank Anderson, AECOM

12. SBE's will also get credit on the same scale as the evaluation of MBE's. The same criteria on the letter of commitment and the copies of certificates will apply.
13. We don't know yet what format the drawings will be.

Keith Greminger, Kimley-Horn

14. Only the head firm of the team is required to fill out a PQS form.
15. The consultants list may be expanded to include other disciplines.

Chip Hayward, Rachael Wallace, Michael Baker International

16. The points awarded for SBE credit will be the same range used for MBE.
17. The team should include a Landscape discipline, but no geotech or survey.
18. Include only information that applies to the branch office that will be performing the work, if your firm has more than one office.
19. The letter of intent to be included for the SMBE is meant to assure that you will follow through on the percentage of participation as indicated. It is the percentage of participation that determines if and how many bonus points are earned.
20. If more than one SMBE is used, the points will be based on the total of all percentages combined.

21. FDOT, Hillsborough County, or adjacent counties allowing certification by reciprocity will earn bonus points.
22. There are no local preferences being considered for this RFQ.
23. A copy of Professional Liability Insurance with the submittal is optional but it will count toward the total page count if included.
24. The submittal shall include one original and 5 copies.
25. All forms of document binding are acceptable.
26. Either landscape or portrait page orientation is acceptable.
27. Only a copy of the professional license for the lead team (applicant) is required with the RFQ. Only resumes of key members are requested. The form also includes a box to designate their registration status as a design professional.

John Gregory, Conley Group

28. The submittal deadline cannot be extended at this time.
29. The drawings being reviewed may be in any phase of design or construction for each project.
30. The scoring for location will take into consideration the ability of the firm to respond to issues in a timely manner and be available to provide services promptly.
31. We do not anticipate that scope of any projects will include building envelope elements.

Cyndee Dornblaser, Dornblaser Marketing Services

32. We do not know yet how the procurement process for construction services will be handled.

Mandy Weitknecht, HOK

33. No design services will be required.
34. It is anticipated that the term of services may last as long as three years but may be extended if necessary; workload will not likely be evenly distributed.

Bryan Lawson, KCI Technologies

The evaluation score range of 1-3 for Workload will be corrected in the directions and on the schedules.

2. The attached revisions to RFQ #14-02 are effective immediately. Applicants are to comply with the revised instructions and requirements therein. The revised Project Fact sheet and the revised PQS Form pages 1-8, shall supersede the previous versions as distributed in the presubmittal meeting. Likewise the revised Evaluation Instructions and Schedules A, B, and C shall supercede those same documents distributed in the presubmittal meeting. The revisions made to these documents are highlighted in red typeface.

REQUEST FOR PROFESSIONAL SERVICES
PROJECT FACT SHEET

**PROJECT DESIGN DOCUMENT REVIEW AND CONSTRUCTION OBSERVATION
SERVICES, RAYMOND JAMES STADIUM, TAMPA FLORIDA**

RFQ# 14-02

Introduction

The Tampa Sports Authority is accepting statements of qualifications and performance data from professional architectural/engineering consultant teams for services associated with the review of design documents for a proposed capital improvement and repair project at Raymond James Stadium in Tampa, Florida. These services may be expanded as needed to other miscellaneous services as well as certain designated construction observation services related to the project. The stadium is a publically owned football stadium constructed in 1998 with a capacity of 65,890 seats. It is the home of the NFL Tampa Bay Buccaneers and the University of South Florida Bulls. The Tampa Sports Authority office is located at Raymond James Stadium, 4201 North Dale Mabry Highway, Tampa, Florida 33607. It is estimated that the total construction cost of the project will exceed twenty million dollars (\$20,000,000.00). The total scope is currently unknown.

Description of Services

1. Review of Design Documents and Specifications

Services required include the review of design documents for the project that have been prepared by a third party consultant serving as Architect/Engineer of record for the Tampa Bay Buccaneers. The purpose of this review is to provide documented comments to the Authority relating but not limited to, design concerns, constructability issues, specified products and materials, schedule and subsequent effect of project on stadium operations, maintenance, utility usage, safety, and current stadium capacities. The selected team shall work closely with Authority staff in providing timely submittals, response, and follow through.

Authority staff will be available to offer assistance that may be needed by the selected team in order to have all required relevant information for decision making. The scope of the project may vary and the review will require the comprehensive expertise of all architectural and engineering disciplines, including sound, video, multi-media, telecommunications and broadcast. The review will also need to recognize that the stadium must remain in operation throughout construction and that certain projects may require coordination with stadium events.

There will be limited time in which to conduct these reviews and the proposed team must be prepared to engage in negotiations immediately upon notification of selection. The selected team shall be staffed to commence these services within two weeks of the execution of an Agreement. The proposed project may have multiple components and thus may have multiple design and /or construction schedules. Therefore these services will be required on a continuing basis as needed over the term of the project which may extend over a period of three years unless extended by mutual agreement. Please note that this RFQ is for comprehensive services as outlined and will result in one Agreement to be awarded to one team who will

act as the lead to a team in providing and coordinating all disciplines required for a thorough review of the documents.

2. Construction Observation Services

Should the proposed project proceed to the construction phase, the selected team may be required to provide certain designated construction observation and review services for the Authority. The purpose of these services is to act in the Authority's interests by providing specific feedback as the construction proceeds. These services may include, but will not be limited to, review of shop drawings and submittals, review of change orders or change directives, review of schedules, attendance at progress meetings and walk throughs, and assistance with punch list and closeout. These services may also require monitoring the possible coordination of multiple trades or contractors. The selected team will work closely with Authority staff regarding progress updates, implementing concerns, and follow through. Authority staff will be available to offer assistance that may be needed by the selected team in order to have all required relevant information for decision making. There may be a delay of several months following the review of the design documents and the commencement of construction and construction observation services.

3. Other Miscellaneous Services

During the course of this Agreement and/or after Substantial Completion, the Authority may determine the need for other types of services related to the design, construction, coordination and close out of the project. The scope and fees for those services will be negotiated and incorporated by Amendment.

Professional Liability Insurance

Professional Liability Insurance in the amount of \$1,000,000.00 is required.

Selection Criteria

Teams will be evaluated in the following areas: Capabilities, adequacy of personnel, past record and experience. In evaluating said criteria, the Authority shall consider such factors as the ability of the professional personnel, whether the firm is a certified MBE, WMBE, or SBE, past performance, willingness to meet time and budget requirements, location, recent, current and projected workloads and the volume of work previously awarded by the Authority in the past five years. The selected team shall have extensive experience in the design and construction of professional and collegiate sports facilities including knowledge and understanding of stadium and event operations, in addition to experience with other similar projects in large public assembly spaces. Such projects presented as examples of related experience shall have been completed within the past five years. As a part of the evaluation process, the Tampa Sports Authority may elect to contact the project owner or reference. Selected team shall submit only examples that the owner's representative has previously consented to discuss with Tampa Sports Authority if contacted.

Exempt Consultants

The following consultants will be exempt from applying as the lead team or from participating as a team member with another applicant:

Walter P. Moore – Structural Engineers

WJHW – A/V Engineers

ME Engineering – Mechanical and Electrical Engineers

Campo Engineering – Civil Engineering

S02 - Food Service Design

Anticipated schedule

Mandatory pre-submittal meeting @ TSA office	Monday, December 1, 2014 1:00 PM
Submittals due @ TSA office	Monday, December 8, 2014, 3:00 PM
Certification of qualified teams by TSA staff and ranking of at least top three	December 12, 2014
Oral team presentations/Final ranking of top 3 by selection committee, TSA office	December 19, 2014

(at least one team member from each of the proposed disciplines for each proposed team shall be present)

Proposed Selection committee

TBA, Tampa Sports Authority

TBA, Tampa Bay Buccaneers

TBA, Hillsborough County BOCC

(TSA reserves the right to change or alter the committee as it may see fit)

General Information

All applicants will be notified in writing of the results of the shortlist ranking and the intent to award contract. The results will also be posted at the Tampa Sports Authority website @ www.tampasportsauthority.com.

After the interviews, the selection committee will make a recommendation to the Tampa Sports Authority Board. Upon final ranking by the full Board, TSA will negotiate the fee with the selected team in accordance with Section 287.055 Florida Statutes

Procurement Procedure

The Tampa Sports Authority is a public agency of the State of Florida and the evaluation, interview and selection process shall comply with the "Consultants' Competitive Negotiations Act", Section 287.055 of the Florida Statutes.

Reservation of Rights

The Authority reserves the right not to proceed with the contract contemplated herein or with the project itself; to revise the scope of services and work, to cancel this solicitation; to reject any and all submittals and to reissue this solicitation at any time, including after ranking, selection or negotiations.

TAMPA SPORTS AUTHORITY
PROFESSIONAL QUALIFICATIONS STATEMENT

GENERAL INSTRUCTIONS

1. Please type. The entire proposal must be limited to 40 single sided 8 ½" x 11" pages (or 20 8 ½" x 11" pages printed front and back), including the PQS form pages 4 through 8, the letter of interest and any other information, excluding cover sheets and divider pages.
2. This instruction portion (pages 1 – 3) shall not be submitted.
3. The PQS form may be retyped and sections increased in size to accommodate additional information or pictures provided all requested information is included and in the order requested.

SPECIFIC INSTRUCTIONS

(Note: the numbers in the specific instructions below correspond to the numbered items on the PQS form (pages 4 through 8) Use additional sheets when necessary, following the format on the PQS form)

1. **PROJECT INFORMATION:** Enter the project name and RFQ number as it appears in the public advertisement.
2. **APPLICANT IDENTIFICATION:** Enter the legal name of the applicant, the address, the telephone number and other requested information. If the firm applying has multiple office locations, the applicant is considered to be the only office location where work will be done and whose address is provided in this section and shall be hereafter referred to as "applicant". Consider only the specific office branch listed in response to this section when completing all other sections of the PQS. Other branch offices are not to be considered when completing the other questions. Attach a copy of the applicant's current Professional License. If a corporation, include a copy of the corporate charter certificate from the Florida Department of State. If the applicant is an out of state corporation, enter the foreign qualification number and provide a copy of the Department of State certificate.
3. **SERVICES TO BE PROVIDED:** For the disciplines listed, note which are being provided as a part of Basic Services by entering the name of the firm providing the services. If services are to be provided by the applicant, so indicate. If a consultant is to provide the service, list the consultant's name and professional license number from the appropriate Florida Licensing Board in the space provided. Use names and license numbers of the firms as a whole rather than individuals in the firm. Enter the number of previous projects on which the applicant has worked with each listed consultant.
4. **MINORITY PARTICIPATION:** The Authority endeavors to meet the procurement goals of Chapter FS 287.09451, Florida Statutes. Participation of certified SMBE's (WMBE/DM/DWBE/SBE) is encouraged. Complete the information on 4c noting the proposed fee percentage of fee participation. Small Minority Business Enterprises certified either directly by Hillsborough County or by reciprocity will receive consideration for additional credit in rating the applications. Provisional Reciprocal Certification shall be granted to firms which are principally domiciled in the State of Florida and certified by other jurisdictions within the State or by other government jurisdictions within the state in which the SMBE business under consideration is a resident and doing business. When requesting bonus points, firms shall include with the PQS a current copy of the certifying governmental agency certification letter issued to the WMBE/DM/DWBE/SBE being utilized. Applicant shall also include a signed letter of commitment on company letterhead certifying that a minimum of the designated percentage of its ultimate fees will be subcontracted to WMBE/DM/DWBE/SBE(s), as identified in the letter. The letter must also include the RFQ number and project name. If more than one SMBE is being considered, provide all paperwork for each accordingly. The SMBEs must be certified at the time the PQS is submitted and their certificates shall not expire during the design period.

5. a **WORK IN PROGRESS:** List each project currently under contract, including contracts as a consultant to other firms. Work in progress currently and in the past 5 years with the Authority is listed in a separate column. If the applicant office is providing services for a contract held by a branch office include a representative proportion of the fee based on man-hour records. NOTE: for projects for which the fee is less than \$20,000.00, the entry may be consolidated onto one line (Example: 3 studies, 4 small projects Fee Remaining = \$84,000.00)
- For all projects, enter the total amount of fee remaining (unearned) including fees for additional services but excluding fees payable to consultants, in the "fees remaining" column.
- For projects under contract but on hold for a long or indefinite period of time, enter the amount of fee remaining as described in the ON HOLD column and provide a letter from the Owner verifying that the project is on hold. Typically projects on hold due to funding issues or projects awaiting approvals to proceed into the next phase are not considered to be on hold. Also include projects awarded to the applicant firm, but not yet under contract in this column with an estimated fee amount.
5. b **PROFESSIONAL AND TECHNICAL STAFF, excluding consultants:** Provide the number of permanent staff in each category and calculate the total. Exclude secretarial and marketing staff and any staff whose technical duties comprise less than 70% of their responsibilities. Only staff assigned to the office location identified in question 2 shall be included. If a staff member works part time or divides time worked between the applicant office and another branch, use the appropriate fraction. Provide the name, title, length of time with firm, and city of residence for each individual included in the Total Professional and Technical Staff on an attachment in the format provided.
5. c **FEE PER PERSON:** Complete the required calculation, using the total of the value of all work in progress .
6. **RELATED EXPERIENCE:** List up to ten projects of comparable type, size and complexity which were accomplished by the applicant identified in question 2. Do not list more than ten. Do not list any projects accomplished by another branch office unless an individual on the proposed team was involved in the project. Provide the requested information about each project. In the shaded areas, list the individual members of the team proposed for this project, including consultants who were involved on the listed project and their role in the project. A brief description may be provided to demonstrate the components of this project which are comparable to the proposed project.

For the column titled "Role in Project", enter the following:

- **"Principal"** if the project was accomplished by the applicant firm office location identified in response to question 2 (if the project was done by a branch office, refer to IE below)
- **"Consultant"** If the project was accomplished as a consultant to another firm
- **"IE" (individual experience)** if the project represents experience of an individual on the project team while working for another firm or another branch of the applicant's office. In such cases identify the individual by name and indicate what role was played in the project, i.e. project manager, principal-in-charge, project architect, etc)

Related experience of the applicant's consultant's may be provided as information on a separate sheet and clearly marked as "Experience of (name of consultant)". **No more than ten projects may be listed for all consultants combined.**

7. **PROPOSED PROJECT TEAM:** List by name the key members of the proposed team to be assigned to the project for both the applicant and the consultants. If categories are not applicable, so note. For "Other Key Members", insert their titles inside the parentheses. For all individuals listed, note whether or not they are registered, the discipline of the registration/certification/training and cities of residence. Attach resumes.

The team proposed on the PQS must be available to provide the services for the project. If the applicant discovers prior to an interview that any part of the team listed on the PQS (either individual, staff or consultants) will not be available, it must notify the selection committee immediately. The selection committee will determine if the change in team status affects their shortlist score and will advise

accordingly. Once awarded a contract, the applicant will not be permitted to alter its team without the Owner's approval.

8. **REFERENCES:** For projects listed in response to question 6, provide the project name, the Owner and the name and telephone number of the Owner's representative. Provide the estimated or actual completion date and construction cost. References for consultants may be requested at the option of the selection committee.
9. **SIGNATURE:** Sign and date the form. Type the name and title of the officer or principal of the firm who signs the form. **Forms must be signed. (NOTE: signature indicates that the information provided on the PQS form is accurate and in accordance with the PQS instructions (pages 1-3) Signature also indicates applicant profession that it has not been disqualified from applying for state work under suspension resulting from the conviction of any public entity crime as described in Section 287.133 FS. Information submitted is subject to the laws of crime as stated in Chapter 837, FS. Signature further denotes the applicant's agreement that if information contained in the PQS is found to be false, the applicant may be disqualified from applying for Tampa Sports Authority work for up to three years.)**

Requests for clarifications regarding the PQS form should be directed to Tampa Sports Authority to the attention of Judy Baker, Project Manager, at 813-350-6519 or Jabaker@tampasportsauthority.com.

**TAMPA SPORTS AUTHORITY
PROFESSIONAL QUALIFICATIONS STATEMENT**

1. PROJECT NUMBER _____ PROJECT NAME _____
2. APPLICANT NAME _____
- ADDRESS _____
- ZIP _____ EMAIL _____ PHONE _____ FAX _____
- FEDERAL ID NUMBER _____ PROFESSIONAL LICENSE NUMBER _____ FLA CORP CHARTER NUMBER _____

3. SERVICES TO BE PROVIDED	CONSULTANT NAME/REGISTRATION NUMBER, IF APPLICABLE	# OF PROJECTS W/ CONSULTANT
Architecture		
Mechanical Engineering		
Electrical Engineering		
Civil Engineering		
Audio Visual Consultant		
Cost Estimating		
(list additional disciplines if applicable)		

4. SMALL BUSINESS MINORITY PARTICIPATION – ONLY AS CERTIFIED BY HILLSBOROUGH COUNTY, DIRECTLY OR BY RECIPROCIITY

- a) Is the Applicant a certified small business or minority? _____ YES _____ NO
- b) Are any of the proposed consultants certified small business or minorities? _____ YES _____ NO
- c) If the response to 4b was "yes" complete the following:

Consultant's Name	% of Fee

TAMPA SPORTS AUTHORITY
PROFESSIONAL QUALIFICATIONS STATEMENT

5a. WORK IN PROGRESS				
PROJECTS, NON TSA	PROJECTS, TSA (from present to past 5 yrs)	Non TSA WORK on Hold (remaining fee)	TSA WORK on Hold (remaining fee)	Remaining Fee per Project
TOTAL				

5b. PROFESSIONAL AND TECHNICAL STAFF, EXCLUDING CONSULTANTS	
NUMBER	CATEGORY
	Registered Engineers/Architects
	Other Professional Staff
	Technical Staff
	CADD Operators
TOTAL PROFESSIONAL AND TECHNICAL STAFF	

5c. FEE PER PERSON	
Total fee (5a) divided by Total Staff (5b) non TSA	_____ / _____ = _____
Total fee (5a) divided by Total Staff (5b) TSA	_____ / _____ = _____

(Attach a listing of all permanent employees included in total in 5b using the following format)

Name	Title	Years w/Company	City of Residence

TAMPA SPORTS AUTHORITY
 PROFESSIONAL QUALIFICATIONS STATEMENT

6. RELATED EXPERIENCE (No more than 10 projects of comparable type, size, and complexity)					
In shaded areas for each listed project, list members of the proposed team who worked on that project and describe the extent of their involvement					
PROJECT	PUBLIC/PRIVATE CLIENT	COMPLETION DATE	LOCATION	CONSTRUCTION COST	ROLE IN PROJECT
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

TAMPA SPORTS AUTHORITY
 PROFESSIONAL QUALIFICATIONS STATEMENT

7. KEY MEMBERS OF PROPOSED TEAM BY NAME

7A. APPLICANT	ROLE	NAME	REGISTERED?	DISC OF REG/TRAINING	CITY OF RESIDENCE
	Principal-in-Charge				
	Project Manager				
	Project Engineer or Architect				
	Project Construction Administrator				
	Other Key Member				
	Other Key Member				

7b. CONSULTANTS	ROLE	NAME	REGISTERED?	DISC OF REG/TRAINING	CITY OF RESIDENCE
	Architecture*				
	Mechanical Engineering				
	Electrical Engineering				
	Structural Engineering				
	Other				
	Other				

*only for use when applicant is not an architectural firm

TAMPA SPORTS AUTHORITY
PROFESSIONAL QUALIFICATIONS STATEMENT

8. REFERENCES for each project listed in response to question 6, provide the following information				
PROJECT	OWNER	OWNER'S REP (name and phone number)	COMPLETION DATE	CONSTRUCTION COST
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				

9. I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION CONTAINED IN THIS PQS IS ACCURATE IN ACCORDANCE WITH THE PQS INSTRUCTIONS WHICH MAKE UP THE FIRST THREE PAGES OF THIS FORM. (Subject to Perjury Laws, Chapter 837, Florida Statutes) I understand that the provision of false information could be cause for my firm's disqualification from applying for other Tampa Sports Authority work for a period of up to three years.

Signature

Type Name and Title of Signer

Date

EVALUATIONS INSTRUCTIONS
(to be used by the selection committee only)

1. The following instructions should be followed for completing Selection Evaluation Form Schedule A – Data:

- a. **Work in Progress:** Work in Progress is calculated on the fees retained by the Applicant firm after payment to consultant firms divided into TSA work and non TSA work. Fees received by the Applicant firm in its capacity as a consultant to other firms are also included. The PQS instructs the Applicants to report the amount of fees remaining unearned for all active projects. (See PQS instructions for complete requirements) Verify that the Applicants’ calculations are correct and enter the appropriate data from PSQ form, column 5a on Schedule A.
- b. **Work on Hold:** Work substantiated as being “on hold” by a letter from the project Owner is identified but the Applicant does not include those projects in the “Work in Progress” calculations. If a letter from the Owner is not provided, the amount identified in the “On Hold” column is then included in the total of the active projects.
- c. **Professional and Technical Employees:** The number of staff reported by the Applicant from PQS column 5b is entered on Schedule A in the appropriate column. Verify that the number is substantiated by the attachment provided with the submittal and that only professional and technical staff are included.
- d. **Work in Progress per Person:** Enter this data from column 5c and confirm that the calculation is correct.
- e. **Location:** The actual highway distance of the Applicant’s office from the project is entered on Schedule A. The calculator used can be found at www.randmcnally.com/mileage-calculator.do The address of the office branch from which the work will be performed is used.
- f. **Small Minority Business Enterprise:** Enter the percentage of SMBE Participation provided in Item 4 of the PQS.

2. The following instructions should be followed for completing Selection Evaluation Form Schedule B – Analysis using the data entered on Schedule A:

- a. **Experience and Ability:** Based on the selection criteria and the information provided on the PQS forms, the committee reviews each Applicant’s relevant experience and qualifications. After the committee discusses the merits of each application, each committee member rates the applicants. Their individual scores are averaged and the composite score is entered on Schedule B, Experience and Ability. The range of scores assigned is 0-20.
- b. **SMBE credit:** Using the information on Schedule A, enter the appropriate score for the Applicant’s status as a Certified SMBE or for the percentage portion of the service to be subcontracted to a certified SMBE. The score range is 0-2. The score is based on the following:

< 5%	0
5% -14.9%	.5
15%-24.9%	1
25%- 99.9%	1.5
100%	2

- c. **Preliminary Total:** Only the top 10 Applicants receiving the greatest number of points when adding Experience and Ability and SMBE credits will be considered further.
- d. **Work in Progress:** Using the Work in Progress per Professional and Technical Employee ratios from 5c Schedule A, a rating from 1-3 is assigned based on the following table:

Work In Progress/Employee	Rating
0-\$51,000	3
\$51,001-90,000	2
>\$90,000	1

- e. **Location:** The distance of the Applicant's office from the project is rated within a range of 0-3. The committee takes into consideration the impact of distance on the ability to maintain adequate and proper communication in administering the required services and respond effectively to project issues in a timely manner. Committee will consider among other things, difference in time zones, readily available modes of transportation and the impact on travel time, the amount of on-site administration that may be required, project complexity, and location of other projects the Applicant may have in the same general area utilizing the same personnel.
 - f. **Development of Shortlist:** The committee then adds to the preliminary totals the ratings for Work In Progress and Location for the top ten Applicants. The committee may choose to interview 3-5 of the Applicants scoring the highest.
 - g. **Presentations and Interviews:** The committee will notify all Applicants in writing of the results of the evaluation and the shortlisted Applicants will be invited to present their proposal for the project in person to the committee.
3. **The criteria used to evaluate the Applicants' presentation shall be an average of each members score and documented on Schedule C –Interviews as follows:**
- a. **Understanding of the Program and Project Requirements:** The Applicants are evaluated on their understanding of the requirements and needs of the project as demonstrated by their project teams, including consultants. The applicants shall be rated on the completeness of their understanding of the factors which are unique to the project, including thoroughness demonstrated in analyzing and investigating the scope of the project and in preparing their interview. Score range is 0-20.
 - b. **Approach and Method:** The committee considers the Applicants and their consultants' approaches to the project and methods proposed for planning, designing, and administration of the project. The Applicants should identify by name the key personnel of the proposed teams. The Applicant should also identify those responsible in areas such as electrical engineering, structural design, mechanical engineering, and audio visual specialties, etc. Compensation for those consultants listed on the PQS will be considered a part of Basic Services when negotiating the fee. Score range is 0-20.
 - c. **Ability to Provide Service:** The committee will evaluate the Applicants ability to meet the Owner's schedule and to provide for special or unique requirements of the project including a projected timeline of activities through project completion. The Applicants will be asked to discuss their ability to fulfill each project requirement and to describe all other projects on which team members are currently involved. Results of the reference checks are considered in this category. Score is 0-20.
 - d. **Successful Applicant:** TSA will submit to its Board a request for approval to begin negotiations with the top ranked Applicant. Upon Board approval, negotiations will begin immediately. If an agreement cannot be met, negotiations will be terminated and TSA will enter into negotiations with the second ranked Applicant, etc.

SELECTION EVALUATION FORM SCHEDULE C - INTERVIEWS

Project Name		RFQ#	Constr Cost		Date	
Name of Interviewed Firm	Short List Total	Understanding of Project	Approach and Method	Ability to Provide Service	Final Total	Final Rank

<p>Selection Committee Signatures</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Rating Scale</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Outstanding</td> <td align="center">20</td> </tr> <tr> <td>Good</td> <td align="center">16</td> </tr> <tr> <td>Satisfactory</td> <td align="center">12</td> </tr> <tr> <td>Poor</td> <td align="center">8</td> </tr> <tr> <td>Unacceptable</td> <td align="center">4</td> </tr> </table>	Outstanding	20	Good	16	Satisfactory	12	Poor	8	Unacceptable	4
Outstanding	20										
Good	16										
Satisfactory	12										
Poor	8										
Unacceptable	4										