

<b>General Information</b>	
Project Name: _____	Project Number: _____ Date: _____
Committee Member : _____	Signature: _____

No.	Consultant Name	Consultant ID No.	M/WBE Firm (Y/N)	Firm Qualifications and Experience	Personnel Qualifications and Experience	Approach and Capability	Previous Experience with Work Scope Specific to the Project Scope	MWBE Utilization	References	Total Rating
				(20)	(20)	(20)	(20)	(10)	(10)	(100)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

**Instructions:** Each committee member rank each short listed firm according to the criteria defined on page two of this form.

**Definitions for Evaluation Criteria**

Below is a description of the factors that may be considered in the consultant evaluation. As determined by the Selection Committee additional items appropriate to specific projects may also be considered within the categories defined below in the assignment of a numerical score. The point value of each category cannot be changed.

**Firm Qualifications and Experience (20 Pts.)**

- i. The consultant's overall depth of professional staff relative to the specific project scope.
- ii. The consultant's experience on publicly bid work.
- iii. The consultant's responsiveness to client comments.
- iv. The consultant's experience in construction administration.
- v. The consultant's experience with applicable codes.
- vi. The consultant's ability to coordinate and document work of multiple trades.
- vii. The consultant's familiarity with the construction market.

**Personnel Qualifications and Experience (20 Pts.)**

- i. The specific background of potential consultant personnel in the context of the outlined project scope; professional experience; proposed extent of participation in the project.
- ii. The potential subconsultants of the prime in the context of the outlined project scope; formal reporting lines of team in proposed organization chart.
- iii. The overall design ability of potential consultant personnel (versus the nature and scope of the project.)

**Previous Experience with Work Specific to Project Scope (20 Pts.)**

- i. The consultant's previous experience on projects of similar size, scope and features as those required on this project.
- ii. The consultant's previous experience on campus contexts, standards and systems.
- iii. The consultant's familiarity with community requirements or other special requirements (i.e., SEQRA review).

**Approach & Capability (20 Pts.)**

- i. The consultant's proposed approach to the specific project scope.
- ii. The consultant's approach and demonstrated ability to adhere to the schedule; current and projected workload.
- iii. The consultant's approach and demonstrated ability to provide complete deliverables for each phase.

- iv. The consultant's approach and demonstrated ability to manage potential subconsultants.
- v. The consultant's approach and demonstrated ability to provide a good faith effort to provide opportunity to M/WBE firms.
- vi. The consultant's approach and demonstrated ability to provide design options for the project scope and ensure high quality, properly coordinated construction documents.
- vii. The consultant's approach and demonstrated ability to provide a constructible design using strategies that ensure campus expectations on users' needs and requirements for timeline, quality, cost and aesthetics will be met.
- viii. The consultant's approach and demonstrated ability to keep its cost estimate within the Project Budget.
- ix. The consultant's approach and demonstrated ability to work with SUNY's standard contract terms and directives.

**MWBE Utilization (10 Pts.)**

The consultant's approach and demonstrated ability to provide a good faith effort to provide opportunity to M/WBE firms.

- i. The consultant's inclusion of a Subconsultant Staffing List with its proposal that meets the MWBE participation goals set forth in the RFQ and which lists the names, addresses, amounts and scope of work to be performed by MWBEs.
- ii. The consultant's experience entering into partnerships, joint ventures, or other business arrangements with M/WBE businesses.
- iii. The consultant's experience completing partnerships, joint ventures, or other business arrangements with MWBE businesses on New York State Contracts.

**References (10 Pts.)**

- i. Feedback from consultant's clients on projects with similar scope of services. Utilize form CS-5 when contacting references.
- ii. Feedback from SUNY professionals for projects that the consultant has completed or is currently engaged in with SUNY.

**The maximum points represent an excellent rating in the respective category. Firms not receiving this rating for a category should receive a score for that category that is representative of their qualifications relative to that of the highest rated firm for that category. Ratings in each category must be assigned on their own merit and be independent of the ratings assigned for the other categories of the evaluation criteria.**