

General Information	
Project Name: _____	Project Number: _____ Date: _____
Campus Representative : _____	Signature: _____

No.	Backdrop Term Consultant Name	Consultant ID No.	M/WBE Firm (Y/N)	Experience with similar project	Personnel Qualifications and Experience	Project Approach and Capability	Ability to adhere to schedule	Management and Responsiveness	MWBE Utilization	Total Rating
				(20)	(20)	(20)	(20)	(10)	(10)	(100)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Instructions: Rank each Backdrop Term Consultant 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 an evaluation of consultants qualifications when awarding a project under a backdrop term contract. 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.

Provide a project notification & summary to all consultants on the backdrop term agreement. Give consultants the opportunity to update their qualifications which are on file with the campus. Using the qualifications which are on file with the campus and any updated qualifications received in response to the project notification the campus may evaluate the consultants and select the most qualified consultant. Be sure to document justification for selection in the procurement record.

Experience with similar projects (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).

Personnel Qualifications and Experience (20 Pts.)

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

Project Approach & Capability (20 Pts.)

- i. The consultant's ability to provide design options for the project scope and ensure high quality, properly coordinated construction documents.
- ii. The consultant's ability to provide a constructible design using strategies that ensure campus expectations on users' needs and

- iii. requirements for timeline, quality, cost and aesthetics will be met.
- iii. The consultant's ability to keep its cost estimate within the Project Budget.
- iv. The consultant's ability to comply with SUNY's standard contract terms and directives.

Ability to adhere to schedule (20 Pts.)

- i. The consultant's ability to meet the project schedule.
- ii. The consultant's ability to provide complete deliverables for each phase.
- iii. The consultant's ability to manage potential subconsultants.

Management and responsiveness (10 Pts.)

- i. The consultant's ability to manage the project, coordinate with campus staff, and coordinate with projects running concurrently on campus.
- ii. The consultant's ability to be responsive to project and campus needs.

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 utilization of NYS certified MWBEs in accordance with the Subconsultant Staffing List that was submitted with its proposal.
- 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.

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, experience, ability or approach, etc. 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.