

# CAPITAL PROFESSIONAL SERVICES

## QUALIFICATIONS BASED SELECTION POLICY University of Illinois

The professional services selection process is governed by the State of Illinois Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (QBS). This Act requires state agencies to publicly announce all requirements for architectural, engineering, and land-surveying services, to procure these services on the basis of demonstrated competence and qualifications, to negotiate contracts at fair and reasonable prices, evaluate the performance of firms, and authorize the Department of Professional Regulation to enforce the provisions of this Act. (see appendix A for a copy of the QBS Act.)

***Policy Statement:*** *The procedures found in this document also apply to the University's selection of Construction Managers and Landscape Architects, with the exception that fees are to be considered as one of the criteria in the selection of Construction Managers.*

***Modification::*** *This policy nor its process may be modified without the prior approval of the Associate Vice President, University Office for Facilities Planning and Programs.*

Steps in the process are as follows:

### EVALUATION COMMITTEE

a) IDENTIFY EVALUATION COMMITTEE

The professional services evaluation committee shall be comprised of three to eight individuals and will include, as a minimum, representatives of the campus construction unit, the physical plant, and a representative for the client. The evaluation committee shall be chaired by the Campus Architect (or representative). If the project requires design approval by the Board of Trustees, the evaluation committee shall be co-chaired by the University Architect and the Campus Architect (or their representatives).

***Policy Statement:*** *The Vice Chancellor for Administration and at UIUC, the Executive Director of Facility and Services shall approve all campus representatives to serve on the committee. Committee members who do not personally attend all of the firm interviews shall be disqualified from voting on any firms being considered.*

*On Capital Development Board (CDB) managed projects, the Committee Chair shall offer CDB representation on the evaluation committee.*

b) EVALUATION COMMITTEE CHARGE

The evaluation committee shall rank, in order of preference, the top three firms considered as best meeting the selection criteria for the project.

c) DEVELOP SELECTION CRITERIA

Specific qualifications-based criteria shall be developed for each project. The criteria may include the firm's familiarity with building type, the experience of assigned individuals, the size of the organization, its ability to perform the work in a timely fashion, and any other project-specific criteria deemed appropriate (e.g. the proximity of the firm to the project site). Criteria for each firm shall comply with requirements within the Licensing Acts for Illinois Architects, Engineers, Land Surveyors, and Landscape Architects; authorization to do business in Illinois; and prequalification with the Capital Development Board. Recommended selections shall consider, if all else is equal, a distribution of University work among firms.

***Policy Statement:*** All professional service firms of record shall be pre-qualified with the Capital Development Board at the time of their submittal of statement of qualifications. The firms on the team that are not responsible for contract documents are not required to be licensed in the State of Illinois, such as specialty design firms and programming firms. Preference shall be given to firms headquartered in Illinois and firms with a significant working branch office in the state. Firms without an Illinois office shall not be selected except as (1) a sub-consultant to an Illinois professional services firm of record; (2) when a donor makes a stipulation as part of the gift agreement (significant naming gift); or (3) when no Illinois firm meets the selection criteria for the project.

*On Capital Development Board (CDB) managed projects all University recommended firms and their sub-consultants shall be pre-qualified by CDB prior to the CDB's selection approval consideration.*

## SHORT-LIST of FIRMS

a) ADVERTISEMENT

When the project-specific selection criteria have been identified, an advertisement for professional services shall be prepared by the campus construction unit and forwarded to the University Office for Facilities Planning and Programs (UOFP&P) for posting on both the UOFP&P web site and the Illinois Higher Education Procurement Bulletin web site. The advertisement must be posted for a minimum of 15 days.

***Policy Statement:*** This advertisement shall state the selection criteria and give information regarding the submittal and selection process. All advertisements shall be prepared on the approved form (found in appendix B).

b) SUBMITTAL OF STATEMENTS OF QUALIFICATIONS

Firms shall submit statements of qualifications as prescribed in the professional services advertisement.

c) REVIEW OF SUBMITTALS

The evaluation committee shall review all of the submittals meeting the minimum qualifications requested in the advertisement.

d) SHORT-LIST FIRMS

Each member of the evaluation committee shall rank the firms on forms provided by the Committee Chair. Committee discussions to select firms to be short-listed should be limited to the criteria as listed in the advertisement. Discussions with the professional services firms shall not include cost of the services, either direct fees or reimbursable expenses (except for evaluations of Construction Managers). The evaluation committee is expected to arrive at a consensus for a short-list of three to five firms.

***Policy Statement:*** *If an out-of-state firm is recommended by the evaluation committee to be short-listed, the recommendation shall be approved by the Associate Vice President before the short-listing process is declared complete and prior to any firms being notified.*

## SELECTION RECOMMENDATION

a) DETERMINATION OF NEED TO INTERVIEW

The committee shall determine if it is in the best interest of the University to interview the short-listed firms. Reasons for not interviewing the short-listed firms may include familiarity by the campus construction unit of the short-listed firms or if a particular firm is obviously most qualified for a specific project. If the committee determines it is unnecessary to interview, they will conclude their evaluation responsibilities for the project by ranking the top three firms in priority order and filing a written executive summary of their recommendation.

***Policy Statement:*** *Firms ranked without interviews for projects exceeding \$1 million in size shall be approved by the Associate Vice President prior to proceeding with recommendation.*

*On Capital Development Board (CDB) managed projects, their rules require three or more firms for projects with fees larger than \$300,000 to be interviewed.*

b) DEVELOP INTERVIEW REQUIREMENTS

The evaluation committee shall determine the final selection criteria and the relative importance of each for the interview.

c) NOTIFY FIRMS OF SHORT-LIST

The firms to be interviewed are notified by the Committee Chair. The selection criteria developed by the evaluation committee shall be included in this notification along with the interview time, place, and agenda (see appendix C for sample letter), as well as other information that the committee deems important. The Committee Chair shall instruct each firm to be interviewed that only the key project specific leaders will be allowed to

verbally participate during the interview. The Committee Chair shall notify firms not selected for short-list (see appendix D for example notification).

d) REFERENCE PHONE CALLS

After consultation with the committee regarding issues and concerns, it is recommended that the Committee Chair make reference calls on all short-listed firms. Questions may be asked to determine the performance of the firm's team leaders on past projects for which they had similar responsibilities. The results of the reference calls shall be recorded by the Committee Chair and made available to all members of the evaluation committee for their use during deliberations.

e) INTERVIEW SHORT-LIST FIRMS

The evaluation committee shall interview the short-listed firms. The interview agenda and interview process shall be uniform in an effort to conduct fair and equal evaluations. Professional cost/fees shall not be discussed, requested, or considered (except for selections of Construction Managers).

f) RECOMMEND AND RANK TOP THREE FIRMS

After the interview process each evaluation committee member shall individually rank the performance of the firms relative to the pre-defined criteria on forms provided by the Committee Chair. The evaluation committee shall conclude with ranking of the top three firms in priority order. All evaluation committees shall strive for a consensus recommendation. In the absence of consensus, the committee shall conduct a vote in accordance with its own procedure, and determine a ranking by majority vote. The Committee Chair shall preside over all deliberations, and shall have an equal voice and vote.

***Policy Statement:***

*The Committee Chair shall prepare a written executive summary listing all evaluation committee members, reference call results, and the results of the committee as a whole or the majority rating of the interviewed firms (not individual member ratings) including an average of matrix scores and any specific strengths or weakness of the top three firms (see appendix E for examples).*

g) NOTIFY FIRMS

The Committee Chair shall forward the evaluation committee's rankings for acceptance per delegated signature authority by the Vice Chancellor for Administration, and at UIUC, the Executive Director of Facility and Services and, when required, by the delegated signature authority level of the Associate Vice President. After acceptance, each of the top three interviewed firms shall be notified by the Committee Chair. If a firm requests comments on its interview, they shall be given by the Committee Chair. Firms ranked below the top three shall be notified that they were not chosen for further consideration (see appendix F for example).

## FINAL SELECTION APPROVAL

*NOTE: If the project is a Capital Development Board (CDB) managed project, the University's Board of Trustees or their delegated designees need to approve the selection and forward it to CDB through the University Office for Facilities Planning and Programs for final approval, fee negotiations, and contracting.*

- a) **UNIVERSITY OF ILLINOIS CONTRACT NEGOTIATION** (if not a CDB managed project)  
The campus construction unit shall negotiate a scope of services, a list of deliverables, and a fee with the top ranked firm. If acceptable scope, deliverables, and fee cannot be negotiated, further negotiations with this firm shall be terminated. The second ranked firm shall be contacted and negotiations begin with that firm. This process shall be continued until a contract is successfully negotiated. If the campus construction unit is unable to negotiate a contract with any of the top three firms, the selection process shall be repeated, beginning with re-advertising for services.
- b) **PROFESSIONAL SERVICE CONSULTANT APPROVAL REQUEST**  
The campus construction unit shall prepare and circulate for approval the Professional Services/Consultant Approval Request form (see appendix G). Should a Board item be required, the campus construction unit shall prepare a Project Data Summary (PDS) and forward it to the University Office for Facilities Planning and Programs (see appendix H for typical PDS).

***Policy Statement:*** *Using the Professional Service Consultant Approval Request Form, the evaluation committee shall submit the recommended three top ranked firms, in priority order, for approval.*

*All professional services employment requiring Qualifications Based Selection for fees of \$100,000 and less shall be reported to the University Office for Facilities Planning and Programs. This information will be used to keep the Higher Education Procurement Bulletin updated (see appendix I for reporting format).*

- c) **PERFORMANCE EVALUATION**

***Policy Statement:*** *All firms including sub-consultants, selected under the QBS Act, shall be formally evaluated at the conclusion of all projects. The results of the evaluation shall be given to firms evaluated and each firm shall have an opportunity to respond in writing. Firms may be evaluated at interim milestones, and the evaluation shared with the firms. All evaluations and responses from the firms shall be kept on file, and not made available to persons or firms outside the University. The QBS Act specifically exempts these evaluations and responses from the Freedom of Information Act.*

Evaluations by the campus construction units resulting in less than acceptable performance plus any imposed penalties shall be forwarded for informational purposes to the University Office of Facilities Planning and Programs (see appendix J).

## Qualifications-Based Selection

### Appendix: The Architectural, Engineering, and Land Surveying Qualifications Based Selection Act

#### 30 ILCS 535

##### ACT 535. ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING QUALIFICATIONS BASED SELECTION ACT

###### Section

- 535/1. Short title.
- 535/5. State policy on procurement of architectural, engineering, and land surveying services.
- 535/10. Federal requirements.
- 535/15. Definitions.
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###### 535/1. Short title

§ 1. Short title. This Act may be cited as the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

P.A. 87-673, § 1, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-1.

###### Title of Act:

An Act concerning procurement of architectural, engineering, and land surveying services by the State of Illinois. P.A. 87-673, approved Sept. 23, 1991, eff. Jan. 1, 1992.

###### 535/5. State policy on procurement of architectural, engineering, and land surveying services

§ 5. State policy on procurement of architectural, engineering, and land surveying services. It is the policy of State agencies of this State to publicly announce all requirements for architectural, engineering, and land surveying services, to procure these services on the basis of demonstrated competence and qualifications, to negotiate contracts at fair and reasonable prices, and to authorize the Department of Professional Regulation to enforce the provisions of Section 65 of this Act.<sup>1</sup>

P.A. 87-673, § 5, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-5.

<sup>1</sup> 30 ILCS 535/65.

###### 535/10. Federal requirements

§ 10. Federal requirements. In the procurement of architectural, engineering, and land surveying services and in the awarding of contracts, a State agency may comply with federal law and regulations including, but not limited to, Public Law 92-582 (Federal Architect-Engineer Selection Law, Brooks Law, 40 U.S.C. 541) and take all necessary steps to adapt its rules, specifications, policies, and procedures accordingly to remain eligible for federal aid.

P.A. 87-673, § 10, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-10.

###### 535/15. Definitions

§ 15. Definitions. As used in this Act:

“Architectural services” means any professional service as defined in Section 5 of the Illinois Architecture Practice Act of 1989.<sup>1</sup>

“Engineering services” means any professional service as defined in Section 4 of the Professional Engineering Practice Act of 1989<sup>2</sup> or Section 5 of the Structural Engineering Licensing Act of 1989.<sup>3</sup>

“Firm” means any individual, sole proprietorship, firm, partnership, corporation, association, or other legal entity permitted by law to practice the profession of architecture, engineering, or land surveying and provide those services.

“Land surveying services” means any professional service as defined in Section 5 of the Illinois Professional Land Surveyor Act of 1989.<sup>4</sup>

“Project” means any capital improvement project or any design, study, plan, survey, or new or existing program activity of a State agency, including development of new or existing programs that require architectural, engineering, or land surveying services.

“State agency” means any department, commission, council, board, bureau, committee, institution, agency, university, government corporation, authority, or other establishment or official of this State.

P.A. 87-673, § 15, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-15.

<sup>1</sup> 225 ILCS 305/5.

<sup>2</sup> 225 ILCS 325/4.

<sup>3</sup> 225 ILCS 340/5.

<sup>4</sup> 225 ILCS 330/5.

###### 535/20. Prequalification

§ 20. Prequalification. A State agency shall establish procedures to prequalify firms seeking to provide architectural, engineering, and land surveying services or may use prequalification lists from other State agencies to meet the requirements of this Section.

P.A. 87-673, § 20, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-20.

###### 535/25. Public Notice

§ 25. Public notice. Whenever a project requiring architectural, engineering, or land surveying services is proposed for a State agency, the State agency shall provide no less than a 14 day advance notice published in a professional services bulletin or advertised within the official State newspaper setting forth the projects and services to be procured. The professional services bulletin shall be mailed to each firm that has requested the information or is prequalified under Section 20.<sup>1</sup> The professional services bulletin shall include a description of each project and shall state the time and place for interested firms to submit a letter of interest and, if required by the public notice, a statement of qualifications.

P.A. 87-673, § 25, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-25.

<sup>1</sup> 30 ILCS 535/20.

#### 535/30. Evaluation procedure

§ 30. Evaluation procedure. A State agency shall evaluate the firms submitting letters of interest and other prequalified firms, taking into account qualifications; and the State agency may consider, but shall not be limited to considering, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location, workload of the firm and any other qualifications based factors as the State agency may determine in writing are applicable. The State agency may conduct discussions with and require public presentations by firms deemed to be the most qualified regarding their qualifications, approach to the project and ability to furnish the required services.

A State agency shall establish a committee to select firms to provide architectural, engineering, and land surveying services. A selection committee may include at least one public member nominated by a statewide association of the profession affected. The public member may not be employed or associated with any firm holding a contract with the State agency nor may the public members' firm be considered for a contract with that State agency while serving as a public member of the committee.

In no case shall a State agency, prior to selecting a firm for negotiation under Section 40,<sup>1</sup> seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation.

P.A. 87-673, § 30, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-30.

<sup>1</sup> 30 ILCS 535/40.

#### 535/35. Selection procedure

§ 35. Selection procedure. On the basis of evaluations, discussions, and any presentations, the State agency shall select no less than 3 firms it determines to be qualified to provide services for the project and rank them in order of qualifications to provide services regarding the specific project. The State agency shall then contact the firm ranked most preferred to negotiate a contract at a fair and reasonable compensation. If fewer than 3 firms submit letters of interest and the State agency determines that one or both of those firms are so qualified, the State agency may proceed to negotiate a contract under Section 40.<sup>1</sup> The decision of the State agency shall be final and binding.

P.A. 87-673, § 35, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-35.

<sup>1</sup> 30 ILCS 535/40.

#### 535/40. Contract negotiation

§ 40. Contract negotiation.

(a) The State agency shall prepare a written description of the scope of the proposed services to be used as a basis for negotiations and shall negotiate a contract with the highest qualified firm at compensation that the State agency determines in writing to be fair and reasonable. In making this decision, the State agency shall take into account the estimated value, scope, complexity, and professional nature of the services to be rendered. In no case may a State agency establish a maximum overhead rate or other payment formula designed to eliminate firms from contention or restrict competition or negotiation of fees.

(b) If the State agency is unable to negotiate a satisfactory contract with the firm that is most preferred, negotiations with that firm will be terminated. The State agency shall then begin negotiations with the firm that is next preferred. If the State agency is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be terminated. The State agency shall then begin negotiations with the firm that is next preferred.

(c) If the State agency is unable to negotiate a satisfactory contract with any of the selected firms, the State agency shall re-evaluate the architectural, engineering, or land surveying services requested, including the estimated value, scope, complexity, and fee requirements. The State agency shall then compile a second list of not less than 3 qualified firms and proceed in accordance with the provisions of this Act.

(d) A firm negotiating a contract with a State agency shall negotiate subcontracts for architectural, engineering, and land surveying services at compensation that the firm determines in writing to be fair and reasonable based upon a written description of the scope of the proposed services.

P.A. 87-673, § 40, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-40.

#### 535/45. Small contracts

§ 45. Small contracts. The provisions of Sections 25, 30, and 35<sup>1</sup> do not apply to architectural, engineering, and land surveying contracts of less than \$25,000.

P.A. 87-673, § 45, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-45.

<sup>1</sup> 30 ILCS 535/25, 535/30 and 535/35.

#### 535/50. Emergency services

§ 50. Emergency services. Sections 25, 30, and 35<sup>1</sup> do not apply in the procurement of architectural, engineering, and land surveying services by State agencies (i) when an agency determines in writing that it is in the best interest of the State to proceed with the immediate selection of a firm or (ii) in emergencies when immediate services are necessary to protect the public health and safety, including, but not limited to, earthquake, tornado, storm, or natural or man-made disaster.

P.A. 87-673, § 50, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-50.

<sup>1</sup> 30 ILCS 535/25, 535/30 and 535/35.

535/55. Firm performance evaluation

§ 55. Firm performance evaluation. Each State agency shall evaluate the performance of each firm upon completion of a contract. That evaluation shall be made available to the firm who may submit a written response, with the evaluation and response retained solely by the agency. The evaluation and response shall not be made available to any other person or firm and is exempt from disclosure under the Freedom of Information Act.<sup>1</sup>

P.A. 87-673, § 55, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-55.

<sup>1</sup> 5 ILCS 140/1 et seq.

535/60. Certificate of compliance

§ 60. Certificate of compliance. Each contract for architectural, engineering, and land surveying services by a State agency shall contain a certificate signed by a representative of the State agency and the firm that the provisions of this Act were complied with.

P.A. 87-673, § 60, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-60.

535/65. Scope

§ 65. Scope. No person, corporation, or partnership licensed or registered under the Illinois Architecture Practice Act of 1989,<sup>1</sup> the Professional Engineering Practice Act of 1989,<sup>2</sup> the Structural Engineering Licensing Act of 1989,<sup>3</sup> or the Illinois Professional Land Surveyor Act of 1989<sup>4</sup> shall engage in any act or conduct, or be a party to any contract, or agreement, in violation of the provisions of this Act.

P.A. 87-673, § 65, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-65.

<sup>1</sup> 225 ILCS 305/1 et seq.

<sup>2</sup> 225 ILCS 325/1 et seq.

<sup>3</sup> 225 ILCS 340/1 et seq.

<sup>4</sup> 225 ILCS 330/1 et seq.

535/70. Enforcement

§ 70. Enforcement. Any contract or agreement made in violation of this Act after the effective date of this Act, except a supplement or extension of an existing contract, is void and unenforceable, and the Comptroller and Treasurer of the State of Illinois shall not process any payment claims or checks for any contract or agreement made in violation of this Act.

P.A. 87-673, § 70, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-70.

535/75. Design/build project – Contracting

§ 75. Design/build project – Contracting. Nothing in this Act shall be deemed to prohibit a State agency from contracting for a design/build project.

P.A. 87-673, § 75, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-75.

535/80. Affirmative action

§ 80. Affirmative action. Nothing in this Act shall be deemed to prohibit or restrict agencies from establishing or maintaining affirmative action contracting goals for minorities or women, or small business setaside programs, now or hereafter established by law, rules and regulations, or executive order.

P.A. 87-673, § 80, eff. Jan. 1, 1992.

Formerly Ill.Rev.Stat.1991, ch. 127, ¶ 4151-80.

## PUBLIC NOTICE OF CONSTRUCTION RELATED PROFESSIONAL SERVICES

Original Offer Date: **month day, year**

The Board of Trustees of the University of Illinois hereby requests the submittal of a statement of qualifications from (as appropriate) **architects/engineers/land surveyors/landscape architects/construction managers** interested in being selected to provide professional services in connection with the following project:

*Project Name:* **Project Name**

*Description of Project:* **Describe the work of the entire project and the scope of professional services necessary to fully complete the project. State if the services are to be contracted for with “phased “ agreements.**

*Project Area:* GSF:

NASF:

*Project Budget:* \$

*Construction Budget:* \$

In order to be considered for selection all firms, including regulated consultants, must be:

- Licensed to practice (as appropriate) as **Architects, Engineers, Land Surveyors or Landscape Architects** in the State of Illinois
- Pre-qualified with the State of Illinois Capital Development Board, at the time of submittal.
- Registered and authorized to do business in the State of Illinois.
- Able to provide documents in an AutoCAD format.

The following project-related criteria will be used to evaluate the firms requesting consideration for selection:

- **Criteria to be determined by individual campus**

Firms shall submit four (4) copies of the following:

- a letter of interest,
- all CDB pre-qualification letters,
- CDB SF 255 form (ver. 7/1/99)

Form 255, sections 12 and 13, may be modified to include additional relevant project information. The letter of interest should include information regarding the staffing and licensing of all offices, as well as additional information or description of resources supporting the team’s qualifications.

Submittals shall be addressed to:

University of Illinois

**Address**

Attention: **(contact person)**

Email address:

Submittals must be received by **month/day/year to be considered.**

Qualification based selection will be consistent with the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act (30 ILCS 535).

Interested firms should not forward brochures or other data until notified by **(campus office).**

PROJECT NUMBER:

CATEGORY/KEYWORD:

Date first offered:

Submission date:

Submission time:

**SAMPLE LETTER**

DATE

CONTACT  
FIRM  
ADDRESS

**RE: Project**

Dear MR/MS:

Your firm has been selected by the University to be interviewed for the professional architectural and engineering services required for this unique project.

A scope of services for the professional services firm such as architect/engineer will be negotiated for this project and will form the basis of the fee proposal.

Enclosed is the anticipated scope of the feasibility study. If there are other issues or aspects of the study that you feel should be included, we will be prepared to discuss those during the interview.

In considering firms to be employed for this project, prior experience in the design and construction of similar projects, particularly the firm experience in developing feasibility studies for similar facilities is critical. Excellence in the architectural design of renovating existing facilities, including those demonstrating historical considerations is essential. A commitment to the project from a principal within the firm, and an organization of sufficient capacity to undertake such a project to meet the schedule developed by the University is also essential.

An interview regarding this project has been scheduled at the UIC, UIUC, UIS campus in ROOM # of the BUILDING, DATE. Your interview will begin at TIME.

The interview process will take approximately TIME and the presentation should concern itself with the firms overall experience, experience in projects of similar scope, the make-up and experience of the firms' proposed project team (key members of the team should be present at the interview i.e. principal-in-charge, project manager) and information on any consultants deemed necessary for the project should be presented. The methodology and anticipated schedule for the feasibility study will be discussed.

The agenda for the interview is suggested to be as follows:

- |                                  |   |
|----------------------------------|---|
| Introduction and opening remarks | University of Illinois ( <u>minutes</u> )                           |
| Introduction and presentation    | Architect/Engineer ( <u>minutes</u> )                               |
| Discussion and questions         | Architect/Engineer and University of<br>Illinois ( <u>minutes</u> ) |

The interview committee is comprised of individuals who will be involved during the entire course of the project and are as follows:

**INSERT INTERVIEW COMMITTEE AND WHO THEY REPRESENT**

At the completion of the interviews the committee will evaluate each firm based upon specific criteria that will assist in selecting an architect/engineer for this project. At that time, the firm selected will be requested to submit a fee proposal for the professionals services based on the negotiated scope of services agreed upon.

Pre Interview Meeting and site Visit **(Optional) DATE, TIME, PLACE.**

Should you wish to obtain any drawings or tour the **SITE** prior to your interview time please contact **CONTACT NAME AND PHONE.**

We look forward to meeting with your firm to discuss this project. If you have any questions or wish to discuss this project further, please call this office.

Sincerely,

Name  
Campus Architect

Campus Architect/secretary

Enclosures

c: Interview Committee

SAMPLE LETTER

DATE

FIRM  
ADDRESS

RE: PROJECT TITLE

Dear Mr. :

While the committee was impressed with your qualifications, your firm was not one of the firms short-listed.

I would like to take the opportunity to thank you and the members of your firm for the time spent putting together the submittal you provided us.

Your firm's submittal will be placed in our active file should other projects arise which would require expertise such as yours.

Thank you for your interest in the University of Illinois.

Sincerely,

Name  
Campus Architect

Campus Architect/secretary  
Copies: Interview Team

EXAMPLE

Professional Services Evaluation Criteria

University of Illinois, UIUC, UIC, UIS  
Department

Date

PROJECT NAME

On a scale of 1-10, with 10 being the optimum, rate each firm.	FIRM NAME				
<b>PROGRAM DEFINITION (10%)</b>					
PREVIOUS EXPERIENCE					
ABILITY TO UNDERSTAND UNIVERSITY NEEDS & REQUIREMENTS					
SUBTOTAL					
<b>DESIGN (20%)</b>					
PLANNING					
EVALUATING OPTIONS					
QUALITY OF WORK PRESENTED					
INTERIORS					
MECHANICAL/ELECTRICAL					
SUBTOTAL					
<b>PROJECT MANAGEMENT (50%)</b>					
EXPERIENCE WITH SIMILAR PROJECTS					
EXPERIENCE WITH INSTITUTIONAL CLIENTS					
MAKE-UP OF THE TEAM INCLUDING CONSULTANTS (EXPERIENCE WITHIN THE FIRMS)					
CONSTRUCTION DOCUMENTS (CO-ORDINATION)					
BUDGET CONTROL (COST ESTIMATING)					
PRINCIPAL INVOLVEMENT					
INDIVIDUAL PROJECT MANAGER					
OVERALL ABILITY TO DO THE JOB					
SUBTOTAL					
<b>CHEMISTRY (10%)</b>					
TEAM MEMBERS					
U OF I (MOST COMFORTABLE WITH)					
SUB TOTAL					
<b>OTHER (10%)</b>					
INTERVIEW PREPARATION					
CLARITY OF PRESENTATION					
SUBTOTAL					
<b>TOTAL</b>					

Comments: \_\_\_\_\_

Which firm would you be most comfortable working with? \_\_\_\_\_

Evaluated by: \_\_\_\_\_

**SAMPLE LETTER**

DATE

FIRM  
ADDRESS

RE: PROJECT TITLE

Dear Mr. :

The interview committee for the PROJECT TITLE has recommended that the University of Illinois Board of Trustees be requested to employ FIRM SELECTED for the PROJECT TITLE. While the committee was impressed with your qualifications, the firm selected met all of the specific criteria developed by the University.

I would like to take the opportunity to thank you and the members of your firm for the time spent with the interview committee and in preparing for the presentation.

Your firm's brochure will be placed in our active file should other projects arise which would require expertise such as yours.

Thank you for your interest in the University of Illinois.

Sincerely,

Name  
Campus Architect

Campus Architect/secretary  
Copies: Interview Team

Date: \_\_\_\_\_

Note: Attach current PDS including previously approved forms.

## Professional Services/Consultant Approval Request

\_\_\_\_\_  
*Project Name*

University Project No. \_\_\_\_\_ CDB Project No. \_\_\_\_\_

Firm Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Evaluation committee members: \_\_\_\_\_  
\_\_\_\_\_

Ranking order of top 3 firms interviewed: \_\_\_\_\_

Phases included on PSA:

Program Definition	\$
Schematic Design	\$
Design Development	\$
Construction Documents	\$
Bid	\$
Construction	\$
On-site Observation	\$
Warranty	\$
Reimbursables	\$
Interiors	\$
Other	\$
<b>Total</b>	<u><u>\$</u></u>

*Note: For CDB managed projects, the fees are negotiated by CDB at a later date.*

**Professional Services Approval** (Note: All signatures below authorization level are required.)

<input type="checkbox"/> BOT	Over \$500,000	PM Initials: _____ BOT Date: _____
<input type="checkbox"/> Assoc. VP-Admin/HR	Up to \$500,000	Signature/Date: _____
<input type="checkbox"/> Asst. VP-UOCP	Up to \$250,000	Signature/Date: _____
<input type="checkbox"/> VC for Admin.	Up to \$100,000	Signature/Date: _____
<input type="checkbox"/> CFO/Dir. Campus Const. Unit	Up to \$25,000	Signature/Date: _____

**Project Data Summary**

**PROJECT TITLE**

**Project #      Building #**

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**PROJECT APPROVAL**

**Reason for the Project**

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Recommend Capitalization? Yes \_\_\_ No \_\_\_

If yes, type of construction:

New construction \_\_\_ Addition \_\_\_ Renovation \_\_\_ Site improvement \_\_\_ Infrastructure \_\_\_

If no, reason not capitalized:

No material increase in life/usefulness \_\_\_ Increased life/usefulness but under capitalization threshold \_\_\_

**Project Approval**

- q Over \$10,000,000 Board of Trustees
- q Up to \$10,000,000 Comptroller
- q Up to \$5,000,000 Assoc. VP for Admin.
- q Up to \$1,000,000 Vice Chancellor for Admin.

Mtg. Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Proposed Project Budget**

Construction and contingency	\$
A/E fees, including on-site observation, Reimbursables	\$
Owners Cost	\$
<b>Total</b>	<b>\$</b>

**Proposed Project Schedule**

- A/E Selection
- Programming Analysis
- Schematic Design
- Design Development
- Construction Documents
- Bidding
- Board of Trustees Award
- Construction Start
- Substantial Completion

**Proposed/Previous Presentations to the BOT**

**Fund Source**

AFS System – new bond funds required

\_\_\_\_\_  
 PM Initials

\_\_\_\_\_  
 Signature/Date

c:

**EXAMPLE**  
**PROCUREMENT REQUIRED POSTING INFORMATION**

**PROJECT NAME**

NOTICE OF CONTRACT FOR PROFESSIONAL SERVICES

Notice is hereby given of a professional services agreement between the Board of Trustees of the University of Illinois and **A/E NAME** dated **DATE** for the **PROJECT NAME** in the amount of

\$ .

Other firms considered:

**LIST FIRMS BY NAME AND CITY, STATE**

*SEE ORIGINAL ADVERTISEMENT BELOW*

University of Illinois

**Project Title****Consultant/Professional Services Evaluation****Full Warranty Phase**

FIRM'S NAME: \_\_\_\_\_

## INSTRUCTIONS:

- q The performance of each Consultant/Professional Services firm under contract to the University of Illinois will be evaluated. The Qualifications Based Selections legislation (HB0452) directs each State agency to evaluate the performance of each firm upon completion of a contract. That evaluation is to be made available to the firm who may submit a written response with the evaluation, and the response will be retained by the agency. According to the legislation, the evaluation and response "shall not be made available to any other person or firm and is exempt from disclosure under the Freedom of Information Act".*
- q The Campus Construction Unit (CCU), Project Manager shall prepare all evaluations on the attached Consultant/Professional Services Evaluation Forms. The Consultant/Professional Services firm will be formally evaluated by the project team, including representatives from the Campus Construction Unit, Campus Physical Plant Division, Facility User(s), and others deemed appropriate at the completion of each major project phase (preconstruction, construction and warranty). For those small projects with AE fees less than \$100,000, the Consultant/Professional Services firm may be evaluated only once, following completion of warranty. Any written comments, concerns or issues (from Users, Operation and Maintenance, Computing and Communications Services Office, Contractors, other Consultant/Professional Service firms or Construction Manager) which support an evaluation should be attached to each performance evaluation.*
- ¶ The project team will evaluate the performance of all representatives of the Consultant/Professional Services firms involved in the project. **Please provide specific comments to back up ratings on the evaluation form.***
- q The Project Manager will provide the Consultant/Professional Services firms with a summary of the average rating given by the project team for each evaluation item.*
- q The Consultant/Professional Services firms may respond in writing to the CCU Project Manager regarding the evaluation. Such written responses will be attached to CCU's Consultant/Professional Services file copy.*
- q The evaluation results and response will not be made available to any other person or firm and is exempt from disclosure under the Freedom of Information Act.*
- q The Consultant/Professional Services firms should note that the CCU will use all listed criteria in its selection process for future projects.*
- q A Consultant/Professional Services firm's status may be re-evaluated if the Consultant/Professional Services firm submits to CCU evidence of new ownership, management or procedures that satisfy the previous deficiencies.*
- q The attached form will also be used to evaluate landscape architects, commissioning agents, construction managers, and other prime consultants as deemed necessary.*

**CONSULTANT/PROFESSIONAL SERVICES EVALUATION CRITERIA**

**PRECONSTRUCTION PHASE**

1. **COMPLIANCE WITH PROGRAM REQUIREMENTS:**
  - Familiar with program statement
  - Gave high priority to program requirements
  - Satisfied functional requirements/adjacencies; good circulation paths
  - Satisfied room size and proportion requirements
  - Suggested alternatives to conflicting issues
  
2. **QUALITY OF DESIGN:**
  - Attention to details
  - Coordination with contextual issues
  - User-friendly
  - Coordination of architectural design with MEP
  
3. **PRECONSTRUCTION SCHEDULE:**
  - Developed, maintained and followed schedule
  - Kept modifications to schedule current and communicated changes
  - Coordinated team decisions
  
4. **COMPLIANCE WITH U OF I BUILDING STANDARDS, POLICIES AND PROCEDURES:**
  - Familiar with Buildings Standards
  - Maintained proper communication channels
  - Asked questions when uncertain about policies and procedures – acted proactively
  - Copied the appropriate persons on correspondence
  - Prepared request for variances promptly with adequate supporting documentation
  
5. **INTERACTION WITHIN THE PROJECT TEAM:**
  - Cooperative
  - Communicated
  - Flexible
  - Receptive
  - Focused
  - Attentive
  - Proactive
  - Understood and implemented proper communication channels
  
6. **QUALITY OF A/E TEAM'S PERFORMANCE:**
  - A/E demonstrated the ability to manage consultants
  - A/E and consultants communicated and coordinated efforts
  - Able to make decisions
  - Team-approach vs. finger pointing
  - Consultants demonstrated competency
  
7. **COMPLIANCE WITH THE ILLINOIS PROCUREMENT CODE AND APPLICABLE CODES:**
  - Familiar with applicable laws and codes
  - Understood Illinois Procurement Code
  - Interpreted codes and suggested methods for compliance

**CONSULTANT/PROFESSIONAL SERVICES EVALUATION CRITERIA**

**PRECONSTRUCTION PHASE – CONTINUED**

**8. DOCUMENT SUBMITTALS:**

Submittals were on schedule  
Submittals were complete and accurate  
Review comments were minimal and minor  
Review comments were incorporated in subsequent submittals in a timely and complete manner

**9. PROJECT DOCUMENTATION:**

Meeting minutes were timely and complete  
A/E attended and coordinated all required meetings  
A/E was consistently represented by the same person(s) at meetings

**10. ESTIMATING/BUDGETING:**

Construction budget was thorough  
Construction budget was kept current  
Construction budget changes were discussed and documented

**11. BIDDING:**

Bidding documents were complete and accurate, including bid tabulation forms  
Addenda were minimal  
Documents were made available as requested by potential bidders in a timely manner  
Proper bidding procedures were followed

**12. OVERALL PERFORMANCE/COMPETENCY DURING PRECONSTRUCTION:**

Submittals were on schedule  
Submittals were complete and accurate  
Review comments were minimal and minor  
Review comments were incorporated in subsequent submittals  
A/E project manager was proactive  
A/E followed issues through to resolution

University of Illinois

Consultant/Professional Services Performance Evaluation

**PRECONSTRUCTION PHASE**

Project Title \_\_\_\_\_

FIRM EVALUATED: \_\_\_\_\_

PHONE: \_\_\_\_\_

<b>Preconstruction</b>	<b>*Excellent (5)</b>	<b>Good (4)</b>	<b>Acceptable (3)</b>	<b>*Poor (2)</b>	<b>*Unacceptable (1)</b>
Compliance with program requirements					
Quality of design					
Preconstruction schedule					
Compliance with U of I Building Standards, policies, and procedures					
Interaction within project team					
Quality of A/E team's performance					
Compliance with the Illinois Procurement Code and applicable codes					
Document submittals					
Project documentation					
Estimating/budgeting					
Bidding					
Overall performance/competency during preconstruction					

Note: Please explain your ratings especially if they fall within the "unacceptable", "poor" or "excellent" range.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**CONSULTANT/PROFESSIONAL SERVICES EVALUATION CRITERIA****CONSTRUCTION PHASE**

- 1. CONTRACT DOCUMENTS:**
  - Accurate and clear for each trade
  - Thorough inspection of existing conditions (only minor “surprises”)
  - Minimal amount and value of change orders related to documents as bid
  - Minimal requests for information and clarification
  
- 2. PERFORMANCE/COMPETENCY OF OBSERVATION/FIELD PERSONNEL:**
  - Complete and timely field reports provided
  - Timely response to contractor Requests for Information (RFI's)
  - Contractor work done in accordance with contract documents
  - Observed and reviewed all required testing and made modifications, as necessary
  - Prepared punch list in an accurate, timely manner
  - Confirmed that contractors were maintaining as-built drawings current
  - Communication with contractors
  - Ability to make decisions in the field
  
- 3. PAY/PROGRESS MEETINGS:**
  - A/E Meeting minutes were timely and complete
  - A/E attended all required meetings
  - A/E was consistently represented by the same person(s) at meetings
  - A/E maintained control of meetings
  
- 4. INTERACTION WITHIN THE PROJECT TEAM:**
  - Cooperative
  - Communicated
  - Flexible
  - Receptive
  - Focused
  - Attentive
  - Proactive
  - Understood and implemented proper communication channels
  
- 5. QUALITY OF A/E TEAM'S PERFORMANCE:**
  - A/E demonstrated the ability to manage consultants
  - A/E and consultants communicated and coordinated efforts
  - Able to make decisions
  - Team-approach vs. finger pointing
  - Consultants demonstrated competency
  - Processed contractor submittals in a timely manner (pay requests, change orders, shop approvals)
  - Evaluated submittals for accuracy and compliance with the contract documents
  - Maintained accurate records of submittals
  - Reviewed and processed all close-out paperwork in a timely manner
  - Assisted with equipment startup and demonstration to owner's personnel

## **CONSULTANT/PROFESSIONAL SERVICES EVALUATION CRITERIA**

### **CONSTRUCTION PHASE – CONTINUED**

- 6. SUBSTANTIAL COMPLETION AND BENEFICIAL OCCUPANCY:**
  - Thoroughly inspected the final product to verify conformance with project as designed
  - Prepared a detailed punchlist and specific schedule for correction/completion of each item
  - Served as representative in judging acceptability of the final product/finish
  - Delivered complete record drawings and receiving reports on schedule
  - Timely resolution of construction problems, issues and claims
  - Performance of mechanical and electrical consultants
  
- 7. PROJECT BUDGET AND SCHEDULE:**
  - Project was completed on schedule
  - Project was completed within budget
  
- 8. OVERALL PERFORMANCE/COMPETENCY DURING CONSTRUCTION:**

**University of Illinois**  
**Consultant/Professional Services Performance Evaluation**  
**Construction Phase**

Project Title \_\_\_\_\_

FIRM EVALUATED: \_\_\_\_\_

PHONE: \_\_\_\_\_

<b>Construction</b>	<b>*Excellent (5)</b>	<b>Good (4)</b>	<b>Acceptable (3)</b>	<b>*Poor (2)</b>	<b>*Unacceptable (1)</b>
Contract documents					
Performance/competency of observation/field personnel					
Pay/progress meetings					
Interaction within the project team					
Quality of firms performance					
Substantial completion and beneficial occupancy					
Project budget and schedule					
Overall performance/competency during construction phase					

Note: Please explain your ratings especially if they fall within the “unacceptable”, “poor” or “excellent” range.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**CONSULTANT/PROFESSIONAL SERVICES EVALUATION CRITERIA**

**WARRANTY PHASE**

- 1. PROBLEM RESOLUTION:**
  - Enforced punchlist completion on schedule
  - Satisfactorily resolved problems in a timely manner
  - Served as representative in judging acceptability of completed punch-list items
  
- 2. MANAGEMENT:**
  - Satisfactorily managed the contractors during the warranty phase
  - A/E was represented by the same person(s) as in previous phases
  - Performed end of warranty walkthrough
  - Developed punchlist and followed up to confirm contractors completed all work
  
- 3. INTERACTION WITHIN THE PROJECT TEAM:**
  - Cooperative
  - Communicated
  - Flexible
  - Receptive
  - Focused
  - Attentive
  - Proactive
  
- 4. PROJECT DOCUMENTATION:**
  - Processed final contract paperwork
  - Corrective actions well-documented and communicated
  - Warranty call forms completed and processed
  - Warranty log submitted complete and accurate
  - Meeting minutes accurate and submitted in a timely manner
  
- 5. OVERALL PERFORMANCE/COMPETENCY DURING WARRANTY:**

## UNIVERSITY OF ILLINOIS

### Consultant/Professional Services Performance Evaluation Warranty Phase

Project Title \_\_\_\_\_

FIRM EVALUATED: \_\_\_\_\_

PHONE: \_\_\_\_\_

Warranty	*Excellent (5)	Good (4)	Acceptable (3)	*Poor (2)	*Unacceptable (1)
Problem resolution					
Management					
Interaction within project team					
Project documentation					
Overall performance/attitude during warranty phase					

Note: Please explain your ratings especially if they fall within the “unacceptable”, “poor” or “excellent” range.

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NAME/TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**Recommendations: (CAN ONLY BE CHECKED BY THE PROJECT MANAGER)**

- q Continue to consider for future projects.
- q Limit consideration to small projects (value TBD).
- q Do not consider for future projects and review architect/engineer status within one year.