

Request for Qualifications (Planning Services)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	<u>Auxiliary Property Condition Assessment</u>	Response Deadline	<u>08/07/15</u>	<u>2:00 p.m.</u>	local time
Project Location	<u>Bowling Green State University</u>	Project Number	<u>BGU-156139</u>		
City / County	<u>Bowling Green / Wood</u>	Project Manager	<u>Mark Hester</u>		
Owner	<u>Bowling Green State University</u>	Contracting Authority	<u>Local Higher Education</u>		
Delivery Method	<u>N/A</u>	Prevailing Wages	<u>None</u>		
No. of paper copies requested (stapled, not bound)	<u>3</u>	No. of electronic copies requested on CD (PDF)	<u>01</u>		

Submit the requested number of Statements of Qualifications (Form F110-330) directly to Beth Nagel at bnagel@bgsu.edu, 103B Park Avenue Warehouse, Bowling Green State University, Bowling green, OH 43403. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Mark Hester at mhester@bgsu.edu and copied to Beth Nagel at bnagel@bgsu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to the Opportunities page on the OFCC website at <http://ofcc.ohio.gov> on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Bowling Green State University (BGSU) is seeking proposals from professional architectural, engineering or other qualified firms to conduct a comprehensive property condition assessment of selected BGSU facilities and supporting infrastructure systems in accordance with ASTM Designation: E 2018-08, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process. Approximately twenty “auxiliary” and residence life facilities on the BGSU campus will be evaluated. When the condition assessment is completed, information obtained in the assessment will be entered and provided in a Capital Planning and Management System (CPMS) capable of producing reports, schedules and other data enabling the University to develop long range financial plans for the maintenance, repair and/or capital replacement and renewal of facilities. The information will also guide the University in making appropriate financial decisions for the implementation of identified projects. Database information will also be used to supplement current electronic systems such as preventive maintenance, space and equipment inventories and project scheduling as they relate to facilities upkeep and planning.

B. Scope of Services

The purpose of this project is to:

1. inspect and document the **condition** of the subject facilities including buildings, building components, systems (MEP, etc.), and system components
2. identify and document **deficiencies** therein
3. create a BGSU facilities assessment **database** utilizing a standard Capital Planning and Management System approach and software
4. provide **useful life** information and determine where each structure/system/major component falls within its life cycle
5. develop **scoring** systems for current conditions and identified deficiencies, i.e., a facility condition index (FCI)
6. develop a **category** system grouping deficiencies
7. establish a **priority** matrix for corrective actions
8. prepare **cost estimates** for corrective actions

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9. develop recommended **schedules** for corrective actions, renewals and replacements
10. recommend whether structures should be **replaced with new**
11. identify opportunities for **cost savings**, increasing system efficiencies and performance, and cost avoidance
12. identify areas where **code compliance** actions may be needed
13. assess current **maintenance practices** and recommend revisions

Overview. BGSU has set several goals related to facilities, planning and capital budgeting. Facilities issues include developing a system of forecasting capital projects related to the upkeep, appearance and replacement/renewal of plant assets in a predictable, scheduled manner. Planning issues involve placing large cost preventive maintenance items, deficiencies identified in building assessments, renewal or replacement of facilities nearing the end of their useful lives, lessening of deferred maintenance and other continuing or predicted interval projects into a long range financial planning process. Applicable portions of the capital budget, as well as some operating budget, will be identified from the cost estimates and schedules drawn from the above information. This will enable administration to not only allocate monies to the items needing attention, but will allow costs to be more predictably allocated over budget cycles. Using all of the information available, the college and consultant will create a database permitting continual upgrades and flexibility in use.

Perform Condition Assessment. Consultant will assess (visually inspect) the buildings, building components, systems and systems components as described below to determine the condition of all assets and assess the remaining lifecycle of major asset systems, identify deferred maintenance requirements and capture data necessary to document the condition of all assets and support future reporting and decision-making for capital planning and operational budgeting. Requirements are conditional, operational and system replacement needs, all relating to the system lifecycle. Each requirement must be individually classified by priority, requirement category (cause of issue), asset system, inspector and cost, thereby allowing for multiple queries and data analyses. Data may be collected using a written inspection form format or by keying data directly into an electronic device. Nondestructive inspection methods shall be used except in those instances where the consultant recommends otherwise and the University approves in advance. Digital photographs are to be used to support the inspections and taken in sufficient quantity to adequately illustrate the inspectors' evaluation. Photos should be captured to the CPMS. The consultant should have thorough knowledge of ASTM Designation: E 2018-08, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process documents and the American s with Disability Act Accessibility Guidelines (ADAAG) based on year of construction or renovation and base assessments on these guidelines.

BGSU will make available existing information as described below. Based on BGSU's available existing information, the consultant will collect base data on the assets included in the assessment. This data should include location, asset number, name, date of construction, number of floors, gross area, uses, types of heating and cooling systems and infrastructure systems, site maps, principal asset activities, and outstanding asset code violations. The assessment should include the following systems for type and existing conditions:

- Building exterior systems: roofs, walls, window systems, exterior doors, and structural components
- Building interior systems and finishes: walls, doors, floors and ceilings
- Heating, ventilation and air conditioning, exhaust, special equipment and controls
- Electrical service and distribution
- Lighting and branch wiring
- Communications and security

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- Plumbing
- Life safety and fire protection
- Elevators
- Accessibility

Items Included in Assessments. Four (4) groups have been referenced above. They are buildings, building components, systems and systems components. A building includes the entire structure and any extension attached to it. It does not include improved exterior areas adjacent to it. Building components are those individual parts that when put together, make a building. Included on the exterior are roof systems, gutters, windows, doors, envelope and foundations and structural members. Interior items are ceilings, walls, floors, doors, structural members and appearance items. Systems are those items that provide utilities and services to the building and its occupants. Included are mechanical, electrical, plumbing, fire protection and alarms, vertical transportation and specialty items such as ADA and codes. System components are those individual items that make up a system such as boilers, chillers, generators, escalators, electrical distribution panels, fire pumps, etc. Exterior site components include roads, walks and railings, paved areas, site lighting, landscaped areas, drainage systems (visible only), fencing and athletic facilities.

The University and consultant shall agree on items to be included.

Items Not Included in Assessments. The following are not intended to be part of the assessments. If the consultant believes any of the following need to be included to complete their assessment methodology or aid in decisions/recommendations, please specifically identify the item and the additive value and cost in your proposal:

1. Telecommunications equipment
2. Movable equipment or nonphysical plant items
3. Shop or testing equipment
4. Underground sewer lines

Unless specifically identified as critical to an assessment of an included item, the following are not included. If it is determined that any of the following are required, they will be done as a change order to the consultant's contract or contracted out by the University.

5. Vibration, sound or chemical (oil) analyses
6. Testing for asbestos, mold, lead paint, VOC's or IAQ sampling
7. Air balancing
8. Destructive tests
9. Sewer line video taping
10. Infrared or thermo scans

Create the Facilities Assessment Database. All assessment data must be stored in a Capital Planning and Management System (CPMS) that supports the assessment methodology, objectives and requirements of the project as described in this document.

The CPMS shall provide the following capabilities:

- Provide BGSU with the capability to continually update all data, manage deferred maintenance reduction and predict future capital renewal;

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- Support a relational database (for example Oracle) that is open database connection (ODBC) compliant;
- Be capable of attaching photos, documents, CAD drawings as well as links to documents for storage and future retrieval;
- User friendly dashboard interface for both users and the executive community. Describe mobile access capability;
- Built-in Business Intelligence reporting tool;
- Include a cost estimating system embedded within the overall software which uses costs based upon RSMMeans® Unit Costs (or equivalent), including local City Costs Indices;
- Must support multiple asset types including linear, vertical and process equipment;
- System should provide a geographic information system (GIS) module and/or integrate with industry leading systems/programs.
- The ability to prioritize requirements and/or projects based on both condition and non-condition data;
- Supports mobile data collection devices/technology;
- Supports an unlimited number of users;
- Must be browser based. Describe which browsers (and versions of those browsers) are required for system use, the system's accessibility by mobile devices, and how browser compatibility is maintained when the system is upgraded;
- System must support unlimited read/view users and be able to accommodate 300+ concurrent users with read, write and edit capabilities at the same time. System will provide an easy-to-use interface for adding users and granting viewing and editing privileges for eligible facilities based upon access rights by log on and password;
- Describe the frequency of software releases and updates;
- Include online help files and detailed print documentation;
- The ability to designate "green" and energy requirements / actions;
- Be able to generate a Facility Condition Index (FCI) and System Condition Index (SCI) that follow recognized industry standards. The information included in the calculation must be adjustable by manual intervention;
- Be able to generate multi-level financial modelling based on the deferred maintenance backlog, capital renewal and selected time frame. The system should be capable of analyzing and projecting funding for time periods up to 100 years;
- System must have flexible integration capability to integrate with any other external system that may be appropriate including integrating with major Campus Computer Maintenance Management (CMMS) Systems – TMA is in use at BGSU;
- System must provide unlimited user-modifiable fields including the ability to create drop-down list;
- System must have the ability to import and export all data;
- The system must have the ability to generate Ad hoc reports customizable by BGSU, including the ability to add fields
- Please provide a list of the standard reports that are available with software;

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- System must provide a user-friendly internal report generator with library of built-in reports that support a strategic approach to asset management. Must have the ability to print (.pdf) or export to Excel or other file formats;
- System must also have the ability to create ad-hoc reports with an internal report writer and/or querying functionality to export data from the system to other standard file formats;

Must support multiple “what if” funding scenarios.

Inputs to the system shall include, but are not limited to, the asset and components thereof, conditions and corrective actions, a condition rating score, a priority score, typical useful life, cost estimates, a hierarchy for action and other information that may be determined. The college and consultant will mutually determine how the database is to be configured and what is to be contained therein.

The software must facilitate the sorting of data to create reports designated in Items F through P (below) in this section and others as determined during the assessment. The software must be capable of producing customized reports with sufficient descriptive information enabling management to make accurate, timely decisions. Database shall also interface with comment files, digital photograph files and description files developed in the assessments.

Identify Deficiencies. Using information obtained in the inspections, consultant shall identify all deficiencies requiring attention, the causes of each deficiency and the corrective action(s) required. University Capital Planning, Design and Construction, Campus Operations, and Residence Life Departments may have additional information available to supplement the inspection data such as roof maintenance reports, fire system and elevator inspection reports.

Deficiencies and corrective actions can be addressed individually or grouped by facility-but each must be linked to the specific facility and/or system. Each corrective action shall be designated as a maintenance or capital item and be assigned a unique identifier within the database to enable tracking.

In this category, database-generated reports shall classify, rank, identify corrective actions for and describe consequences and liabilities of actions deferred or not taken for each deficiency.

Establish Useful Life Criteria. Consultant shall provide useful life expectancies for components of the four (4) prime groups using generally accepted national guidelines. The consultant shall then apply the manufacturers’ or industry standard maintenance recommendations to the life cycle. Next the consultant, using descriptions and dates from University records of the repairs and replacements made to the structures and components over the years, shall determine where each item falls in its life cycle. Finally, the consultant shall identify what remaining and projected maintenance, reconstruction or replacements are required and place each building, building components, system and system components appropriately in the life cycle continuum.

All life cycle calculations must consider depreciation.

Develop Scoring Systems. Develop and utilize a scoring system compatible with CPMS and reporting methodology. In order to compare assets on a relative basis, consultant shall develop a method to assign scores to buildings, building components, system and system components, specialty items and site items. Deficiencies are also to have a scoring method. Methods should have a wide range such as one (1) to fifty (50) or one hundred (100) so there is sufficient latitude beyond a five- (5) or ten- (10) point method. As an example, a chiller that is five (5) years old with a good service program requiring only routine maintenance may be scored as an eighty-five (85). When the system that the chiller is part of is scored, it is scored as a sixty (60) because its three (3) air handlers are twenty (20) years old and have become maintenance intensive. This method, a Facility Condition Index (FCI), will allow individual items and systems to be compared to each other with a higher degree of consistency than present methods.

The University and consultant shall agree on method to be used.

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Establish Categories. The consultant will place all assessed items and identified deficiencies into categories for corrective actions by TYPE of item or system. The proposed categories should be of a descriptive nature and can be reflective of the nature of the items. For example, windows can fall into a building integrity category; a heat pump would be heating systems; a water cooler that is non-reachable by chair bound persons would be an ADA item, etc. The categories can follow items listed in the four (4) groups identified in Part II, Item B (above).

The University and consultant shall agree on categories to be used.

Establish Priorities. The consultant shall categorize components by order of urgency based on potential damage to persons and structures, liability and/or risk prevention, etc. Each category shall carry a numerical priority factor multiplier that when used with the individual assessment scores will yield a figure that places each component or system in a priority position in the action plan. An urgency table should be developed that places a specific time frame for action on the component or system's score.

Derive Cost Estimates. Consultant shall develop estimates for any item in this assessment that involves a cost. Include "soft" costs such as design fees, testing and contingencies. Estimates shall be based on the latest edition of R.S. Means cost estimating guides or other readily available nationally recognized cost estimating system using 2015 as the base year. The system shall have the capability to automate the annual update of construction costs based on revisions to published construction costs.

Develop Schedules. Using the life cycle continuum information and the time frames developed in the assessment and deficiency corrective actions portion of the study, the consultant shall prepare recommended schedules for undertaking the identified work. Schedules shall divide time frames into quarter year increments. Separate schedules can be built for the different categories of actions, i.e., emergencies, scheduled maintenance, renewal and replacement projects. These schedules will drive University financial planning, budget building and planning work that may interfere with normal University operations.

Structure Replacements. Using the information gathered during the assessments, combined with the consultant's evaluation of structure efficiency and depreciation, the consultant is to recommend whether any of the evaluated structures should continue to be used or torn down for the construction of new buildings. Consultant shall, for any structure(s) recommended to be replaced, include a justification for the replacement and a budget estimate for the proposed construction including costs of demolition and disposal, site work, fees, contingencies and related project costs for each structure. Include a NPV analysis for each replacement. All costs are to be in dollar/square foot (\$/SF) format.

Cost Saving Opportunities. During the assessment the consultant shall identify opportunities for increasing system efficiencies, performance, cost savings and avoided costs. Include energy consumption and conservation projects and projects where consolidation of fragmented systems such as HVAC zoning can reduce costs or increase operating efficiencies. A return on investment analysis should be performed for each identified project.

Assess Code Compliance. During the assessment, areas will be discovered where codes have changed since the areas were put into service and the University is "grandfathered". The consultant shall identify these areas and detail required actions if the spaces are left as-is or addressed through corrective action.

Assess Maintenance Practices. As the consultant performs the assessments, he will become familiar with the various maintenance methods and practices in use. Should the consultant find areas of possible improvements he should recommend methods for the improvements. Consultant shall provide a written description of the recommended action and proposed result of implementation. This action does not require an in-depth thorough analysis of routine maintenance practices.

Materials Made Available by BGSU. BGSU will make the following information available to the consultant on an as-needed basis.

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1. Building drawings and renovation project drawings. Floor plans are available electronically.
2. Recent master plans
3. Recent and older engineering studies
4. Room size and category data
5. Preventive maintenance system access and records
6. Energy management system access and records
7. Utility bill information
8. Fixed asset inventory records
9. Roofing inspection data
10. Shop drawing and project file materials
11. Product warranty information
12. Facilities management database

Assessment Deliverables:

Using data gathered from the condition assessment, consultant shall provide several deliverables that will form the foundation of a facilities condition management tool.

Progress meetings will be held at least once weekly during the term of the project. Consultant shall provide a written status report at each of these meetings.

Specific format of final work products will be determined by BGSU and consultant. The deliverable requirements are:

A. Database. CPMS as described above

B. Reports. Consultant shall design several report formats to draw from the data obtained in the assessments. The initial reports will be presented in a series of manuals that provides readers with an accurate view of 2015 facility conditions, deficiencies, corrections required, priorities of actions, when the actions are to be scheduled over a specified period of years and the costs involved. Tentative initial specific reports and how they are to be sorted are:

1. Current conditions (by building – by site)
2. Identified deficiencies (by building – by site)
3. Corrective actions required by building – by site)
4. List of deficiencies and corrective actions required (by building – by site)
5. List of deficiencies and corrective actions required (by category –by building – by site)
6. List of deficiencies and corrective actions required (by priority - by building – by site)
7. Schedule of actions required on quarterly basis through 2025; corrective, routine maintenance, repair, replacement and renewal (by campus)
8. List and schedule for structures to be replaced – BGSU-wide
9. List of opportunities – BGSU-wide (by building – by site)
10. Schedule of costs based on schedule in Item 7 above (by campus)
11. Other - Any work products recommended by consultant or University or derived during the performance of the contract (by building – by site)

Above references to “site” are for roads, walks, exterior lighting, etc.

C. Format of Manuals. Manuals are to be bound or three- (3) ring binders with sections divided by tabbed, labeled sheets. Manual front and spine are to be labeled. The suggested report hierarchy shall

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be as follows; however, the University may accept a format recommended by the consultant prior to the start of work.

1. Project Overview – This manual should include an executive summary of the project goals and a listing of the included manuals. In tabbed sections describe the condition ranking and priority systems, cost estimating sources and other criteria of evaluation. Another section should identify and credit source documents/data used in the project and where they may be found, if not in the manual. One (1) section should reference software and how various products are to be accessed.
2. BGSU-wide (if required) – This manual will address items identified during the assessments that are applicable on a BGSU-wide basis. It should include an executive summary of the BGSU-wide findings.
3. A master binder containing a table of contents and executive summary for the campus. The manual shall present findings of the assessment and recommendations by campus using the following format:
 - a. By building (as a unit)
 - b. By building components (exterior and interior)
 - c. By systems (mechanical, electrical, plumbing, fire protection/alarm/life safety systems, etc.)
 - d. By systems components (boilers, chillers, generators, electrical panels, etc.)
 - e. By building other (ADA, environmental, etc.)
 - f. By site (roads, parking lots, sewer systems, walks, lighting, landscape and vegetation)
 - g. By site other (signage, ADA, outdoor athletic facilities, etc.)
4. Each building manual shall contain:
 - a. Small site plan with the building highlighted
 - b. A brief listing of the building's major use(s)
 - c. Departments and/or programs housed therein
 - d. Date of construction and date(s) of major renovations or additions
 - e. Gross square footage and number of floors
 - f. A brief description of the building and its components, i.e., site; envelope; structural; interior components; MEP and other systems, etc.
 - g. Adequate photographs to amplify written data

Consultant shall recommend how manuals are to be labeled if information for one (1) report format requires multiple manuals.

D. Software and Data Ownership. Specify the hardware requirements to support the software to include bandwidth requirements if the product is delivered for web accessibility.

Word processing files shall be Word, spreadsheets to be Excel and database to be Access unless approved in advance by the University. CADD drawings should be capable of being saved as .tif, .pdf, and Visio, .vsd files.

At the close-out of the project, the University will own the database and all information used to develop it. The consultant shall not deny University access to the database via password, hidden file denial or other method that prevents complete use and control of the database by the University.

Data is to be provided to BGSU on CDRW disk or USB jump drives.

The list of buildings to be assessed is contained in the attachment at the end of this document.

The selected Consultant, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or Contracting Authority, the cost breakdown of the Agreement detailed cost components to address the Owner's project requirements.

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Participate in the Encouraging Growth, Diversity & Equity (EDGE) Program as required by statute and the Agreement.

As required by the Agreement, and as properly authorized, provide the following categories of services: Master Planning, Facility Condition Assessment, Program Verification, Meeting Facilitation, Estimating, Phasing and Budgeting, and any Additional Services as agreed upon as provided by the Consultant and their consultants all have relevant experience for this project type.

Refer to the *OFC Manual* and/or the *Ohio School Design Manual* for additional information about the type and extent of services required for each. A copy of the standard Agreement can be obtained at the OFCC website at <http://ofcc.ohio.gov>.

As described in the statement of work, the major services to complete this project will be execution of a Facility or Property Condition Assessment utilizing the guidance of ASTM Designation: E 2018-08, Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process and compilation and presentation of the data in a sortable, clear, concise and useful format. Compilation of the data, and delivery of the data by implementation of a Capital Planning Management system for management and delivery of the developed asset data. This first phase will include assessment of approximately fifteen residence life facilities, commonly referred to as dormitories, as well as facilities related to athletics and student life such as the student union, recreation center, gymnasium, and support facilities. A list of the facilities is at attachment.

For purposes of completing the Relevant Project Experience Matrix in Section F of the Statement of Qualifications (Form F110-330), below is a list of relevant scope of work requirements for this RFQ:

1. Describe facility assessment methodology approach
2. Assessment methodology and guiding process
3. Depth and breadth of assessment offerings
4. Field collection techniques
5. Adherence to industry standard formats and access to appropriate software
6. Defining priorities and categories
7. Costing and Funding Analysis
8. Preparation of reports and findings
9. Integration and accessibility of CPMS

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C. Funding / Estimated Budget

Total Project Cost	<u>\$150,000</u>	State Funding	<u>\$0</u>
		Other Funding	<u>\$150,000</u>

D. Services Required (see note below)

Primary	<u>Facility Condition Assessment</u>
	<u>Infrastructure system - discipline subject</u>
Secondary	<u>matter experts</u>
	<u>Capital Planning Management System</u>
	<u>Evaluation and Prioritization</u>
	<u>Estimating</u>
Others	<u>Other Discipline(s)</u>

E. Anticipated Schedule

Planning Services Start (mm/yy)	<u>09 / 15</u>
Planning Services Completed (mm/yy)	<u>12 / 15</u>

F. EDGE Participation Goal

Percent of <i>initial</i> TOTAL Fee	<u>5.0%</u>
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G. Evaluation Criteria for Selection

- Demonstrated ability to meet Owner's budget, and schedule on previous projects.
- Proposed approach and methodology
- Software/database/data presentation solution
- Previous experience compatible with the proposed project (e.g., type, size).
- Relevant past work of prospective firm's proposed consultants.
- Past performance of prospective firm and its proposed consultants.
- Qualifications and experience of individuals directly involved with the project.
- Proposer's previous experience (numbers of projects, sizes of projects) when working with its proposed consultants.
- Proximity of prospective firms to the project site.
- Proposer's apparent resources and capacity to meet the needs of this project.
- The selected firm and all its consultants must have the capability to use the Internet within their normal business location(s) during normal business hours.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at <http://ofcc.ohio.gov>.

Paper copies of the Statement of Qualifications, if requested, should be stapled only. Do not use special bindings or coverings of any type. Cover letters and transmittals are not necessary.

Electronic submittals should be combined into one PDF file named with the project number listed on the RFQ and your firm's name. Use the "print" feature of Adobe Acrobat Professional or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Adobe Acrobat Professional, go to Advanced, then PDF Optimizer. Also, please label the CD and the CD cover with the project number and firm name.

Facsimile or e-mailed copies of the Statement of Qualifications will not be accepted.

Firms are requested to identify professional registrations, memberships and credentials including but not limited to: LEED GA, LEED AP, LEED AP+, CCCA, CCM, CCS, CDT, DBIA, CPE, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Planning Services Selection Rating Form

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Project Name Facility Condition Assessment - Auxiliary and Residence Proposer Firm _____
 Project Number BGU-156139 City, State, Zip _____

Selection Criteria		Value	Score
1. Firm Location, Workload and Size (Maximum 15 points)			
a. Proximity of firm to project site	Less than 150 miles	5	
	150 to 300 miles	2	
	More than 300 miles	0	
b. Amount of fees awarded by Contracting Authority	Less than \$500,000	5	
	\$500,000 to \$1,000,000	2	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 5 planning professionals	1	Max = 5
	5 to 9 planning professionals	3	
	More than 9 planning professionals	5	
2. Primary Qualifications (Maximum 30 points)			
a. Master planning lead	Experience / ability of MP Lead to manage visioning / capital improvement plans	0 - 10	
b. Assessment lead	Experience / ability of lead to manage assessors of various disciplines	0 - 10	Max = 20
c. Planning staff	Experience / ability of planning staff to develop long range master plans	0 - 0	
d. Technical staff	Experience / ability of assessors to accurately collect and evaluate systems and components	0 - 10	
3. Sub-Consultant Qualifications (Maximum 10 points)			
Key discipline leads	Experience / ability of all key discipline leads to effectively perform the work	0 - 10	
4. Project Team Qualifications (Maximum 15 points)			
a. Previous team collaboration	Less than 2 projects (Low)	0	Max = 5
	2 to 6 projects (Average)	2	
	More than 6 projects (High)	5	
b. LEED* Registered / Certified consultant participation	No projects	0	Max = 5
	Registered	2	
	Certified	5	
c. Team Organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Project Team Experience (Maximum 30 points)			
a. Criteria development and prioritization	Performance in establishing owner criteria for capital improvement plans	0 - 10	
b. Experience with similar projects / delivery methods	Less than 6 projects (Low)	0 - 3	
	6 to 9 projects (Average)	4 - 6	
	More than 9 projects (High)	7 - 10	
c. Past performance	Level of performance as indicated by past evaluations / letters of reference	0 - 10	
		Subtotal	

* LEED = Leadership in Energy & Environmental Design developed by the U.S. Green Building Council

Notes:

Evaluator:

Name _____

Signature _____ Date _____