

# Selection Initiation Form

Date of Request: \_\_\_\_\_

Project Manager \_\_\_\_\_  
 Project Number/Title \_\_\_\_\_  
 Client Agency \_\_\_\_\_  
 Project Location \_\_\_\_\_

## Part 1: Selection Method

Budget: \_\_\_\_\_ Estimated Fee Range: \_\_\_\_\_

Selection Method (select one):

**Expedited + Justification:** \_\_\_\_\_  
 attach additional pages if necessary

**Small Project**

**Large Project**

**On-call Services + Type:** \_\_\_\_\_

**Consent (Expedited Selection only)**

<b>Project Manager:</b> _____	<b>Date:</b> _____
<b>Client Agency:</b> _____	<b>Date:</b> _____
<b>Asst Program Manager:</b> _____	<b>Date:</b> _____

## Part 2: Selection Criteria

Phase I Criteria	Value	Criteria	Value
<b>Required:</b> Qualifications of Key Personnel	_____ pts	*For projects greater than \$5M or new construction with an area of 5,000 sqf or greater:	
Relevant Experience	_____ pts		
<b>Optional:</b> _____	_____ pts	Life Cycle Cost Analysis Experience	_____ pts
_____	_____ pts	Sustainable Design Experience	_____ pts
_____	_____ pts	<b>Total</b>	_____

**Due Dates** \_\_\_\_\_ **DJC Client Agency Billing Contact (as applicable)** \_\_\_\_\_

RFQ Post/Publish \_\_\_\_\_  
 Submittals \_\_\_\_\_  
 Phase I Scores \_\_\_\_\_  
 Interview Range \_\_\_\_\_

Contact Name \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

Phase II Selection Criteria (as applicable)	Value	Criteria	Value
Required: Organization		Experience	
Management Plan	_____ pts	Relevant Past Projects (firm)	_____ pts
Team Member Qualifications	_____ pts	Relevant Past Projects (key team members)	_____ pts
Capacity/Production Capabilities	_____ pts	*For projects greater than \$5M or new construction with an area of 5,000 sqf or greater:	
Project Management			
Scope Management	_____ pts	Life Cycle Cost Analysis Experience	_____ pts
Budgeting Cost Control	_____ pts	Sustainable Design Experience	_____ pts
Project Scheduling	_____ pts	<i>For large project only</i>	
Project Approach		Diverse Business Inclusion Plan (mandatory requirement, not scored)	
Understanding	_____ pts	Optional: _____	_____ pts
Challenges & Opportunities	_____ pts	_____	_____ pts
			Total _____ pts

### Part 3: Selection Panel (as applicable)

<b>E&amp;AS:</b>	Project Manager _____	E&AS Member 2 _____
	C.A. Member 1 _____	C.A. Member 2 _____
<b>Client Agency:</b>	Name _____	Name _____
	E-Mail _____	E-Mail _____
	Address _____	Address _____
	Name _____	
<b>Private Sector:</b>	E-Mail _____	
	Address _____	

Additional Notes/Comments for Selections Administrator:

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