

A/E Consultant Selection 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)

Project Manager: _____ Date: _____

Client Agency: _____ Date: _____

Asst Program Manager: _____ Date: _____

Part 2: Selection Criteria

Phase I Criteria	Value	Criteria	Value
Required: Qualifications of Key Personnel	_____ pts	Optional: _____	_____ pts
Relevant Experience	_____ pts	_____	_____ pts
<i>*For large project only</i>		_____	_____ pts
Diverse Business Inclusion Plan (mandatory requirement, not scored)		Total	_____ pts

Due Dates	DJC Client Agency Billing Contact (as applicable)
RFQ Post/Publish _____	Contact Name _____
Submittals _____	E-Mail _____
Phase I Scores _____	Address _____
Interview Range _____	_____

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	<i>*For projects greater than \$5million, or new construction with an area of 5,000 sqare feet or greater:</i>	
Project Management		Life Cycle Cost Analysis Experience	_____ pts
Scope Management	_____ pts	Sustainable Design Experience	_____ pts
Budgeting Cost Control	_____ pts	Optional: _____	_____ pts
Project Scheduling	_____ pts	_____	_____ pts
Project Approach		_____	_____ pts
Understanding	_____ pts	_____	_____ pts
Challenges & Opportunities	_____ pts	_____	_____ pts
		Total	_____ pts

Part 3: Selection Panel (as applicable)

E&AS:	Project Manager _____	E&AS Member 2 _____
	C.A. Member 1 _____	C.A. Member 2 _____
Client Agency:	Name _____	Name _____
	E-Mail _____	E-Mail _____
	Address _____	Address _____
	Name _____	
Private Sector:	E-Mail _____	
	Address _____	

Additional Notes/Comments for Selections Administrator:
