

## A-E INTERVIEW / QUALIFICATION SCORESHEET

Project Title:		A/E APPLICANTS									
Project Location:	Raw Score Key										
Project #:	0.9 to 1.0	Excellent									
Date:	0.7 to 0.8	Very Good									
	0.4 to 0.6	Acceptable									
	0.2 to 0.3	Marginal									
	0.0 to 0.1	Poor									
FACTORS			WEIGHT	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE
<b>I - TEAM PROPOSED FOR THIS PROJECT</b>											
Background of the personnel											
1. Project Manager											
2. Other key personnel											
3. Consultants											
<b>II - PROPOSED MANAGEMENT PLAN</b>											
Team organization											
1. Design Phase											
2. Construction Phase											
<b>III- PREVIOUS EXPERIENCE OF PROPOSED TEAM</b>											
Project Experience											
<b>IV - LOCATION AND FACILITIES OF WORKING OFFICES</b>											
A. Prime firm											
B. Consultants											
<b>V - PROPOSED DESIGN APPROACH FOR THIS PROJECT</b>											
A. Proposed design philosophy											
B. Anticipated problems and potential solutions											
<b>VI - PROJECT CONTROL</b>											
A. Techniques planned to control the schedule and costs											
B. Personnel responsible for schedule and cost control											
<b>VII - ESTIMATING EFFECTIVENESS</b>											
Ten most recently bid projects											
<b>VIII - SUSTAINABLE DESIGN</b>											
Team design philosophy and method of implementing											
<b>IX- MISCELLANEOUS EXPERIENCE &amp; CAPABILITIES</b>											
A. Interior Design											
B. CADD & Other Computer Applications											
C. Value Engineering & Life Cycle Cost Analyses											
D. Environmental & Historic Preservation Considerations											
E. Energy Conservation & New Energy Resources											
F. CPM & Fast Track Construction											
<b>X - AWARDS</b>											
A. Awards received for design excellence											
<b>XI - INSURANCE AND LITIGATION</b>											
A. Type and amount of liability insurance carried											
B. Litigation involvement over the last 5 years & its outcome											
<b>TOTALS</b>			<b>100</b>								
Remarks: .....											
.....											
.....											
Signature of Chairman						Signature of Member					
Signature of Member						Signature of Member					
Signature of Member						Signature of Member					

**Qualifications submitted by each firm will be reviewed and evaluated based on the following criteria:**

- 1. Proposed Project Team:** The qualifications of all individuals which will be used for these services, including the Project Manager, key personnel and any consultants, will be examined. The specific disciplines which will be evaluated are Civil, Mechanical, Electrical, Structural, and Environmental Engineers, as well as Architects, Estimators, Specification Writers, Surveyors, and Draftsmen.
- 2. Proposed Management Plan:** The organization of the proposed design team that will be managing the project will be evaluated.
- 3. Previous Experience of Proposed Team:** The experience of the proposed team will be evaluated as well as any experience working with the Department of Veterans Affairs or any other healthcare setting.
- 4. Location and Facilities of Working Offices:** The geographic proximity of each firm to the Veterans Integrated Service Network (VISN) 23 will be evaluated. This criterion will apply to the offices of both the Prime Firm and any Consultants.
- 5. Proposed A-E Support Services Approach for this Project:** The overall proposed management philosophy that the proposed team will use on this project will be evaluated, along with any anticipated problems associated with this type project.
- 6. Project Control:** The techniques and personnel responsible for controlling the schedule and costs of this project will both be evaluated.
- 7. Estimating Effectiveness:** A review of the ten (10) most recent projects will be conducted to determine how effective the cost estimate provided was to the actual bid costs of those projects.
- 8. Sustainable Design:** The team philosophy and method of implementing a sustainable design will be evaluated including low impact materials, energy efficiency, use of recyclables and recycling demolished materials, etc.
- 9. Miscellaneous Capabilities:** Many other capabilities of the proposed design team will be evaluated; these criteria will include, but not be limited to: Interior Design, CADD applications used, Value Engineering and Life Cycle Cost Analyses, Environmental and Historic Preservation, CPM and Fast Track Construction.
- 10. Awards:** Any awards received by the Design Firm or any team members for Design Excellence will be taken into consideration.
- 11. Insurance and Litigation:** The type and amount of liability insurance carried as well as any litigation involvement in the last 5 years will be evaluated.