

# **SHORT SOURCE SELECTION PLAN**

**FAR 36.602-5(a)**

**RFP VA261-17-R-0446**

**ARCHITECT-ENGINEERING DESIGN SERVICES  
FOR PROJECT 570-17-210  
EMERGENCY ROOM DEPARTMENT FOR OBSERVATION BEDS  
AT**

**VA Central California Health Care System, Fresno  
2615 E. Clinton Avenue  
Fresno, CA 93703**



**Prepared by: Pastaveia St. John, Contract Specialist**

**Date: May 22, 2017**

---

**Approved by: Denise R. Groves, Contracting Officer**

**Date: May 22, 2017**

## Table of Contents

1. PURPOSE OF SHORT SOURCE SELECTION PROCESS:.....	3
2. PROCUREMENT INTEGRITY: .....	3
3. STATEMENT OF NON-DISCLOSURE AND STATEMENT OF FINANCIAL INTEREST: .....	3
4. CONTRACT SPECIALIST / CONTRACTING OFFICER (FAR 36.606):.....	3
5. SELECTION AUTHORITY (FAR 36.602-5(a)):.....	3
6. TECHNICAL EVALUATION BOARD (TEB) (FAR 36.602-2 / VAAR 836.602-2):.....	3
7. ADVISORS TO THE TECHNICAL EVALUATION BOARD (TEB): .....	4
8. SOURCE SELECTION EVALUATION CRITERIA: .....	4
9. SOURCE SELECTION PROCESS: .....	5
ATTACHMENT 1 – NONDISCLOSURE AGREEMENT AND STATEMENT OF FINANCIAL INTEREST .....	7
ATTACHMENT 2 – SOURCE SELECTION EVALUATION WORKSHEETS .....	8
ATTACHMENT 2A - ABSTRACT OF SF 330 RESPONSES .....	8
ATTACHMENT 2B – TECHNICAL EVALUATION BOARD (TEB) SF 330 EVALUATION – INDIVIDUAL.....	9
ATTACHMENT PART 2C – TECHNICAL EVALUATION BOARD (TEB) SF 330 EVALUATION – CONSENSUS....	11
ATTACHMENT 2D – TECHNICAL EVALUATION BOARD (TEB) SF 330 EVALUATION SUMMARY – MOST HIGHLY RATED SF330's .....	13
ATTACHMENT 2E – TECHNICAL EVALUATION BOARD (TEB) DISCUSSION/INTERVIEW QUESTIONS .....	14
ATTACHMENT 2F – TECHNICAL EVALUATION BOARD (TEB) DISCUSSION/INTERVIEW REVIEW SHEET - INDIVIDUAL .....	16
ATTACHMENT 2G – TECHNICAL EVALUATION BOARD (TEB) DISCUSSION/INTERVIEW REVIEW SHEET - CONSENSUS.....	18
ATTACHMENT 2H – TECHNICAL EVALUATION BOARD (TEB) DISCUSSION/INTERVIEW REVIEW SHEET – SUMMARY .....	20
ATTACHMENT 2I – TECHNICAL EVALUATION BOARD (TEB) INTEGRATED ASSESSMENT SUMMARY – MOST HIGHLY RATED.....	21

**1. PURPOSE OF SHORT SOURCE SELECTION PROCESS:**

The purpose of this short source selection under FAR 36.602-5(a) is to select the most highly qualified Architect/Engineering firm for the project “Emergency Room Department for Observation Beds” based on the requirements in the solicitation announcement and utilizing Brooks Act Procedures, FAR Part 36.6, and VAAR Part 836.6. Only one design contract will be awarded as a result of this solicitation.

**2. PROCUREMENT INTEGRITY:**

All personnel involved in the selection process are considered to be “procurement officials” and will be familiar with and comply with Federal Acquisition Regulation Part 3 and section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423).

**3. STATEMENT OF NON-DISCLOSURE AND STATEMENT OF FINANCIAL INTEREST:**

The Selection Authority and all members of the Technical Evaluation Board (TEB) will complete a “Non-Disclosure Agreement and Statement of Financial Interest” form and provide it to the Contracting Officer before commencing their involvement. The Non-Disclosure Agreement and Statement of Financial Interest form for this procurement is attachment 1 to this Source Selection Plan.

**4. CONTRACT SPECIALIST / CONTRACTING OFFICER (FAR 36.606):**

Pastaveia St. John serves as the Contract Specialist. Denise R. Groves serves as the Contracting Officer with overall responsibility for performing the functions outlined in FAR 36.606.

**5. SELECTION AUTHORITY (FAR 36.602-5(a)):**

This is a short selection process for contracts not to exceed the Simplified Acquisition Threshold under **FAR 36.602-5(a), Selection by the board**. The board will review and evaluate architect-engineer firms in accordance with FAR 36.602-3, except that the selection report shall serve as the final selection list and shall be provided directly to the Contracting Officer. The report serves as the authorization for the Contracting Officer to commence negotiations in accordance with FAR 36.606.

**6. TECHNICAL EVALUATION BOARD (TEB) (FAR 36.602-2 / VAAR 836.602-2):**

- a. The following TEB members have been appointed by the Selection Authority in accordance with VAAR 836.302-2 for this procurement:
  - Patrick Wee, General Engineer – Appointed as Chairman
  - Steve Lovingood, Engineering Technician – TEB Member
  - Robert Haynes, General Engineer – TEB Member
- b. The TEB members are responsible for performing the functions outlined in FAR 36.602-3.

- c. Source Selection materials are procurement sensitive information and for official use only. TEB members shall not discuss the Source Selection materials and their evaluations with anyone other than the TEB Advisors and the Selection Authority
- d. Source Selection must ensure fair treatment of all offerors:
  - 1) All proposals (SF 330's) forwarded by the Contracting Officer require review and evaluation
  - 2) TEB members shall be present for each evaluation session
  - 3) The same TEB members will be used for both the SF330 evaluation and the discussion/interview evaluation.

## 7. ADVISORS TO THE TECHNICAL EVALUATION BOARD (TEB):

- a. Contracting Officer
- b. Contract Specialist
- c. Construction Branch Chief
- d. Legal Advisor
- e. Chief of Engineering Service, VA Central California Health Care System

## 8. SOURCE SELECTION EVALUATION CRITERIA:

The following evaluation criteria, listed in descending factor order of importance and weight, will be used for both the SF330 evaluation and when conducting discussions/interviews:

### Factor 1: Professional Qualifications (35 pts)

- **Subfactor 1A** - Professional qualifications necessary for satisfactory performance of A/E services necessary to complete the type of work required (20 pts)
- **Subfactor 1B** - Reputation and standing of the firm and its principal officials with respect to professional performance, general management, and cooperativeness (15 pts)

### Factor 2: Specialized Experience and Technical Competence (25 pts)

- **Subfactor 2A** - Specialized experience and technical competence in the type of work required, including experience in energy conservation, pollution prevention, waste reduction, the use of recovered materials, and LEED certification (15 pts)
- **Subfactor 2B** - Specific experience and qualifications of personnel proposed for assignment to the project and their record of working together as a team (10 pts)

### Factor 3: Capacity to accomplish the work in the required time (20 pts)

### Factor 4: Past Performance (15 pts)

- **Subfactor 4A** - Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules (10 pts)
- **Subfactor 4B** - Record of significant claims against the firm because of improper or incomplete architectural and engineering services. (5 pts)

**Factor 5: Location (5 pts)**

Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

**9. SOURCE SELECTION PROCESS:**

- a. The board will review and evaluate the submitted SF 330's in accordance with the stated evaluation criteria to determine each individual offeror's ability and capability to perform the work required.
  - 1) TECHNICAL EVALUATION BOARD – INDIVIDUAL EVALUATIONS
    - Each board member (to include the Chairperson) will conduct an independent review and evaluation and complete an evaluation rating sheet for each SF 330. Each category will be addressed with strengths or weaknesses noted.
    - The evaluation will be in accordance with the Evaluation Factors which are listed in the solicitation.
  - 2) TECHNICAL EVALUATION BOARD - CONSENSUS
    - After each member has completed their independent evaluation, the Chairperson will discuss the evaluations with the entire team and assure each evaluation is complete.
    - During these discussions, the board will reach a consensus rating for each SF330 and document it using the consensus evaluation worksheets.
    - The rating shall be a consensus – NOT an average.
    - Discussions should allow all pros and cons, as evaluated by the individual board members, to be examined by the board as a whole and one conclusion reached concerning the rating of the SF 330's
- b. The firms will be ranked based on the SF330 evaluation score, with the highest scores representing the most highly qualified firms.
- c. The board will hold discussions/interviews with at least three of the most highly qualified firms, at a minimum. Each firm will be asked the standardized questions outlined in the discussion/interview worksheets for this project.
  - 1) TECHNICAL EVALUATION BOARD – INDIVIDUAL EVALUATIONS
    - Each board member (to include the Chairperson) will complete an evaluation rating sheet for each firm.
    - Each question will be addressed with strengths or weaknesses noted.
  - 2) TECHNICAL EVALUATION BOARD - CONSENSUS
    - After conclusion of the discussion/interview and after each member has completed their independent evaluation, the Chairperson will discuss the evaluations with the entire team and assure each evaluation is complete.
    - During these discussions, the board will reach a consensus rating for each discussion/interview using the consensus evaluation worksheets.

- The rating shall be a consensus – NOT an average.
  - Discussions should allow all pros and cons, as evaluated by the individual board members, to be examined by the board as a whole and one conclusion reached concerning the rating of the discussion/interview.
  - Each question will be addressed with strengths or weaknesses noted.
- d. The Chairperson will prepare a selection report recommending, in order of preference based on the combined SF330 and discussion/interview score, at least three firms that are considered to be the most highly qualified to perform the required services. The report shall include a description of the discussions and evaluation conducted by the board. **The report serves as the final selection list and will be provided directly to the Contracting Officer in accordance with FAR 36.602-5(a).**
- e. All firms on the final selection list are considered “selected firms” with which the contracting officer may negotiate in accordance with [36.606](#).
- f. The final selection list authorizes the contracting officer to begin negotiations with the most preferred firm in the final selection.
- g. In addition, after final selection has taken place, the Contracting Officer may release information in accordance with FAR 36.607 identifying the architect-engineer firm with which a contract will be negotiated for certain work. Debriefings of successful and unsuccessful firms will be held after final selection has taken place, if requested, in accordance with FAR 36.607. Debriefings relate to the SF330 and discussion/interview selection results.
- h. If a mutually satisfactory contract cannot be negotiated, the contracting officer shall obtain a written final proposal revision from the firm, and notify the firm that negotiations have been terminated.
- i. The contracting officer shall then initiate negotiations with the next firm on the final selection list. In addition, the Contracting Officer may release information that negotiations were terminated without awarding a contract and state that negotiations will be undertaken with another (named) architect-engineer firm.
- j. This procedure shall be continued until a mutually satisfactory contract has been negotiated. If negotiations fail with all selected firms, the contracting officer shall refer the matter to the TEB Chair, who after consulting with the Contracting Officer as to why a contract cannot be negotiated, may direct the evaluation board to recommend additional firms in accordance with [36.602](#).
- k. When an award has been made, the Contracting Officer will issue the award notification in accordance with FAR 36.607 and 5.401.

## ATTACHMENT 1 – NONDISCLOSURE AGREEMENT AND STATEMENT OF FINANCIAL INTEREST

SOLICITATION VA261-17-R-0446

I understand that in connection with my participation in solicitation **VA261-17-R-0446**, I may acquire or have access to information relating to any aspect of that acquisition. I hereby agree that I will not discuss with or reveal to any representative of any governmental entity, business organization, other entity, or any individual person (except persons specifically authorized by the Contracting Officer (CO)), either within or outside the U.S. Government, any aspect of solicitation **VA261-17-R-0446**. The term “any aspect of solicitation **VA261-17-R-0446**” includes, but is not limited to, information contained (or to be contained) in any acquisition documentation created by the US Department of Veterans Affairs (VA), requests for quotations/proposals, requests for information (RFI), source selection information (as that term is defined in FAR § 2.101), trade secrets and other proprietary information (18 U.S.C. §§ 1832, 1905), the number and identity of Government personnel involved, and the schedule of key technical and acquisition events in the acquisition process. Except as specifically authorized by the CO, release of such information is not authorized. I agree that this obligation shall continue both during the period of my current participation and thereafter.

I recognize that a significant factor in the successful and proper completion of solicitation **VA261-17-R-0446** is the strict confidentiality observed by all participants in the various evaluations, review, and discussion groups concerning all of the activities and procedures involved in acquisition development, and that failure to comply with these requirements may compromise the award decision. I acknowledge that the unauthorized release of acquisition information may result in the termination of my participation in this acquisition. Furthermore, I am aware that the unauthorized release of such information may subject me to criminal and civil penalties and adverse personnel actions. **(See Procurement Integrity Act 41 U.S.C. 423; FAR 3.104 and subsequent sub-sections)**

In the event that I release any information described above or become aware that such information has been released by someone else, I agree to so advise the CO. When so advising the CO, I will provide the CO with the following information: (1) the business organization or other entity, or individual person, to whom the information in question was divulged, (2) the identity of the person that disclosed the information, and (3) the content of the information.

I further affirm that, irrespective of whether I am a federal employee or a contractor employee, if I am notified of the identity of offerors, their subcontractors, joint venture partners, and team members by whatever means, I will (1) disclose to the CO and to Regional Counsel whether I or any member of my immediate family\* have any holdings or interest whatsoever in any offeror, their subcontractors, joint venture partners, or team members, and (2) if I or a member of my immediate family\* acquire holdings or interest in any offeror, their subcontractors, joint venture partners, or team members, notify the CO and will not participate in any aspect of the acquisition for the **Emergency Room Department for Observation Beds**, under solicitation **VA261-17-R-0446** unless authorized to do so by the CO and Regional Counsel. If I am a VA employee, a copy of my most recent OGE Form 450 is on file.

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Organization and Office Code

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

\* The interest of a spouse, minor child, or other member of the employee's immediate household is reported in the same manner as an interest of the employee.

## ATTACHMENT 2 – SOURCE SELECTION EVALUATION WORKSHEETS

### ATTACHMENT 2A - ABSTRACT OF SF 330 RESPONSES

<b>Contracting Officer Name (Print):</b>
<b>Contracting Officer Signature:</b>
<b>Date:</b>

Company Name	Electronic SF 330 (Yes / No)	Verified as SDVOSB in VIP (As of XX/XX/XXXX)	Verified as SDVOSB in SAM for NAICS (As of XX/XX/XXXX)	Referred for Evaluation (Y/N)



## ATTACHMENT 2B – TECHNICAL EVALUATION BOARD (TEB) SF 330 EVALUATION – INDIVIDUAL

<b>Offeror's Name:</b>	
<b>Evaluator Name (Print):</b>	<b>Signature:</b> _____
<b>Date:</b>	

The following evaluation criteria, listed in descending factor order of importance and weight, will be used for both the SF330 evaluation and when conducting discussions/interviews. Sub-factors when combined represent the overall score for the factor.

FACTOR	SUB-FACTOR	Technical Evaluation Criteria	Possible Rating	Assigned Rating	Remarks
<b>1</b>		<b>Professional Qualifications</b>	<b>35</b>		
	1A	Professional qualifications necessary for satisfactory performance of A/E services necessary to complete the type of work required	20		
	1B	Reputation and standing of the firm and its principals with respect to professional performance, general management, and cooperativeness	15		
<b>2</b>		<b>Specialized Experience and Technical Competence</b>	<b>25</b>		

	2A	Specialized experience and technical competence <u><i>in the type of work required</i></u> , including experience in energy conservation, pollution prevention, waste reduction, the use of recovered materials, and LEED certification	15		
	2B	Specific experience and qualifications of personnel proposed for assignment to the project and their record of working together as a team	10		
<b>3</b>		<b>Capacity to accomplish the work in the required time</b>	<b>20</b>		
<b>4</b>		<b>Past Performance</b>	<b>15</b>		
	4A	Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules	10		
	4B	Record of significant claims against the firm because of improper or incomplete architectural and engineering services.	5		
<b>5</b>		<b>Location.</b> Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.	<b>5</b>		

## ATTACHMENT PART 2C – TECHNICAL EVALUATION BOARD (TEB) SF 330 EVALUATION – CONSENSUS

<b>Offeror's Name:</b>	
<b>TEB Chair (Print):</b>	<b>Signature:</b> _____
<b>TEB Member Name (Print):</b>	<b>Signature:</b> _____
<b>Date:</b>	

The following evaluation criteria, listed in descending factor order of importance and weight, will be used for both the SF330 evaluation and when conducting discussions/interviews. Sub-factors when combined represent the overall score for the factor.

FACTOR	SUB-FACTOR	Technical Evaluation Criteria	Possible Rating	Assigned Rating	Remarks
<b>1</b>		<b>Professional Qualifications</b>	<b>35</b>		
	1A	Professional qualifications necessary for satisfactory performance of A/E services necessary to complete the type of work required	20		
	1B	Reputation and standing of the firm and its principals with respect to professional performance, general management, and cooperativeness	15		
<b>2</b>		<b>Specialized Experience and Technical Competence</b>	<b>25</b>		

	2A	Specialized experience and technical competence <u><i>in the type of work required</i></u> , including experience in energy conservation, pollution prevention, waste reduction, the use of recovered materials, and LEED certification	15		
	2B	Specific experience and qualifications of personnel proposed for assignment to the project and their record of working together as a team	10		
<b>3</b>		<b>Capacity to accomplish the work in the required time</b>	<b>20</b>		
<b>4</b>		<b>Past Performance</b>	<b>15</b>		
	4A	Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules	10		
	4B	Record of significant claims against the firm because of improper or incomplete architectural and engineering services.	5		
<b>5</b>		<b>Location.</b> Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.	<b>5</b>		

**ATTACHMENT 2D – TECHNICAL EVALUATION BOARD (TEB) SF 330 EVALUATION  
SUMMARY – MOST HIGHLY RATED SF330's**

TEB Chair (Print):	Signature: _____
TEB Member Name (Print):	Signature: _____
Date:	

Offeror Name	(1)	(2)	(3)	(4)	(5)	Total	Most Highly Rated	Remarks

## **ATTACHMENT 2E – TECHNICAL EVALUATION BOARD (TEB)**

### **DISCUSSION/INTERVIEW QUESTIONS**

The following discussion/interview questions will be used for all firms, without addition or subtraction. Clarifying questions may be used to understand a firm's reply.

#### **Factor 1: Professional Qualifications (35 pts)**

- **Subfactor 1A (20 pts)** - Describe how your firm possesses the professional qualifications necessary for satisfactory performance of A/E services necessary to complete the type of work required. Please explain your proposed team organization and their qualifications, your firm's management methods/approaches to ensure effective communication and construction administration management. Explain how your firm's approach to completing the work offers the best value to the Government for this project in terms of design capability and experience.
- **Subfactor 1B (15 pts)** - Discuss the reputation and standing of the firm and its principals with respect to professional performance, general management, and cooperativeness. Explain how your firm will coordinate and communicate between the design disciplines.

#### **Factor 2: Specialized Experience and Technical Competence (25 pts)**

- **Subfactor 2A (15 pts)** - Describe the specialized experience and technical competence *in the type of work required*, including experience in energy conservation, pollution prevention, waste reduction, the use of recovered materials, and LEED certification. Explain what methods your firm will employ in the pre-design phase for conducting pre-design site investigations to identify as-built conditions at the facility and how you will minimize unforeseen cost increases during the construction phase. Especially as it relates to the identification of underground utilities/structural formations.
- **Subfactor 2B (10 pts)** - Describe the specific experience and qualifications of key personnel (Project Manager, Architect, Mechanical Engineer, Structural Engineer, Electrical Engineer, and Cost Estimator) proposed for assignment to the project in terms of design capability and experience on a past, either completed or on-going, projects of similar size, scope, and complexity to this project and their record of working together as a team. Explain how their experience demonstrates their ability to provide a successful design.

**Factor 3: Capacity to accomplish the work in the required time (20 pts).** Project Manager – Describe your approach to ensuring all phases of design are completed on time, and within budget, while balancing your other complement of projects and the needs of other clients. Based on your experience, identify potential design and construction administration problems and potential solutions/mitigation actions you would employ. Please describe your construction administration management philosophy and how you would coordinate and communicate with the VA, the construction contractor, and your consultants regarding RFI's, Submittals, etc. to ensure the project is completed on time, and within budget. If project management software, such as submittal exchange, will be used, describe your experience and success rate on previous projects.

**Factor 4: Past Performance** (15 pts)

- **Subfactor 4A** (10 pts) - Describe your past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. Provide examples of projects of similar size, scope, and complexity that were successfully designed within schedule, within budget, and whether award was made for the complete project at or below your estimated construction cost. Explain if the resultant construction effort was completed within the original construction schedule and if not, explain any design errors, omissions, or deficiencies which were identified and their resolution. Explain any differing site conditions encountered and why the design site investigation did not mitigate the issue.
- **Subfactor 4B** (5 pts) - Describe your record of significant claims against the firm because of improper or incomplete architectural and engineering services. Explain whether your firm has had any litigation involvement in the last 5 years, and if so, what the outcome was. Please identify and explain any inquiries or communications between Owner and Insurance Company on previous or on-going design contracts associated with your firm or any proposed consultant.

**Factor 5: Location** (5 pts)

Describe your location in relation to the general geographical area of the project, knowledge of the locality of the project, and approach to ensuring availability of personnel for design meetings and CPS services. Please explain how your geographical location in proximity to the project might affect your performance during the design and construction administration services. Please explain what actions you would take to mitigate the impact.

## ATTACHMENT 2F – TECHNICAL EVALUATION BOARD (TEB)

### DISCUSSION/INTERVIEW REVIEW SHEET - INDIVIDUAL

<b>Offeror's Name:</b>	
<b>Evaluator Name (Print):</b>	<b>Signature:</b> _____
<b>Date:</b>	

The following evaluation criteria, listed in descending factor order of importance and weight, will be used for both the SF330 evaluation and when conducting discussions/interviews. Sub-factors when combined represent the overall score for the factor.

FACTOR	SUB-FACTOR	Technical Evaluation Criteria	Possible Rating	Assigned Rating	Remarks
<b>1</b>		<b>Professional Qualifications</b>	<b>35</b>		
	1A	Professional qualifications necessary for satisfactory performance of A/E services necessary to complete the type of work required	20		
	1B	Reputation and standing of the firm and its principals with respect to professional performance, general management, and cooperativeness	15		
<b>2</b>		<b>Specialized Experience and Technical Competence</b>	<b>25</b>		



	2A	Specialized experience and technical competence <u><i>in the type of work required</i></u> , including experience in energy conservation, pollution prevention, waste reduction, the use of recovered materials, and LEED certification	15		
	2B	Specific experience and qualifications of personnel proposed for assignment to the project and their record of working together as a team	10		
<b>3</b>		<b>Capacity to accomplish the work in the required time</b>	<b>20</b>		
<b>4</b>		<b>Past Performance</b>	<b>15</b>		
	4A	Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules	10		
	4B	Record of significant claims against the firm because of improper or incomplete architectural and engineering services.	5		
<b>5</b>		<b>Location.</b> Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.	<b>5</b>		

## ATTACHMENT 2G – TECHNICAL EVALUATION BOARD (TEB)

### DISCUSSION/INTERVIEW REVIEW SHEET - CONSENSUS

<b>Offeror's Name:</b>	
<b>Evaluator Name (Print):</b>	<b>Signature:</b> _____
<b>Date:</b>	

The following evaluation criteria, listed in descending factor order of importance and weight, will be used for both the SF330 evaluation and when conducting discussions/interviews. Sub-factors when combined represent the overall score for the factor.

FACTOR	SUB-FACTOR	Technical Evaluation Criteria	Possible Rating	Assigned Rating	Remarks
<b>1</b>		<b>Professional Qualifications</b>	<b>35</b>		
	1A	Professional qualifications necessary for satisfactory performance of A/E services necessary to complete the type of work required	20		
	1B	Reputation and standing of the firm and its principals with respect to professional performance, general management, and cooperativeness	15		
<b>2</b>		<b>Specialized Experience and Technical Competence</b>	<b>25</b>		

	2A	Specialized experience and technical competence <u><i>in the type of work required</i></u> , including experience in energy conservation, pollution prevention, waste reduction, the use of recovered materials, and LEED certification	15		
	2B	Specific experience and qualifications of personnel proposed for assignment to the project and their record of working together as a team	10		
<b>3</b>		<b>Capacity to accomplish the work in the required time</b>	<b>20</b>		
<b>4</b>		<b>Past Performance</b>	<b>15</b>		
	4A	Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules	10		
	4B	Record of significant claims against the firm because of improper or incomplete architectural and engineering services	5		
<b>5</b>		<b>Location.</b> Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.	<b>5</b>		

**ATTACHMENT 2H – TECHNICAL EVALUATION BOARD (TEB)  
DISCUSSION/INTERVIEW REVIEW SHEET – SUMMARY**

<b>TEB Chair (Print):</b>	<b>Signature:</b> _____
<b>TEB Member Name (Print):</b>	<b>Signature:</b> _____
<b>Date:</b>	

The following evaluation criteria, listed in descending factor order of importance and weight, will be used for both the SF330 evaluation and when conducting discussions/interviews. Sub-factors when combined represent the overall score for the factor.

Offeror Name	(1)	(2)	(3)	(4)	(5)	Total	Remarks

## ATTACHMENT 2I – TECHNICAL EVALUATION BOARD (TEB) INTEGRATED ASSESSMENT SUMMARY – MOST HIGHLY RATED

TEB Chair (Print):	Signature: _____
TEB Member Name (Print):	Signature: _____
Date:	

*The SF330 and Discussion/Interview score, when combined, represent the integrated assessment of the stated evaluation criteria for the purpose of identifying the most highly rated firms.*

Offeror Name	SUMMARY SF330 EVALUATION	SUMMARY DISCUSSION/ INTERVIEW EVALUATION	TOTAL	RANKING OF MOST HIGHLY RATED	Remarks