

Design Services / Shortlist Evaluation

PROJECT		APPLICANT	
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A qualified applicant will do the following:

- **Assemble a strong team.** The applicant should demonstrate leadership by bringing together a consultant team that meets the programmatic, aesthetic, and technical needs of the project.
- **Demonstrate understanding of project.** Statements of Qualification (SOQ) should be well-organized and should clearly show the design team's understanding of the project goals and requirements as stated in the RFQ.
- **Validate design skill and experience.** The design team should have experience in completing projects and meeting schedules for a variety of project types, sizes, and complexities. The applicant should show capabilities in programming, master planning, architecture, interiors, sustainability, etc. as applicable to this project. It is often desirable, but not always necessary, for the team to have completed similar projects, particularly for highly specialized typologies.

RESPONSE TO RFQ

Did the project team demonstrate an understanding of the project and RFQ requirements?	1	2	3	4	5
Did the project team show outstanding, relevant examples of recently completed building and site design?	1	2	3	4	5
Is the project team (key personnel and roles) tailored and suited to the project requirements?	1	2	3	4	5

DESIGN

Did the project team demonstrate skills and expertise in solving design issues applicable to this project?	1	2	3	4	5
Did the project team demonstrate an ability to further design excellence on the ASMSA campus?	1	2	3	4	5
Do you like the project team's designs, and is their design ability (style, materials, etc.) appropriate to this project?	1	2	3	4	5

CONSIDERATIONS SPECIFIC TO THIS PROJECT

	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

TOTAL POINTS

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GENERAL CONSIDERATIONS

Is each member of the project team licensed to practice in Arkansas, or have they filed the qualifying paperwork, if applicable?	N				Y
Did the project team provide proof of current professional liability insurance coverage as required in the RFQ?	N				Y
Did the project team provide an organizational chart listing lead designers and all consultants?	N				Y
Does the project team include a women- or minority-owned firm(s)?	N				Y
Has the project team certified buildings and sites under nationally-accepted sustainable rating systems?	N				Y

Notes:

Fees shall not be considered, and shall not be addressed, as a factor in design professional selection procedures. Applicants are required to hold an Arkansas license OR hold certification that will allow reciprocity and have filed the appropriate paperwork with the state board governing licensure in Arkansas. To address energy and environmental challenges, ASMSA desires to employ architects, engineers, and general contractors with experience and/or knowledge of the principles of sustainable design.

RANKING (TOP FIVE ONLY)

REVIEWED BY		
DATE		