

## Selection Interview Rating Sheet Guidelines

(Use for A/E Consultant, CA, & DBCA Selections;  
DO NOT use for On-Call Consultant, CMR or "D-B Team" Selections)

### Grade Point Rating System for the Selection Interview Rating Criteria Categories:

| Category Number | Selection Interview Rating Criteria Categories                                   | Grade Point Values per Category<br>(Standard Rating Points) |         |         |        |
|-----------------|--|---|---------|---------|--------|
|                 |  | A = 100%  | B = 80% | C = 60% | D = 0% |
| 1               | Proposed Team's Experience with Projects of Similar Size & Scope as this Project | 30  | 24      | 18      | 0      |
| 2               | Proposed Team's Approach to the Work Required for this Project                   | 30  | 24      | 18      | 0      |
| 3               | Proposed Team's Organizational Structure for this Project                        | 20  | 16      | 12      | 0      |
| 4               | Prime Firm's Past Performance Record with State & Other Clients                  | 20  | 16      | 12      | 0      |
| N/A             | "Total Volume of Work Awarded By *DAS*":   | 0 - 100   |         |         |        |

### Guidelines for the Selection Interview Rating Sheet (1263)

(The guidelines below are to assist QBS Selection Panel Members in evaluating each Firm's presentation in response to each of the Categories)

| 1     | Proposed Team's Experience with Projects of Similar Size & Scope as this Project |   |
|-------|--|---|
| Grade | Presentation   | Category Description  |
| A     | <i>Highly Responsive</i>   | <p><b>QBS Submittal Booklet: Division 1 - "Letter of Interest &amp; Narrative", Division 7 - CT 330 Part I, Sections D, E, F, &amp; G and Division 8 - CT 330 Part II, Sections 8, 9, &amp; 10:</b></p> <p>QBS Submittal Booklet indicates experience in contracts of similar scope, complexity and budget. Currency of contracts (more recent = better). The Firm's Project Manager assigned to this has done at least 4-5 contracts similar in scope to this Contract and the Team assigned has done 4 or 5 contracts similar in scope to this contract. Government sector work experience is a plus.</p> |
|       |  | <p><b>Selection Interview Presentation:</b></p> <p>Team presents relevant Projects that are similar in scope, complexity, and budget.</p>   |
| B     | <i>Responsive</i>  | <p><b>QBS Submittal Booklet: Division 1 - "Letter of Interest &amp; Narrative", Division 7 - CT 330 Part I, Sections D, E, F, &amp; G and Division 8 - CT 330 Part II, Sections 8, 9, &amp; 10:</b></p> <p>QBS Submittal Booklet indicates sufficient number of relevant, similar in scope, to this contract, but may not be recent. Or recent, but fewer. May not be same dollars. May correlate but not an exact match to this Contract. Government sector work experience is a plus. <i>REMINDER:</i> Project Manager has done 2-3 Projects and Team has done 2-3 similar Projects.</p>                  |
|       |  | <p><b>Selection Interview Presentation:</b></p> <p>Team presents less relevant Projects that are similar in scope, complexity, and/or budget.</p>   |
| C     | <i>Minimally Responsive</i>  | <p><b>QBS Submittal Booklet: Division 1 - "Letter of Interest &amp; Narrative", Division 7 - CT 330 Part I, Sections D, E, F, &amp; G and Division 8 - CT 330 Part II, Sections 8, 9, &amp; 10:</b></p> <p>QBS Submittal Booklet indicates that the Team and Project Managers have less relevant experience or experience is dated. <i>REMINDER:</i> Project Manager must have completed 2 similar Projects and Team has completed 1.</p>   |
|       |  | <p><b>Selection Interview Presentation:</b></p> <p>Team presents less relevant Projects. The Projects may not be similar in scope, complexity, and/or budget.</p>   |
| D     | <i>Unacceptable</i>  | <p><b>QBS Submittal Booklet: Division 1 - "Letter of Interest &amp; Narrative", Division 7 - CT 330 Part I, Sections D, E, F, &amp; G and Division 8 - CT 330 Part II, Sections 8, 9, &amp; 10:</b></p> <p>QBS Submittal Booklet indicates limited or no relevant Contract experience by either the Project Manager (0-2 Projects) and/or the Team (0).</p>   |
|       |  | <p><b>Selection Interview Presentation:</b></p> <p>Team does not present any relevant Projects. No Projects are similar in scope, complexity, or budget.</p>  |



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| 2 Proposed Team’s Approach to the Work Required for this Project |                             |  |
|--|-----------------------------|--|
| Grade  | Presentation                | Category Description   |
| A  | <i>Highly Responsive</i>    | <p><b>QBS Submittal Booklet: Division 1 - “Letter of Interest &amp; Narrative of Firm’s Approach to the Work for this Contract”</b></p> <p>Narrative of Firm’s approach to the work introduces new concepts, approach, or models. Conveys clear vision of the building and understands its relationship to the specific site, the core mission of the client and adjacent structures. Aware of big picture and has clear vision of how building fits in. Clear, coherent, organized. Extra mile. Addresses any unique, technical or Project specific skill/requirement.</p>  |
|  |                             | <p><b>Selection Interview Presentation:</b></p> <p>Presentation conveys familiarity with the Project scope. Introduces new concepts, approach, or models. Conveys clear vision of the building and understands its relationship to the specific site, the core mission of the client and adjacent structures. May have photos of site, preliminary design, and rough cost analysis. Devoted resources to learning about program, site and client. Knowledgeable about building history and relation to other buildings (e.g. has read the master plan, other documents). Aware of big picture and has clear vision of how building fits in. Clear, coherent, organized. Extra mile. Addresses any unique, technical or Project specific skill/requirement.</p> |
| B  | <i>Responsive</i>           | <p><b>QBS Submittal Booklet: Division 1 - “Letter of Interest &amp; Narrative of Firm’s Approach to the Work for this Contract”</b></p> <p>Narrative of Firm’s approach to the work shows familiarity with Project scope, site, client needs. Does not go the “Extra Mile”.</p>  |
|  |                             | <p><b>Selection Interview Presentation:</b></p> <p>Customized response. Familiar with Project scope, site, and client needs. May not have models, photos, etc.</p>   |
| C  | <i>Minimally Responsive</i> | <p><b>QBS Submittal Booklet: Division 1 - “Letter of Interest &amp; Narrative of Firm’s Approach to the Work for this Contract”</b></p> <p>Narrative of Firm’s approach to the work is a canned, generic, formulaic response to Project management. There is little recognition of variation by building type or specific Project needs. The approach to the work addresses the basics only.</p>   |
|  |                             | <p><b>Selection Interview Presentation:</b></p> <p>Canned, generic, formulaic response to Project management. Little recognition of variation by building type or specific Project needs. Plan addresses the basics only.</p>  |
| D  | <i>Unacceptable</i>         | <p><b>QBS Submittal Booklet: Division 1 - “Letter of Interest &amp; Narrative of Firm’s Approach to the Work for this Contract”</b></p> <p>Narrative of Firm’s approach to the work conveys limited or no understanding of Project needs. No tailored, Project-specific information tied to the Project requirements or scope of work.</p>   |
|  |                             | <p><b>Selection Interview Presentation:</b></p> <p>Conveys limited or no understanding of Project needs. No tailored, Project-specific information tied to the Project requirements or scope of work.</p>  |

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| 3 Proposed Team's Organizational Structure for this Project |                      |  |
|---|----------------------|--|
| Grade   | Presentation         | Category Description   |
| A   | Highly Responsive    | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections D, E, F, and G</b></p> <p>The Team reflects the diversity of skills required by this contract. There is sufficient staff on the Team with required discipline and skill sets aligned with Contract needs. Size is not a factor: a small Firm may be appropriately staffed to meet Contract needs or can show an effort to bring in the appropriate skills. A Firm may collaborate with a partner or recruit a specialized consultant to assemble the Team necessary to meet the specific Contract requirements. <i>REMINDER:</i> Better if Project Manager has done 4-5 Projects and Team has done 4-5 similar Projects.</p> |
|   |                      | <p><b>Selection Interview Presentation:</b></p> <p>The designated Team presents, with the Project Manager playing a leadership role. Team assumes ownership of entire Project, from design through construction, (including execution of needed changes). Roles are clearly delineated. Their organization and skills are appropriate to the Project needs. The Team has previously worked together on the same, or similar, Project(s), and has a successful track record. Team inspires trust. Little or no risk associated with Team. Leader is accessible.</p>   |
| B   | Responsive           | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections D, E, F, and G</b></p> <p>The Firm has assembled a good Team, with a little less depth or breadth (see "Highly Responsive" details above). <i>REMINDER:</i> Project Manager has done 2-3 Projects and Team has done 2-3 similar Projects.</p>  |
|   |                      | <p><b>Selection Interview Presentation:</b></p> <p>Experience with relevant Projects apparent, but with less depth in experience, Team structure and skills are adequate to meet Project needs (see "Highly Responsive" details above).</p>  |
| C   | Minimally Responsive | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections D, E, F, and G</b></p> <p>The Firm presented a canned Team with little effort to customize the Team to meet Contract needs. The skills may be limited, e.g. the Team may be lacking a secondary skill or there is too much reliance on one person. <i>REMINDER:</i> Project Manager must have completed 2 similar Projects and Team has completed 1.</p>   |
|   |                      | <p><b>Selection Interview Presentation:</b></p> <p>Lead Team members attend interview and Project Manager presents 25 % of presentation. Team has adequate, although limited, skills. Individual members have been successful working on a similar type of Project. Some Team members have worked together previously.</p>   |
| D   | Unacceptable         | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections D, E, F, and G</b></p> <p>The Team skills are inadequate or do not match the Contract needs. There is insufficient or no provision for meeting critical elements of the contract.</p>  |
|   |                      | <p><b>Selection Interview Presentation:</b></p> <p>Members of identified Team did not come to interview or the lead Project Manager played a minor role in presenting. Unclear who is in charge. "Cast of thousands" with silent observers. Predominantly a marketing/sales orientation. Maybe bait and switch.</p>  |



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| 4 Prime Firm's Past Performance Record with State & Other Clients |                      |   |
|---|----------------------|---|
| Grade   | Presentation         | Category Description  |
| A   | Highly Responsive    | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections E, F, I, &amp; J</b><br/>The Team has experience with similar Projects with exceptional track record, uses a consistent methodology, with few mistakes. Section J of the CT 330 Part I indicates an exceptional track record for delivering high quality Projects, on time and within budget. Presents minimal or no risk to client.</p>  |
|   |                      | <p><b>Active (past 5 years) DCS Consultant Performance Evaluations:</b><br/>If available, a "Highly Responsive" average score on the consultant evaluation is 85%-100%.</p>   |
|   |                      | <p><b>Consultant Reference Checks (check that two Consultant Reference Checks were completed):</b><br/>The Average Score on the <b>Consultant Reference Checks (1255)</b> is 4.5 – 5. Clients would work with them again. No major problems.</p>  |
|   |                      | <p><b>Selection Interview Presentation:</b> Response to Selection Interview questions concerning performance indicates Team has extensive experience dealing with type of problems that may be likely to occur with this Project, has dealt with "hot" issues well and taken actions to prevent reoccurrence of problems. Explanations for source of problems were insightful. Willingness to take responsibility and communicate effectively with Client.</p>  |
| B   | Responsive           | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections E, F, I, &amp; J</b><br/>The applicable sections of their QBS Submittal Booklet may not highlight performance, but there is little indication of problems. Section J of the CT 330 Part I indicates a positive track record for delivering high quality Projects, mostly on time and within budget. Presents minimal risk to client.</p>  |
|   |                      | <p><b>Active (past 5 years) DCS Consultant Performance Evaluations:</b><br/>If available, a "Responsive" average score on the consultant evaluation is 75%-85%.</p>   |
|   |                      | <p><b>Consultant Reference Checks (check that two Consultant Reference Checks were completed):</b><br/>The Average Score on the <b>Consultant Reference Checks (1255)</b> is 3.5 – 4. Predominantly positive comments from Clients. Minimal mistakes. No major problems. Problems that surfaced were handled appropriately and unlikely to reoccur again. Client was satisfied, would work with the Firm again.</p>   |
|   |                      | <p><b>Selection Interview Presentation:</b> Interview responses show awareness and experience dealing with likely problems.</p>   |
| C   | Minimally Responsive | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections E, F, I, &amp; J</b><br/>The applicable sections of their QBS Submittal Booklet show that problems were identified, but the issues were dealt with appropriately. The Team past performance is inconsistent. Parts of the Team may have done well in isolation; others may not have done well. Section J of the CT 330 Part I indicates an inconsistent track record for delivering Projects on time and within budget. Presents some risk to client.</p> |
|   |                      | <p><b>Active (past 5 years) DCS Consultant Performance Evaluations:</b><br/>If available, a "Minimally Responsive" average score on the consultant evaluation is 66.7%-75%.</p>   |
|   |                      | <p><b>Consultant Reference Checks (check that two Consultant Reference Checks were completed):</b><br/>The Average Score on the <b>Consultant Reference Checks (1255)</b> is 3.0 or below. Client may indicate reticence or misgivings about "repeat business" with this Firm. Or client is reluctant to provide feedback. Evaluations are mixed. Those problems identified were dealt with appropriately.</p>  |
|   |                      | <p><b>Selection Interview Presentation:</b> Interview responses show minimal awareness and experience dealing with likely problems.</p>   |
| D   | Unacceptable         | <p><b>QBS Submittal Booklet: Division 7 – CT 330 Part I, Sections E, F, I, &amp; J</b><br/>Track record for missing deadlines, missing budget, or poor quality. Little to no Construction Phase Supervision experience. Section J of the Firm's CT 330Part I indicates that the past performance on Projects coupled with claims history are an unacceptable risk to the state.</p>   |
|   |                      | <p><b>Active (past 5 years) DCS Consultant Performance Evaluations:</b><br/>If available, an "Unacceptable" average score on the consultant evaluation is 66.7% and below.</p>  |
|   |                      | <p><b>Consultant Reference Checks (check that two Consultant Reference Checks were completed):</b><br/>A score of 1, or "Unacceptable," on any of the <b>Consultant Reference Checks (1255)</b> questions. Dissatisfied clients.</p>  |
|   |                      | <p><b>Selection Interview Presentation:</b> Interview responses show no, to almost no, awareness and experience dealing with likely problems.</p>   |

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**"Total Volume of Work Awarded By \*DAS"**

**Description:**

The **"Total Volume of Work"** is a *relative* score out of 100 possible points. Firms that have the *lowest* "Total Volume of Work" have the *least* amount of work awarded by DAS in the previous five (5) years. Firms that have the *highest* "Total Volume of Work" have the *most* amount of work awarded by DAS in the previous five (5) years.

In order to achieve an equitable distribution of contracts, the "Total Volume of Work" may be used to determine the final selection of the most qualified Firm, provided, however, that the principle of selection of the most highly qualified Firms is not violated [R.S.C.A. 4-134e-8(e)].

\* DAS includes the former DPW and DCS

**Instructions:**

Selection Panel Members shall use these instructions to determine the "Total Volume of Work Awarded By \*DAS" for the **five (5) shortlisted Firms immediately following** the conclusion of all five (5) Selection Interviews.

|                |   |
|----------------|---|
| <b>Step 1.</b> | You will need your completed "1263 Selection Interview Rating Sheet" and the QBS Submittal Booklets for each of the five (5) Shortlisted Firms.   |
| <b>Step 2.</b> | Using your completed "1263 Selection Interview Rating Sheet", follow these instructions:  |
| <b>2.1</b>     | Copy the list of Consultant Names from Table 1 onto Table 2 (in the same numeric order) of your "1263 Selection Interview Rating Sheet".  |
| <b>2.2</b>     | Read Questions 1 through 4 on the next page of this form.   |
| <b>2.3</b>     | For each Consultant, use their QBS Submittal Booklet to answer Questions 1 through 4 and determine the "Relative Rating Points" for each question. Write the "Relative Rating Points" for Questions 1 through 4 on Table 2 of your "1263 Selection Interview Rating Sheet". |
| <b>2.4</b>     | For each Consultant, add the results from Questions 1 through 4 and write the total in "Total Volume of Work".  |
| <b>2.5</b>     | For each Consultant, copy the "Total Volume of Work" from Table 2 to Table 1 of your "1263 Selection Interview Rating Sheet".   |
| <b>Step 3.</b> | Give your completed and signed "1263 Selection Interview Rating Sheet" to the Selection Chair.  |

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**Questions to Determine "Total Volume of Work Awarded By \*DAS"**

\* DAS includes the former DPW and DCS

| Question 1                    | DAS, DCS, and/or DPW Contracts [RCSA Sec. 4-134e-8(e)(a)]   |
|-------------------------------|---|
| <b>Relative Rating Points</b> | Look at this Firm's QBS Submittal Booklet - Division 7 - 330 Part I - Section H – "Volume of Work With DAS, DCS, and/or DPW", #30.1. <ul style="list-style-type: none"> <li>When did this Firm last receive a signed Contract with DAS, DCS, and/or DPW?</li> </ul> |
| <b>0</b>                      | Never   |
| <b>12</b>                     | Greater than 1 (one) year ago   |
| <b>18</b>                     | Between 6 (six) months and 1 (one) year   |
| <b>25</b>                     | Within the past 6 (six) months  |

| Question 2                    | Number of Contracts Currently Being Performed [RCSA Sec. 4-134e-4(e)]  |
|-------------------------------|--|
| <b>Relative Rating Points</b> | Look at this Firm's QBS Submittal Booklet - Division 7 - 330 Part I - Section H – "Volume of Work With DAS, DCS, and/or DPW", #30.2. <ul style="list-style-type: none"> <li>How many Contracts is the Firm currently performing for DAS and/or DCS (including those written under any name other than the one appearing in the response)?</li> </ul> |
| <b>0</b>                      | No current Contracts   |
| <b>12</b>                     | One current contract   |
| <b>18</b>                     | Between 2 (two) and 3 (three) current Contracts  |
| <b>25</b>                     | Greater than 3 (three) current Contracts   |

| Question 3                    | Number of Contracts Previously Awarded [RCSA Sec. 4-134e-8(e)(b)]   |
|-------------------------------|---|
| <b>Relative Rating Points</b> | Look at this Firm's QBS Submittal Booklet - Division 7 - 330 Part I - Section H – "Volume of Work With DAS, DCS, and/or DPW", #30.3. <ul style="list-style-type: none"> <li>How many DAS, DCS, and/or DPW Contracts has the Firm previously been awarded within the last five years (including those awarded under any name other than the one appearing in the response)?</li> </ul> |
| <b>0</b>                      | No previous Contracts in the past five (5) years  |
| <b>12</b>                     | One previous Contract in the past five (5) years  |
| <b>18</b>                     | Between 2 (two) and 3 (three) previous Contracts in the past five (5) years   |
| <b>25</b>                     | Greater than 3 (three) previous Contracts in the past five (5) years  |

| Question 4                    | Volume of Work Previously Awarded [RCSA Sec. 4-134e-8(e)(b)]   |
|-------------------------------|--|
| <b>Relative Rating Points</b> | Look at this Firm's QBS Submittal Booklet - Division 7 - 330 Part I - Section H – "Volume of Work With DAS, DCS, and/or DPW", #30.4. <ul style="list-style-type: none"> <li>What is the total dollar amount of DAS, DCS, and/or DPW Contracts (combined) that the Firm has previously been awarded within the last five years (including those awarded under any name other than the one appearing in the response)? <b>NOTE:</b> This question must be compared to the results of all other Firms.</li> </ul> |
| <b>0</b>                      | \$0  |
| <b>12</b>                     | The Least  |
| <b>18</b>                     | Between The Least and The Most   |
| <b>25</b>                     | The Most   |