

The selected Respondent(s) will be required to execute a Contract for Project Management Services with the Owner in the form that is attached hereto as Attachment B and incorporated by reference herein. Prior to execution of the Contract for Project Management Services with the Owner, the selected Respondent will be required to submit to the Owner a certificate of insurance that meets the requirements set forth in the Contract for Project Management Services.

Prior to execution of the Contract for Project Management Services, the fee for services shall be negotiated between the Owner and the selected Respondent to the satisfaction of the Owner, within its sole discretion. The initial fee structure will be negotiated through the Feasibility Study/Schematic Design Phase. The selected Respondent, however, will be required to provide pricing information for all Phases specified in the Contract at the time of fee negotiation.

## 5. Selection Process and Selection Schedule

### Process

The Dr. Albert B. Consentino Middle School Building Committee (“CSBC”) will follow the process as outlined below:

- 1) The OPM Selection Committee (“SC”), made up of three or more members of the CSBC, educators, and other industry professionals will be responsible for reviewing and scoring each Respondent’s proposal.
- 2) The SC will review each Respondent’s application to determine if they have met the minimum criteria established in the RFS.
- 3) The SC will score each Respondent’s proposal based on the weighted evaluation criteria identified in (Section 4 – Minimum Requirements and Evaluation Criteria).
- 4) The SC will determine what the minimum ranking score for Respondents is to be interviewed.
- 5) The SC will determine which Respondents met the minimum ranking score for Respondents to be interviewed (Short Listed).
- 6) The SC, based on the weighted evaluation criteria, will select no less than three (3) Respondents for the Short List.
- 7) Prior to their interviews, Short Listed Respondents shall provide a summary outline of at least five (5) of their most recent school construction projects of a similar nature (renovation, addition, or new building with a value of \$15 million or more) coordinated by the Respondent’s proposed Project Director.
- 8) Each Respondent who is Short Listed will be given an opportunity to make a brief presentation to the SC on their capabilities to be successful as the Project Manager for the subject project. After the presentation is complete the members of the SC will ask each of the Respondents a number of questions, which will be asked of all Respondents, as well as any questions pertaining the specific Respondent.
- 9) Each member of the SC will then assign a percentage from 0% - 100% to their own weighted evaluation score they had originally assigned to the Respondent.
- 10) The SC will compile and convey the scoring and interview results, and first-ranked Respondent to the CSBC.
- 11) The CSBC will meet to discuss and accept the SC’s results and first-ranked Respondent recommendation.
- 12) The Owner will commence fee negotiations with the selected first-ranked Respondent.
- 13) If the Owner is unable to negotiate a contract with the first-ranked selection, the Owner will then commence negotiations with its second-ranked selection and so on, until a contract is successfully negotiated and approved by the Owner.

information including: the scope of work; project specific criteria; project-specific information; performance record of respondents on previous public and private work; and the information contained in the response. The Selection Committee should complete a scoring sheet (see suggested format in Attachment B) evaluating each response in accordance with the procedure outlined in the RFS and the weighted criteria. Copies of the scoring sheets should be retained by the Owner and they may be requested by the MSBA. A "short list" of three to five respondents should be selected for an interview.

**Interviews.** Each of the short-listed respondents should be invited for a presentation and an interview by the Owner. Key personnel listed in the response should be at the interview. Be sure to ask the same questions of all respondents to be able to consistently compare the quality and content of the answers. Interviewee responses to interview questions should be documented and provided to the MSBA in the OPM Narrative.

At the interview, participants should:

- Confirm the respondent's qualifications to do the job;
- Confirm the respondent's ability to meet the schedule;
- Confirm the respondent's identification of key personnel and their time commitment to the project by phase; and
- Review the MSBA standard Contract for Project Management Services to confirm an understanding of the content.

**References.** Reference checks are required for all short-listed respondents. For each short-listed respondent, the MSBA recommends that the Owner conduct at least three reference checks and that the same questions be asked of each reference. The Owner should use the MSBA OPM Reference Checks Matrix to document the reference checks. The reference checks should meet the following guidelines, and be done in accordance with the Owner's published OPM RFS:

- Check references for each short-listed respondent's work on projects most similar in type, size, dollar value, and complexity to the Owner's proposed project;
- Check references from other public awarding authorities; and
- Ask references for information relating to the qualifications and criteria defined in the project scope.

This information will help determine which respondents are best suited for the project.

**Selection.** Following the interviews, the short-listed candidates should be ranked in order of preference. The ranking should be recorded on a scoring sheet separate from the first scoring sheet used. Copies of the scoring sheets should be retained by the Owner and may be requested by the MSBA at a later date. The rationale for the selection must be well documented. The Owner must forward a summary of the procurement and selection process to the MSBA for its review. Please see Attachment A for more information about the information that the Owner will need to provide to the MSBA.