

APPENDIX C

SELECTION INFORMATION REQUIREMENTS

GENERAL INFORMATION. (One binder for each board member and the recorder)

1. Commerce Business Daily Announcement
2. DD Form 1391
3. Preselection Minutes
4. List of Qualifications and requirements for consideration in selection

FIRM INFORMATION. A section will be included for each A-E firm on the preselection list; firm*s will be presented in alphabetical order. Information required for each firm includes:

1. Standard Form 254 (Architect-Engineer Related Services for Specific Project)
2. Standard Form 255 (Architect-Engineer and Related Services Questionnaire) and A-E Transmittal Letter
3. Design Management Plan
4. A-E performance evaluations on file from previous projects. (Including applicable Architect-Engineer Contract Administration Support System (ACASS) information).
5. Record of District/Operating Division*s check of the A-E*s references (previous clients) stating A-E*s qualifications and performance. A minimum of two (2) independent references will be contacted. Reference checks may be waived by DAEN-ECE-M for smaller projects. The following items should be included in the reference check record:
 - a. What was your involvement in the project?
 - b. Was the design schedule met?
 - c. Was the project kept on budget?
 - d. Was the design completed with a minimum of errors and omissions?
 - e. Is the staff satisfied with the facility?
 - f. What was the major weak point of the A-E on your project?
 - g. What was the major strong point of the A-E on your project?
 - h. Would you hire this A-E again on another similar project?