

SBA 173

**DESIGN BUILD
PERFORMANCE CRITERIA DEVELOPER**

ADVERTISEMENT FOR
Performance Criteria Developer

The _____ County Board of Education is soliciting proposals from qualified Performance Criteria Developers to work in cooperation with _____ to develop Design-Build performance criteria for _____. The firm/individual must be a registered architect or engineer licensed under the laws of West Virginia and licensed to do business in West Virginia. The firm/individual must have experience in the Design-Build project delivery method, the preparation of educational facilities performance criteria and must be capable of preparing building performance specifications, pre-schematic building footprints based on the educational specifications for the school and must have experience in site evaluation and design. The Performance Criteria Developer will assist the county board and the school planning team with the development of detailed building component specifications, site evaluation and preliminary building citing based on the chosen site and preparation of schematic diagrams of the school based on the county's educational specifications. Additional services will be provided to the county for assisting in the evaluation of the Design-Build proposals and assisting the county board during the design development review, construction document review and construction phase of the project. The services provided will be based on a negotiated fee for actual time and services rendered beyond the basic services provided through pre-schematic building footprint.

Invitations for Qualifications (IFQ) will be provided upon request to qualified individuals/firms. Responses to IFQs must be returned to _____ County Board Office to the attention of _____ by _____ local prevailing time (LPT). Proposals received after this deadline will not be accepted, nor opened and will be returned. Questions concerning the specifics of this project should be directed to _____ at (304) _____.

DRAFT

INVITATION FOR QUALIFICATIONS (IFQ)

_____. 20__

**Performance Criteria Developer
For**

A proposal in response to this IFQ must be submitted to the _____ **no later than** _____ local prevailing time (LPT) **on** _____, 20___. It must be plainly marked:

Proposal for IFQ Performance Criteria Developer for

The _____ County Board of Education is soliciting proposals from qualified Performance Criteria Developers to work in cooperation with _____ to develop Design-Build performance criteria for _____. The firm/individual must be a registered architect (*or engineer*) licensed under the laws of West Virginia and licensed to do business in West Virginia. The firm/individual must have experience in the preparation of educational facilities performance criteria and must be capable of preparing building performance specifications, pre-schematic building footprints based on the educational facilities specifications for the school and must have experience in site evaluation and design. The Performance Criteria Developer will assist the county board and the school planning team with the development of detailed building component specifications, site evaluation and preliminary building citing based on the chosen site and preparation of schematic diagrams of the school based on the county's educational specifications. Additional services will be provided to the county for assisting in the evaluation of the Design-Build proposals and assisting the county board during the design development review, construction document review and construction phase of the project. The services provided will be based on a negotiated fee for actual time and services rendered beyond the basic services provided through pre-schematic building footprint.

Submitted proposals must address the evaluation criteria and must be organized in the same order as the IFQ. Copies of the IFQ and other projects received after the stipulated time and date will not be accepted, nor opened, and will be returned. Specific information can be obtained by contacting _____ at _____. Questions concerning the specifics of the project(s) should be directed to _____ at (304) _____.

**REQUIREMENT FOR THE
SUBMISSION AND EVALUATION
OF
PERFORMANCE CRITERIA DEVELOPER
SERVICES
TO THE**

_____ **COUNTY BOARD OF EDUCATION**

INVITATION FOR QUALIFICATIONS

**PERFORMANCE CRITERIA DEVELOPER
For
_____ (Project)**

_____ **(Date)**

TABLE OF CONTENTS

Section	Title
1	Invitation for Qualifications
2	Project Description
3	Instructions to Submitting Individuals/Firms
4	Qualification Process
5	Selection Process

SECTION 1 – INVITATION FOR QUALIFICATIONS (IFQ)

Pursuant to Section 5G,1-4 of West Virginia Code, the _____ County Board of Education intends to contract with a registered architect (*or engineer*) to act as the Performance Criteria Developer (PCD) for a Design-Build project that will

Selection of the PCD shall conform to West Virginia Code 5G, 1-4 regarding the selection and fee negotiation process.

The successful PCD will be expected to enter into a single point of responsibility agreement with _____ County Board of Education to provide professional services for the preparation of performance criteria, pre-construction review of Design-Build and construction services as required by the Design-Build Procurement Act (Title 148, Series II) for the referenced project.

Individuals/firms interested in providing this service to _____ County are hereby notified that proposals for providing the requested services in response to this IFQ will be accepted until _____ p.m. (day and date) local prevailing time (LPT). (Proposals received after this deadline will be disqualified). Proposals may be mailed or hand delivered to the following location:

_____ County Board of Education

The proposal is limited to 20 pages and shall be presented in a binder format, tabbed according to the Evaluation Criteria. Proposals shall be clearly identified in a sealed package and include all technical submission requirements. Proposals will not be opened until expiration time established for submitted proposals has expired. One (1) original and ten (10) copies of the proposals shall be submitted and must be clearly labeled with the project name and the name of the submitting individual/firm affixed.

The format of the proposal shall be in strict conformance with the stipulated criteria in the Instructions to Submitting Individual/Firms (Section 3).

SECTION 2 – PROJECT DESCRIPTION

A. Scope of Work

In general, the work consists of the following: (insert project description)

B. Owners Anticipated Advertisement and Award

Advertisement/IFQ	_____
Proposals Due	_____
Notification of Short List Individual/Firms	_____
Presentations by Short listed Individual/Firms	_____
Recommendation of Selected Individual/Firms	_____
Deadline for Contract Negotiations	_____
Board Approval of Selected Individual/Firms	_____
Executed Contract and Notice to Proceed	_____

SECTION 3 – INSTRUCTIONS TO SUBMITTING INDIVIDUALS/FIRMS

A. General

The selection process for the PCD will be conducted as follows:

- Stage 1: The proposals received in response to this IFQ will be evaluated and ranked by a Selection Team in accordance with the process and evaluation criteria contained in Section 4. The proposal must be written and submitted with tabbed sections in the order of the evaluation criteria. The Selection Team will select (short list) no fewer than three (3)

individuals/firms to give a presentation at a later date to the Selection Team.

Stage 2: The short listed individuals/firms will meet with the Selection Team present their qualifications and address questions from the Selection Team about their proposal. The team will evaluate and rank each individual/firm based on the proposal information and the presentations in accordance with the process and evaluation criteria contained in Section 5.

Stage 3: The Selection Team will select the individual/firm they feel is most qualified to perform the services and will negotiate the fee for the completion of the performance criteria for the project.

B. Questions

Questions regarding the completion and submission of the proposal should be directed to _____ County will respond to all questions received regarding the general requirements of the performance criteria development to be used for the project prior to the presentation date.

C. Expenses Incurred in Preparing Responses

_____ County accepts no responsibility for any expenses incurred by those individuals/firms offering their services to the county in the preparation of a response to this IFQ. All expenses incurred in the preparation of the response to the IFQ and the cost for the interview process shall be borne by the offering individual/firm exclusively.

D. Performance Criteria Developer

Individuals/Firms submitting a response to this IFQ must be a registered architect or registered engineer (where applicable) in the State of West Virginia. Experience in school design and experience with SBA policies and procedures and knowledge of West Virginia State Board of Education Policy 6200, Handbook on Planning School Facilities is required.

SECTION 4 – QUALIFICATION PROCESS

Selection Team

The proposals received in response to this IFQ will be evaluated by the Selection Team. The Selection Team will select (short list) no fewer than three (3) individuals/firms to give a presentation at a later date to the Selection Team. The proposals and information interview process will be used to select and rank in order of qualifications of the most qualified individual or firm. Once completed, the county will negotiate the fee for providing services in accordance with WV Code 5G _____. The members of the Selection Team are:

Name

Affiliation and Title

The following Criteria are intended to provide the Selection Team with information regarding the qualifications of each Performance Criteria Developer (PCD). Proposals shall address each of the Criteria in the same order listed below.

A. Proposal Letter

PCD must provide an original letter stating their intent to provide professional services and identifying their willingness to proceed should they be selected to perform the planning services. The letter must be signed by an officer of the proposing firm.

B. Project Understanding

PCD must clearly demonstrate their understanding of the scope of the project and present a concise outline of specific services they are prepared to provide for the project. The proposal must also identify and discuss any of the services, or method of approach to the services, which are believed to be either “unique” or “outstanding,” or which may be recognized as giving a competitive edge or advantage.

C. Performance Criteria Developer and Consultant Personnel Resumes

Provide information describing the PCD’s experience and qualifications. Indicate key personnel and their relationship to this project. Provide resumes of all consultants, key personnel, their disciplines, respective roles, education, certifications, licenses and their experience in educational facilities design.

D. Performance Criteria Developer’s Experience and Knowledge

Submit the PCD experience regarding the preparation of performance specification writing and knowledge of the SBA requirements and West Virginia State Board of Education Policy 6200 Guidelines. Identify the lead personnel anticipated on this project and their respective responsibilities proposed for this project. Comment on the commitment to involve the lead personnel assigned to the project through all phases of the project.

E. Project Approach

Comment on your approach toward the formulation of the performance specifications. Describe the process and communication procedures that will be employed throughout the development of the performance criteria and during the final design review and construction phases of the project. Describe procedures, frequency and methods for obtaining project input from the County representative and a plan to establish and maintain clear lines of communication with the designated representative.

F. References

Please provide three (3) letters of references from individuals who have worked with you professionally and can provide first-hand knowledge of your previous work experience.

G. Completion Schedule

Describe the general schedule and timeline anticipated for the completion of the project performance criteria.

SECTION 5 – SELECTION PROCESS

Proposal Evaluation

Based on the proposals received, the Selection Team will use the process described in West Virginia Code 5G-1-4 to evaluate and select the Performance Criteria Developer. The Selection Team will select (short list) no fewer than three (3) individuals/firms to provide oral presentations. The short listed individuals/firms will be notified on the date shown in Section 2 of this IFQ and will be given the opportunity to interview with the Selection Team and present project information. The Selection Team will evaluate and score the qualifications of each individual/firm being interviewed using the Selection Team Rating system established for this project.

Oral Presentations

The short listed PCD will make an oral presentation to the Selection Team to further explain their proposal. The short listed PCD will be given ___ minutes for an oral presentation. The format of the presentation should be structured to clearly address the Evaluation Criteria contained in Section 4 of the IFQ. Presentation boards and handouts are acceptable. A projection screen will be available for use by the short listed PCD if prior notice is given. The Selection Team will have ___ minutes for questions.

Final Selection

The Selection Team will recommend to the _____ School Board that an agreement for professional services to prepare performance criteria specifications and additional services described in Section 2a – Scope of work be awarded to the PCD with the highest total points (the sum of scores given to each PCD by all voting members of the Selection Team) at the fee schedule negotiated. The Selection Team will rate and rank the short listed PCDs in order of their score based on the proposal information and interview process and the team will reach a consensus as to which individual/firm is the most qualified. The team or a representative member of the team will then negotiate the fee for the performance criteria development services. Should the fee negotiations reach an impasse and the fee agreement not be reached, negotiations will continue with the next highest rated PCD until an agreement is reached. The Selection Team will not return to the previous team once the impasse is reached on the fee and the next individual/firm is contacted for fee negotiations commence.

SELECTION TEAM RATING SHEET

Performance Criteria Developer

(Project Name)

Company/Individual _____

Proposal Letter ____Y ____N Date _____

Evaluation Criteria	Criteria Value Potential	Score	Remarks
Project Understanding	5	_____	_____
Similar Project Experience	15	_____	_____
Familiarity with Design-Build	20	_____	_____
Performance Criteria Developer	20	_____	_____
Familiarity with State Bd Policy 6200	10	_____	_____
Familiarity with SBA Requirements	10	_____	_____
Schedule	10	_____	_____
References	10	_____	_____
GRAND TOTAL	100	_____	(must score minimum of 70 pts to be considered)

Comments: _____

Signature _____ Date _____