# \_\_\_\_\_\_\_\_ County Board of Education

Architectural / Engineering Procurement Questionnaire

For Projects funded by the School Building Authority

Below is a series of questions that, at a minimum, should be asked by the County Board of Education’s Review Committee to each Architect / Engineer Design Team who interviewing as a candidate to complete the design and construction administration work for the SBA-funded project.

**Note**: Per the requirements of W.Va. Code §5G-1-3, which outlines the State of West Virginia’s qualification-based selection process, questions regarding compensation, including fee negotiations, shall **not** be asked during the interview.

## Sample Questions:

1. Discuss your Design Team’s makeup of principals, licensed professionals, and administrators, including those of your proposed sub-consultants. What specific experience does your team have designing K-12 schools in West Virginia?
2. How many active projects does your team currently have ongoing at this time, including both design and construction administration?
   1. Is your firm capable of handling this project and others while meeting contractual deadlines?
   2. Is your firm available to start immediately? What is the likelihood that your firm could expedite the design timeframe to start as soon as possible?
3. As indicated in the Statement of Qualifications (SOQ), discuss your firm’s experience or willingness to review, with the County, previously designed school projects and to consider prototyping the design with adaptations for this project.
4. What is, or how do you implement, the quality control process at your firm? How do you manage design coordination with your team and if its consultants?
5. Discuss your Team’s anticipated concepts and methods of approach for the design of this project. Are there any issues that you believe need to be considered/addressed as this project begins?
6. Describe your approach to Educational Programming for this school to include all required and desired design elements, and how you propose to make this fit within the project budget?
   1. Should the Owner request elements in the design that you as the designer feel are outside the scope of work and budget for this project, how will you address this issue?
7. As you know, this project was funded partially (or wholly) by the School Building Authority. Therefore, all SBA requirements must be followed on this project. How familiar are you with the recent SBA policy changes that require high accountability measures and strict conformance/compliance with all project requirements? Please explain.
   1. Describe your File Transfer Protocol (FTP) site for which all formal project communication is to be logged.
   2. Describe your team’s systems used for tracking and managing design processing submittals, shop drawings, and construction administration activities.
   3. Describe your team’s method of evaluating the Contractor’s Critical Path Method (CPM) baseline and updated schedule, cash flow schedule, and schedule of values to ensure construction progresses and is completed within the contractual requirements.
   4. Describe your team’s ability and willingness to follow SBA requirements for identifying if/when a contractor fails to meet conformance and/or compliance requirements as required in the Contract Documents?
   5. Project closeout is often a difficult task to ensure all work is completed and all paperwork is submitted. What assurances can you give that your firm will be dedicated to assisting the County in ensuring all required closeout steps are followed and completed?
8. Is your firm capable of/willing to preparing renderings or other presentation material that may be requested by the School District for board presentations, SBA funding, public meetings, etc? What capabilities does your firm have to aid our efforts in Public Relations and Marketing?

Additional Questions:

# \_\_\_\_\_\_\_\_ County Board of Education

Architectural / Engineering Procurement Scoring Matrix

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Rater: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **CRITERIA (WV Code** **§5G-1-3)** | **Remarks** | **Points Possible** | **Points Awarded** |
| **A. General Information**  Submitted EOI Materials (5)  Statements of Qualification (5) |  | 10 |  |
| **B. K-12 Design Experience**  Comparable Project Experience (5)  5 Year History of K-12 Design (5)  Experience w/ SBA Requirements (5)  Experience w/ Policy 6200 (5)  Consider Prototype School App. (5) |  | 25 |  |
| **C. Key Personnel Qualifications**  Offices in WV for at least one year  Licensed Architects (10)  Construction Administrators (5)  Consultants – Key Personnel Qual. (5)  SBA Policy Compliance (10) |  | 30 |  |
| **D. Project Approach and Understanding**  Discussion of Anticipated Concepts & Proposed Methods of Approach (5)  Major Issues Considered (5)  Systems for Managing/Tracking (10)  Quality Control Program (5)  Contractor Schedule Eval. (10) |  | 25 |  |
| **E. References** |  | 10 |  |
| **Grand Total:** (Minimum Score of 70 Required to be Considered) | | 100 |  |

**Comments:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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