

QUALIFICATION EVALUATION FORM
SELECTION OF ARCHITECT
FOR THE CITY OF TIFTON 2019 CDBG

OWNER: _____

NAME OF FIRM: _____

FIRM ADDRESS: _____

COMPLETED REQUIRED SECTION 3 PACKAGE: YES _____ NO _____

Evaluate the Architect and/or Architectural Firm based on the points assigned to each of the following selection criterion. Scoring of RFQ's will be as follows:

Poor 1	Fair 2	Good 3	Excellent 4
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	<u>CRITERION</u>	<u>POINTS ASSIGNED</u>
1.	Architect and/or Architectural Firms ability to supply all major disciplines necessary to perform the work.	_____
2.	Architect and/or Architectural Firms financial stability.	_____
3.	Architect and/or Architectural Firms experience with this type project.	_____
4.	Does Architect and/or Architectural Firm carry errors and omissions insurance?	_____
5.	Architect and/or Architectural Firms knowledge of community.	_____
6.	Architect and/or Architectural Firms ability to meet project schedule.	_____
7.	Architect and/or Architectural Firms Staff Expertise.	_____
8.	Has Architect and/or Architectural Firm had experience with Community Development Block Grant (CDBG) Projects?	_____
9.	Did Architect and/or Architectural Firm provide a list of relevant experience including a statement of competency to perform various tasks called for in the RFQ?	_____

TOTAL SCORE: _____

NAME OF REVIEWER: _____ DATE OF REVIEW: _____

Sample Architect Scoring

Criterion:

#1: Architects, Surveyors, and Map Makers (GIS staff) on permanent staff familiar with public infrastructure: 4 points
Architects and Surveyors on permanent staff familiar with public infrastructure: 3 points
Architects and Surveyors on permanent staff: 2 points
Architects on permanent staff: 1 point

#2: In business 15 years or more: 4 points
In business 10 years or more: 3 points
In business 5 years or more: 2 points
In business less than 5 years: 1 point

#3: Architect has multi-project (5 or more projects) experience with this type project: 4 points
Architect has experience with this type project: 3 points
Architect has public infrastructure experience not related to this type: 2 points
Architect has no public infrastructure experience: 1 point

Note that this "type" project refers to building design, etc., not CDBG, as advertisements were for a large variety of possible funding sources.

#4: Yes: 4 points
No: 1 point

#5: Has completed project within city or county previously: 4 points
Has completed project within SGRC region previously: 3 points
Has completed project in South Georgia, but outside SGRC region previously: 2 points
Has completed no projects in above mentioned areas: 1 point

#6: Can complete pre-architectural report on time and project within 2 years of award: 4 points
Can complete pre-architectural report on time and did not include project time: 3 points
Can complete pre-architectural report on time and project in over 2 years: 2 points
No statement: 1 point

#7: In business 15 years or more: 4 points
In business 10 years or more: 3 points
In business 5 years or more: 2 points
In business less than 5 years: 1 point

#8: 10 or more CDBG projects: 4 points
5-9 CDBG projects: 3 points
1-4 CDBG projects: 2 points
No CDBG projects: 1 point

#9: Adequate list of relative experience (10+ projects) and statement: 4 points
Less than 10 projects experience and statement: 3 points
Left off one or the other of relevant experience or statement: 2 points
No list of relevant experience or statement of competency: 1 point