



# WESTERN MICHIGAN UNIVERSITY

## Selection Process for Architectural and Engineering Professional Services

### Overall Highlights

- **Establish Selection Committee**
- **Establish Qualification Criteria**
- **Solicit Request for Qualifications**
- **Determine Qualified Respondents**
- **Establish Proposal Criteria**
- **Distribute Request for Proposal**
- **Determine Selection**
- **Submit for Approval**
- **Communicate Results**

### Detailed Selection Process Information

1. Once a University construction project has been approved, the Facilities Management Department and Logistical Services will collaborate on the selection process for architectural and engineering firms required for the project. A selection committee will be established from the Facilities and Logistical areas along with participation from other appropriate University areas (departments, stakeholders, senior officials, etc.).
2. The committee will establish the evaluation criteria for the qualification process. This criteria will include items such as:
  - a. Company structure
  - b. Staffing capabilities
  - c. Previous projects completed of a similar nature and size
  - d. References
  - e. Resumes/Experience of professional staff
  - f. State of Michigan presence/affiliation
3. The next step is to solicit a qualification (RFQ) documents from all interested firms. A request for qualifications will be distributed to firms previously engaged by the University and also made available via websites and advertising to other interested parties. The selection committee will develop the RFQ document from a basic template and add any language required for the specific project.
4. Once the responses to the RFQ document have been received from interested firms, individual copies of the submittals will be distributed to the committee members for review and evaluation.

5. After individual evaluation of the completed RFQ's, the selection committee will convene and determine the qualified respondents for the "Request for Proposal" (RFP) portion of the process. The firms not qualified by the committee will be notified.
6. The selection committee will then develop and distribute the RFP to all qualified firms. Participating firms will also be required to attend a pre-proposal meeting where they will be provided information regarding the project and also will be given opportunity to ask questions. In addition to cost/pricing, the RFP will request the professional firms to respond in a format similar to the following:
  - a. Executive Summary
  - b. Statement of the Problem
  - c. Management Summary
  - d. Work Plan
  - e. Manpower
  - f. Methods
  - g. Interfacing with Contractors

These criteria will be explained in more depth at the pre-proposal meeting.

7. Once the responses to the RFP documents have been received from interested firms, individual copies of the submittals will be distributed to the committee members for review and evaluation. Evaluation criteria may include:
  - a. Experience of team
  - b. Level of expertise of team members with the whole team
  - c. Work plan
  - d. Understanding of the project
  - e. Quality of previous projects
  - f. Proposed cost of the project
8. After individual evaluation of the completed RFP responses, the selection committee will convene and determine the top tier respondents for presentations/interviews (short list). The firms not short listed will be notified.
9. Each firm selected for the presentation portion will be given identical agenda items to follow in their individual time slot. Designated team members from firms will be requested to attend.
10. After the presentation/interview process has been completed and thoroughly evaluated for each firm, the selection committee will decide on the best qualified respondent for the project. Evaluation criteria may include:
  - a. Approach to the project
  - b. Project planning aspects
  - c. Project schedule
  - d. Understanding of the project
11. The chairperson of the selection committee will then forward a formal recommendation to the appropriate University official(s) for approval.

12. Once approval is received, the successful respondent is notified of award and the other final participants are also notified of the results.