

## EXHIBIT C: CRITERIA AND EVALUATION

### I. QUALIFICATIONS & SELECTION CRITERIA

- A. Evaluation Criteria. The proposals will be evaluated and scored based on the following weighted criteria:

PAGE 1: Firm Profile.....	20 points
PAGE 2: Project Team Qualifications and Experience.....	30 points
PAGE 3: Project Approach .....	30 points
PAGE 4: Fee and Overall Value of Services.....	20 points

B. Proposal Format

1. The proposal should be complete and contain all the information requested and in the following format. Proposal shall be submitted in (.pdf) format, in a single file, all pages shall be 8-1/2” x 11” portrait and be inclusive of all information requested. The file shall be organized according to the following:
  - Cover page, including RFP #, Firm’s name and address, Contact person responsible to act on the Firm’s behalf; name, title, phone and email.
  - Tabbed pages as noted below – Tabs 1 through 4.

C. PAGE 1 - Firm Profile and Suitability for Project – (1-page maximum)

1. Provide information demonstrating how your **Firm** is uniquely suited to deliver this project successfully for West Virginia University (“WVU”).
2. Attributes of Firm profile may include, but are not limited to firm history, size, office location(s), culture, in-house disciplines and capabilities, areas of focus (including higher education), organizational structure, use of technology, ability to respond expeditiously, knowledge of local/regional markets, and relationships with other consultants and contractors

D. PAGE 2 - Project Team Qualifications and Experience (1- page maximum)

1. Provide information to demonstrate how your proposed **Project Team** is qualified and experienced (collectively and individually) to deliver this project successfully for West Virginia University. Please highlight project experience that includes the proposed team members and/or those that are like this project.

2. Identify three recent projects in which your company has provided design services that are similar in size and complexity as the subject project (at least one experience from a public university is preferred).

- The following information is requested on each project:

- 1) Facility Name, Owner and Address
- 2) Start Date and Completion Date and/or Status of Project
- 3) Client Reference (Name, Position, Address, and Telephone Number)
- 4) Project Budget (Your contract value) and Scope
- 5) List Support Team

3. References: If it is not acceptable to contact references (from above); Provide a list of three individuals and/or organizations who may be contacted as professional references regarding the Respondent's experience relevant to this RFP (at least one reference from a public university is preferred).

- Please provide

- 1) A contact name,
- 2) Title,
- 3) Address,
- 4) Email address,
- 5) Telephone number, if available, for each reference listed.

By providing such information, the Respondent consents to the WVU contacting these individuals for the purpose of discussing the Respondent's background and experience as it relates to this RFP.

E. PAGE 3 – Project Approach (1 - page maximum)

1. Explain how Respondent's project team will **Approach** the redesign of the Waterfront chillers & cooling tower strategically to achieve success.
2. Describe your firm's visions and ideas for the project and how they align with WVU's stated goals for the project.
3. Please include a proposed project schedule in this section.

F. PAGE 4 – Fee and Value for Services (2- page maximum)

1. One of WVU's priorities is overall value with respect to project cost. Based on the scope of work provided, present your proposed **Design Fee** and demonstrate how your firm will provide WVU with overall project **Value** for the proposed Design Fee. The fee should be a stipulated lump sum based on scope

of work and construction budget and inclusive of all reimbursable costs.

- Submit the following breakdown of your fee:

Schematic Design: \$X.XX

Construction Documents: \$X.XX

Bidding Support: \$X.XX

Construction Administration: \$X.XX

Total Stipulated Lump Sum: \$X.XX