



Commonwealth of Kentucky

SOLICITATION

TITLE: RFP-414 A/E Srv Morehead St University Recreation Site Study

DATE ISSUED 2010-02-02	SOLICITATION CLOSES Date: 2010-02-16 Time: 15:00:00	SOLICITATION NO. RFP 785 1000000254
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I S S U E D B Y	403 Wapping Street Kelly Hawkins	A D D R E S S T O	Please see the Terms and Conditions For Information on where to submit Your Bid/Proposal.
V E N D O R	Name:	R E M I T T O	Name:
	Address:		Address:
	City, State Zip Code:		City, State Zip Code:
	Phone #:		Phone #:
	Email Address:		Email Address:
	Contact Name:		Contact Name:
	Contact Email:		Contact Email:
	Vendor Customer (VC) #:		Vendor Customer (VC) #:

FOR INFORMATION CALL: Kelly Hawkins
502-564-4414

ONLINE BIDDING PROHIBITED Yes

OWNERSHIP TYPE:
☐ Sole Proprietorship ☐ Partnership ☐ Corporation

SIGNATURE OF AUTHORIZED AGENT IS REQUIRED UNLESS RESPONSE IS SUBMITTED ELECTRONICALLY

FAILURE TO SIGN SHALL RENDER THE BID INVALID.

Signature X _____ FEIN# _____ DATE _____

All offers subject to all terms and conditions contained in this solicitation.

Line Items

Line Group: Default

Line	CL Description	Due Date	Quantity	Unit Issue	Unit Cost	Line Total Or Contract Amt
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1 Architect Srvs Morehead State
Univer. Recreation Site Study

Comm Code	Comm Description	Manufacturer	Model #	Man Part #
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90600 ARCHITECTURAL SERVICES,
PROFESSIONAL

Extended Description

Selection for Landscape Architect
Morehead State University
Recreation Site Project
Preliminary Study/Planning Effort

B I L T O	518870	S H I P T O	
	FAC DIV OF ENGIN.& CONTRA.ADM.		
	THE BUSH BUILDING 403 WAPPING ST 1ST FLOOR		
	FRANKFORT KY 40601 US		

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Request for Proposal
For
Landscape Architect Selection for
Morehead State University
Recreation Site Project
Preliminary Study/Planning Effort

Solicitation No.: RFP-785-1000000254
Request for Proposal No.: RFP-414

Issued by The
Finance and Administration Cabinet

Kelly Hawkins, CPPB, Strategic Procurement Specialist I
Division of Engineering and Contract Administration
403 Wapping Street, 1st Floor
Frankfort, Kentucky 40601
Tel: (502) 564-4414 Ext. 239
Fax: (502) 564-6822
Email: Kelly.Hawkins@ky.gov

**REQUEST FOR PROPOSALS
TO PROVIDE PROFESSIONAL SERVICES**

**Landscape Architect Selection for
Morehead State University**

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**Recreation Site Project
Preliminary Study/Planning Effort
RFP-414**

Principal Design Professional: Landscape Architect

Project Name and Location: Landscape Architect Selection for
Morehead State University
Recreation Site Project
Preliminary Study/Planning Effort

Project Budget: \$25,000.00
Requested by: Morehead State University
Response Deadline (Proposals Due): February 16, 2010, 3:00 PM EST

Short List Meeting: March 2, 2010. 9:00 AM EST
403 Wapping Street, 1st Floor, Frankfort, KY

Selection Process: SHORTLIST WITHOUT INTERVIEWS - KRS
45A.825(7)

Selection Committee Members for this project: (Do NOT contact the Committee members!)

Finance and Administration No. 1: Henry Keene
Finance and Administration No. 2: Frank Phillips
User Agency No. 1: Gene Caudill
User Agency No. 2: Mike Walters
At-Large: TBD, M. Gregory Mays OR Byron Romanowitz OR
Elizabeth Atinay

Non-Voting Members / Contact Persons for Information:

§ Joe Meyer, Div of Engineering, 403 Wapping Street, 2nd Floor, Frankfort, KY 40601, Phone: (502) 564-3155 EXT. 236, Email: Joe.Meyer@ky.gov
§ Steve Leitz, MSU, VP for Admin & Fiscal Advice Srvs, H-M 305, Morehead, KY 40351-1689, Phone: (606) 783-5271, Email: s-leitz@morehead-st.edu

General Procurement Information: Kelly Hawkins, CPPB: Phone: (502) 564-4414 Ext. 239.
E-mail: Kelly.Hawkins@ky.gov

**PROJECT DESCRIPTION - Morehead State University Recreation Site Project –
Preliminary Study/Planning Effort**

Desired work product:

✂ A plan to maximize the recreational value of the site

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- ✂ An architect's rendering of the site with the recreational activity venues identified
- ✂ An approximation of the cost of development of the facility

Overview

Morehead State University owns about 150 acres located approximately 4 miles east of the main campus. The property lies on US 60 and was used as a nine-hole golf course and driving range from approximately 1960 until the spring of 2007. The facility was closed after the University acquired the eighteen-hole Eagle Trace Golf Course by gift in 2007.

The property consists of approximately 86 acres of relatively flat land bounded on one side by Triplett Creek and forested hillside on the other. The remaining approximately 64 acres is wooded hillside property.

The University has had discussions recently with officials from the City of Morehead, Rowan County Fiscal Court, and the Rowan County Board of Education. There is interest in the four entities jointly developing the property into a university and community recreation site.

The four entities will provide an inventory of the current outdoor recreational facilities in the community and a needs list of other recreational facilities for future development. Working with a landscape design professional, the entities will develop a site development plan of what type of outdoor recreational facilities would best fit on the property. Using the plan and renderings developed in the process, the entities will seek funding sources for the construction phase of the project.

Some of the ideas discussed as potential uses of the site include:

- ✂ Relocation of the University's Allen Baseball Stadium and the women's softball field from their current site on the main campus to this new location.
- ✂ Additional baseball/softball fields for community recreational use
- ✂ Soccer fields
- ✂ Walking/hiking trails
- ✂ Bike paths
- ✂ Other outdoor recreational activities to be determined

CONSULTANT TEAM COMPOSITION

The consultant team shall include, at a minimum, the following professional design Disciplines/Expertise. Disciplines/Expertise may be reside in one or multiple persons/firms. The consultant team may include other expertise in additional to that listed below.

Landscape Architect

PROJECT SCHEDULE

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Schedule illustrates consecutive calendar days for project tasks/phases, commencing upon execution of consultant's contract:

Study Completed 45 Days

SPECIAL NOTES

Respondent's attention is called to the Requirement of Affidavits included in this RFP, must be submitted with each proposal. Failure to submit could result in your proposals not being scored.

Respondent's attention is called to a change in the administrative procedure in the procurement of design professional services. Henceforth, it will not be required to submit a "Letter of Interest" prior to receiving the RFP information. The RFP information will be published electronically at <https://eprocurement.ky.gov>. Click on "Browse Business Opportunities". Select "All Cabinets" and click on "GO". Scroll down to the section FAC DIV OF ENGIN.& CONTR.ADM.

A Federal Standard Form 254/330 Part II is not required to be on file but must be included in your proposal. The minimum submittal requirement is for a SF 254 or 330 Part II for the lead firm of the consultant team. A SF 254 or 330 Part II for each consultant team member is optional, but is often helpful to the Selection Committee in their review. The form is located at the following link:

<http://finance.ky.gov/ourcabinet/caboff/DFSS/deca/engformslinks.htm>

REGISTRATION WITH SECRETARY OF STATE:

Domestic and foreign corporations shall be registered with the Kentucky Secretary of State and declared to be in "good standing" prior to award of contract. Offerors should verify status at the following website: <http://www.sos.ky.gov> and click on "Business Services". Failure to comply with this requirement within (5) days after notification may render your bid non-responsive.

REGISTRATION with eMars (eProcurement):

In order to receive a contract in the State's electronic procurement system (eMars/eProcurement), a vendor/contractor shall be registered to conduct business therein. Business entities not already registered may register by visiting the eProcurement website at (<https://eprocurement.ky.gov>) and complete the registration information. The website has phone numbers and email addresses to facilitate answering any questions you may have with the registration or update process. Failure to comply with this requirement within (5) days after notification may render your submittal non-responsive.

February 1, 2000 Edition

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS TO PROVIDE PROFESSIONAL

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SERVICES COMMONWEALTH OF KENTUCKY FINANCE AND ADMINISTRATION CABINET

I. STATUTORY AUTHORITY:

Selection of firms to provide professional services to the Commonwealth of Kentucky are governed by the provisions the Kentucky Revised Statutes, Section 45A from KRS 45A.800 to KRS 45A.835.

Procedural authority for this selection process can be found at KRS 45A.825 (8) (a-g).

A copy of the applicable Kentucky Revised Statutes may be requested from the office and address listed in Section IX, herein.

The Instructions set forth herein are applicable only to selections for professional services sought by the Finance and Administration Cabinet, and do not include any professional services selections made by the Transportation Cabinet.

II. RESPONSIVENESS:

The mission of the selection process is to provide a uniform methodology for the Commonwealth of Kentucky to procure professional architectural and/or engineering services.

The purpose of seeking responses is to afford the members of the Selection Committee the opportunity to fairly evaluate and compare your firm's qualifications with the project requirements. Selections will be determined through the unbiased and independent interaction of the members of the Committee. Therefore, it will be in your firm's best interest to be specifically responsive to the requirements of this solicitation. Given the number of selections presently being made within a short period of time, it will be in your firm's responsibility to carefully consider how to fulfill this requirement. To that end, the Selection Committee is asking the Respondents to submit a cover letter setting forth the Respondent's interest, capabilities, talents and expertise in complying with the project requirements.

The cover letter and Attachments are to be bound information submitted and incorporated therein. The cover letter shall be single sided, single-spaced 8 ½" x 11" paper using a minimum of 10 pt. Type and not exceeding four pages in length. This letter will serve as an introduction for the Selection Committee of the Respondent's qualifications and capabilities. It is not meant to limit a Respondent's submittal of other, supplementary and/or supporting information as described hereinafter. The imposed page limit will not be counted to include all Attachments, additional and/or supplementary information specifically sought by the Committee. **Results of shortlist meeting and interviews will be sent by e-mail. Please include your e-mail address in your letter.**

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Respondents shall be limited to one (1) proposal per Respondent per Project. For the purposes herein, a “Respondent” means that legal entity which submits a proposal. Multiple Respondent proposals per Project will be deemed as being non-responsive.

The goal of the selection process is to match the requirements of the service to be provided with the most appropriate professional firm.

III. FIRM EXPERIENCE:

ATTACHMENT “A” - Provide a list of representative projects completed by your firm that would assist the Selection Committee’s consideration of the firm’s experience. While the number of projects presented is within your sole discretion, the list should focus on projects of similar scope and technical complexity sought by this solicitation. This list shall be appended to the cover letter and identified as **Attachment “A”**. The list of representative projects shall include the following specific information:

- A. Project Name and Location:
- B. Name and Address of Owner/Client:
- C. Project Description (including cost, size and present status, i.e. completed, etc.).

IV. PERSONNEL AND EXPERIENCE:

ATTACHMENT “B” - Provide an explicit list of the proposed Project team that will be assigned to this Project, should your firm be selected. The list shall identify the principal in charge, project manager/captain, key professional and technical staff. The list shall include any special consultants and/or business entities that the submitting firm proposes to engage and use for the Project. This list shall be appended to the cover letter and identified as **Attachment “B”**. Individual resumes are to be included in the supplementary supporting information submitted by the responding firm and should be designed to demonstrate personal and professional qualifications, experience and training that would be germane to this Project. Provide a brief outline of each individuals anticipated duties relative to this Project.

Project team members identified in Attachment “B” shall include registration or certification number(s) or other information evidencing current professional licensure in the Commonwealth of Kentucky when law requires such licensing.

Additional relevant information may be submitted by the Respondent that might assist the Selection Committee in the assessment of your firm’s qualifications.

Any known, or anticipated, changes in the composition of the proposed Project team shall be made known to the Selection Committee Administrator, in writing, prior to the completion of the selection process. Non-compliance with this requirement may be deemed as sufficient reason for disqualification.

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ATTACHMENT “B-1” - The utilization of minority owned design professional firms is encouraged, wherever possible, in the selection of architects and/or engineers to provide design professional services to the Commonwealth.

To that end, respondents shall undertake a full good faith effort to identify and incorporate minority business enterprises (MBE) firms as a part of their proposed design professional team. For assistance in identifying minority design professional firms, respondents may contact the Office of Equal Employment Opportunity/Contract Compliance, Room 370, Capitol Annex, Frankfort, KY 40601; Phone: 502-564-2874. For the purposes of this submittal requirement MBE firms are those firms that have been certified by one of the following: Kentucky Transportation Cabinet or other state Transportation agencies, the Louisville Metropolitan sewer District, the Kentucky Minority Supplier development Council or other state Minority Supplier Development Councils, the Kentucky Certification Cooperative, or the Small Business Administration.

Evidence of respondent’s full good faith efforts is to be submitted as ATTACHMENT “B-1” briefly setting forth what efforts were made to seek and obtain the participation of a minority owned design professional firm on their proposed team.

V. QUALIFICATION REQUIREMENTS

Respondent shall be a lawfully qualified to do business with and within the Commonwealth of Kentucky.

A Federal Standard Form 254/330 Part II is not required to be on file but must be included in your proposal. The minimum submittal requirement is for a SF 254 or 330 Part II for the lead firm of the consultant team. A SF 254 or 330 Part II for each consultant team member is optional, but is often helpful to the Selection Committee in their review. The form is located at the following link:

<http://finance.ky.gov/ourcabinet/caboff/DFSS/deca/engformslinks.htm>

EQUAL EMPLOYMENT AND NONDISCRIMINATION

a. The Commonwealth of Kentucky is committed to a policy of providing equal job opportunities on public contracts and prohibiting discrimination based on race, creed, color, sex, age, religion, national origin, or disability in employment.

b. The utilization of minority Architects and Engineers and sub-consultants is encouraged, whenever possible, on public works contracts.

For assistance in identifying minority consultants, respondents to this RFP may contact the Kentucky Office for Minority Business Enterprises, 2329 Capital Plaza Tower, Frankfort, Kentucky 40601, or Office of Equal Employment Opportunity and Contract Compliance, Capitol Annex, Frankfort, Kentucky 40601.

c. Unless exempted in accordance with KRS 45.590, the provisions of KRS 45.560 to 45.640, known as the Kentucky Equal Employment Act of 1978, shall be binding upon the selected

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Architect-Engineer and the resulting contract shall contain the provisions set out at KRS 45.570(2).

d. Any respondent not exempted from the affirmative action or reporting requirements of KRS 45.560 to 45.640 shall, within five (5) calendar days after being selected submit to the Office of Equal Employment Opportunity and Contract Compliance, Finance and Administration Cabinet, through the purchasing agency, the information required by KRS 45.600, on forms provided by the purchasing agency, and submitted in the manner prescribed on the forms.

VI. SUPPLEMENTAL INFORMATION SUBMITTAL:

In order to give each candidate firm equal and fair opportunity for consideration by the Selections Committee, please supply the following specific information as part of your Project submittal:

ATTACHMENT “C” - Address of the office(s) where the principal amount of Work of this Project will be performed.

Brief description and percentage of the work product that will be performed in-house by the Respondent.

Brief description and percentage of the work product that will be performed by others, not in-house.

Concise and succinct evidence of the Respondent’s present manpower utilization, and/or a brief statement how the manpower requirements of this solicitation would be met.

A complete listing of the following work load:

E.1. Current contracts with the Commonwealth of Kentucky, Finance and Administration Cabinet. Response is for Respondent firm only, and does not include Consultants. (Include Project Name, Scope and present status of the Project.)

E.2. Commonwealth of Kentucky contracts within the previous two years. Response is for Respondent firm only, and does not include Consultants. (Include Project Name, Scope and present status of the Project.)

E.3. Contracts with other design consultants as a retained Consultant on Commonwealth of Kentucky Contracts held by others for the above time periods. (Include Project Name, Scope and present status of the Project.)

VII. REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS:

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Respondent's attention is called to the Requirement of Affidavits included in this RFP, must be submitted with each proposal. Failure to submit could result in your proposals not being scored.

VIII. RESPONSE FORMAT, TIME AND PLACE:

Six (6) copies of the responses shall be complete and submitted to:

Kelly Hawkins, CPPB, Strategic Procurement Specialist I
Department for Facilities and Support Services
Division of Engineering and Contract Administration
403 Wapping Street, 2nd Floor
Frankfort, KY 40601

local Frankfort time the date established as the Response Deadline on the cover page of this solicitation. Any submittals received after the end of the solicitation period will not be given consideration. **Submittals received without the required number of copies shall be deemed non-responsive.**

IV. RESPONSE EVALUATION CRITERIA:

All proposal responses will be afforded equal consideration by the members of the Architectural/ Engineering Selection Committees as created by KRS 45A.810.

The Selection Committee will review your firm's previously submitted qualifications for firm size, organization, professional capabilities, location(s), workload(s) and general experience.

All proposals received will be evaluated using a numerical rating system designed to afford each Selection Committee member a reasonable, individual, objective standard to equate the qualifications of the Respondents. Criteria for evaluation is included in FAP-220-14-00 which is located at the following link: <http://finance.ky.gov/ourcabinet/caboff/OOC/facilities-policies.htm>
An evaluation form is included herein for your review.

Each Selection Committee member will review, consider, evaluate and assign a numerical score to each proposal. All proposals will be graded, then the three highest numerical scores will be ranked in order with the Respondent having the highest score in first place, the second highest score in second place, followed by the third highest score. Each Committee Member shall then indicate, in writing, their choices for first, second and third place. Each named first choice firm will receive three points followed by each second choice firm receiving two points and each third choice firm receiving one point.

The selection process will then follow KRS 45A.825 (7) – Short Listing Without Interviews

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Short Listing Without Interviews - KRS 45A.825(7): The Committee shall then determine which firm received the highest score based on the points associated with the ranking of each members first, second and third choices. The Committee will notify the Director of Engineering and Contract Administration of the firm receiving the highest score and the Director of Engineering and Contract Administration shall then begin negotiations with the top-ranked firm.

KRS 45A.825 (9) & KRS 45A.825 (10) set forth the remaining steps in the selection process.

INQUIRIES AND ELECTRONIC COMMUNICATIONS:

Any and all inquiries pertaining to this solicitation shall be addressed to the Selection Committee Administrator - Kelly.Hawkins@ky.gov.

Electronic information related to the advertisement and solicitation for professional services may be viewed at: <https://eprocurement.ky.gov>

Other information related to the selection process may be viewed electronically at:

<http://finance.ky.gov/business/eprocurement/aeselect.htm>

<http://finance.ky.gov/ourcabinet/caboff/OOC/facilities-policies.htm>

SPECIAL NOTICE:

Interested firms shall have no contact with any member of the Selection Committee about any matters relating to this solicitation. Any breach of this provision will be grounds for disqualification from the selection process.

SUBMITTAL CHECKLIST:

The following is a list of the required submittals for this solicitation:

Cover Letter

Attachment "A"- FIRM EXPERIENCE

Attachment "B"- PROJECT TEAM

Attachment "B-1" - MBE PARTICIPATION

Attachment "C"- WORK PLACE AND WORK LOAD

Attachment "D"- FEDERAL STANDARD FORM 254/330 Part II

Attachment "E"- REQUIRED AFFAIDAVITS

END OF INSTRUCTIONS

ATTACHMENTS: REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS
SELECTION COMMITTEE STANDARD GRADING FORM

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Solicitation/Contract #: _____

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS PAGE 1 OF 2

FOR BIDS AND CONTRACTS IN GENERAL:

- I. Each bidder or offeror swears and affirms under penalty of perjury, that:
- a. In accordance with KRS 45A.110 and KRS 45A.115, neither the bidder or offeror as defined in KRS 45A.070(6), nor the entity which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth of Kentucky; and the award of a contract to the bidder or offeror or the entity which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.
 - b. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and all subcontractors therein, are aware of the requirements and penalties outlined in KRS 45A.485; have properly disclosed all information required by this statute; and will continue to comply with such requirements for the duration of any contract awarded.
 - c. The bidder or offeror swears and affirms under penalty of perjury that, to the extent required by Kentucky law, the entity bidding, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sales and use tax imposed by KRS Chapter 139, and will remain registered for the duration of any contract awarded.
 - d. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding is not delinquent on any state taxes or fees owed to the Commonwealth of Kentucky and will remain in good standing for the duration of any contract awarded.

FOR “NON-BID” CONTRACTS (I.E. SOLE-SOURCE; NOT-PRACTICAL OR FEASIBLE TO BID; OR EMERGENCY CONTRACTS, ETC):

- II. Each contractor further swears and affirms under penalty of perjury, that:
- a. In accordance with KRS 121.056, and if this is a non-bid contract, neither the contractor, nor any member of his/her immediate family having an interest of 10% or more in any business entity involved in the performance of any contract awarded, have contributed more than the amount specified in KRS 121.150 to the campaign of the gubernatorial slate elected in the election last preceding the date of contract award.
 - b. In accordance with KRS 121.330(1) and (2), and if this is a non-bid contract, neither the contractor, nor officers or employees of the contractor or any entity affiliated with the contractor, nor the spouses of officers or employees of the contractor or any entity affiliated with the contractor, have knowingly contributed more than \$5,000 in aggregate to the campaign of a candidate elected in the election last preceding the date of contract award that has jurisdiction over this contract award.

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Solicitation/Contract #: _____

REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND CONTRACTORS **PAGE 2 OF 2**

- a. In accordance with KRS 121.330(3) and (4), and if this is a non-bid contract, neither the contractor, nor any member of his/her immediate family, his/her employer, or his/her employees, or any entity affiliated with any of these entities or individuals, have directly solicited contributions in excess of \$30,000 in the aggregate for the campaign of a candidate elected in the election last preceding the date of contract award that has jurisdiction over this contract.

As a duly authorized representative for the bidder, offeror, or contractor, I have fully informed myself regarding the accuracy of all statements made in this affidavit, and acknowledge that the Commonwealth is reasonably relying upon these statements, in making a decision for contract award and any failure to accurately disclose such information may result in contract termination, repayment of funds and other available remedies under law.

Signature

Printed Name

Title

Date

Company Name

Address

Subscribed and sworn to before me by

(Affiant)

(Title)

of _____ this ____ day of _____, 20____.
(Company Name)

Notary Public

[seal of notary]

My commission expires: _____

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**ARCHITECTURAL SELECTION COMMITTEE
INDIVIDUAL EVALUATION SUMMARY**

**Landscape Architect Selection for
Morehead State University
Recreation Site Project
Preliminary Study/Planning Effort
RFP-414**

RFP GRADING CRITERIA:

Rating Values:

1=Lowest to 10=Highest

CALCULATION:

Rating Values x Weight = Score

FIRM:

Firm's experience and capability to perform required services. (NOTE: Disciplines/Expertise may be combined in single firms where such expertise exists. Scoring shall be by discipline or expertise listed.)

Landscape Architect _____ x 25 = _____

Related Experience _____ x 25 = _____

Ability to meet Project Schedule _____ x 15 = _____

Geographical Location with respect to project _____ x 05 = _____

Work performed in Kentucky _____ x 05 = _____

Responsiveness to Proposal _____ x 25 = _____

TOTAL SCORE _____

Reviewer: _____

Date: _____

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**ARCHITECTURAL SELECTION COMMITTEE
SUPPLEMENTAL RANKING FORM**

**Landscape Architect Selection for
Morehead State University
Recreation Site Project
Preliminary Study/Planning Effort
RFP-414**

RFP GRADING CRITERIA:

For the purpose of arriving at the best qualified firm for this Project, as set forth in the Selection process criteria for this Project, each voting member of the Selection Committee shall rank their first, second and third choices based on the numerical scoring on the Grading Sheet. Based on the following formula, the firm with the highest number of points will be considered the Committee's collective first choice, etc. In the event of a numerical tie, consult the Selection Committee Member's Guide.

Reviewer's

First Choice: 3 Points

Second Choice: 2 Points

Third Choice: 1 Point

This method of ranking will determine both the listing of the three firms to be interviewed as well as for determining which firm will ultimately be recommended for the Project.

REVIEWER: _____

FIRST CHOICE: _____

SECOND CHOICE: _____

THIRD CHOICE: _____

Reviewer Signature: _____

Date: _____

ELECTRONIC RESPONSES ARE NOT PERMITTED
END OF RFP