

## **Basic Evaluation Criteria for Qualifications Based Selection (QBS) of Design Professionals**

### **A. Stability of Firm**

1. Firm's Corporate History
2. Firm's Resources
3. Form of Ownership
4. Litigation History
5. Financial Information
6. Other.

### **B. Relevant Experience & Qualifications**

1. Demonstrated ability w/ similar type of facilities
2. Demonstrated ability w/ similar complexity of facilities
3. Demonstrated ability w/ similar size of facilities
4. Demonstrated ability w/ similar types of Owners or organizations

### **C. Past Performance of the Firm**

1. References re. leadership with design services
2. References re. overall services
3. References re. ability to meet established project goals
4. References re. responsiveness to Owners needs
5. References re. the financial & technical success of projects

### **D. Suitability of Firm**

1. Fit of firm to project type.
2. Fit of firm to special or unique aspects of project
3. Fit of firm to current and projected workload
4. Fit of firm to proximity of office to project location.
5. Fit of firm to services offered by the firm
6. Non-discrimination policies and/or W/MBE inclusion
7. Experience with design of public buildings with regard to public safety & health, accessibility per disabled or special needs, and environmental concerns

### **E. Interview**

1. Overall impression of key team members
2. Demonstrated knowledge of project type and delivery
3. Leadership ability
4. Communication skills of team members
5. Ability to answer challenging interview questions
6. Overall impression of firm