

Memorandum to Architects Not Short-Listed**QBS Template # 6**

Page 1 of 1

To: *Richard Acme, Architect**Acme Architects Inc.***From:** *Ontario Association of Architects**John Doe**Manager of Capital Projects***Re: Status of Architect Selection Process****Project Name:** *Office Building A***Project No:** *2006-106***6.1 Acknowledgment of your Submission**

Ontario Association of Architects wishes thank you for submitting your "Statement of Interest and Qualifications" for the above noted project. Unfortunately your practice has not been short-listed. Although you were not selected, we appreciate your interest in our project and the resources spent on the preparation of your ""Statement of Interest and Qualifications".

6.2 List of Architectural Practices Short-listed

For your information, the following practices have been selected to submit "Project Proposals" and attend an interview.

Rank	Practice Name
1	<i>Wilson Architect</i>
2	<i>John Architect</i>
3	<i>Philip Architect</i>
4	<i>Johnson Architect</i>
5	<i>Architect Group</i>

**“Project Proposals”
Scoring Sheet**

QBS Template # 7

Page 1 of 1

Name of Project: <i>Office Building A</i>		Date: <i>June 21,2006</i>			
Name of Practice: <i>Johnson Architect</i>		Time: <i>1:30 p.m.</i>			
Name of Reviewer: <i>Jane Holden</i>					
Evaluation Criteria	Rating (1-5)	X	Weight (1, 1.5 or 2)	=	Total
7.1 Understanding of the Project (item 5.3.1)					
Architect understands the scope of the project and the needs of the client.	3	x	1.5	=	4.5
7.2 Proposed Methodology (item 5.3.2)					
1. Approach to the design and construction of the project.	3	x	1	=	3
2. The proposed team members and consultants.	4	x	1.5	=	6
3. Opportunities or constraints.	2	x	1	=	2
7.3 Proposed Project Management (Item 5.3.3)					
Approach to management of client meetings, communications, approvals, schedules, cost and quality assurance controls.	4	x	2	=	8
7.4 Related Project Experience (item 5.3.4)					
1. Number of projects of a similar type; and/or	2	x	1.5	=	3
2. Number of projects with similar professional services	1	x	1	=	1
7.5 Proposed Form of Contract (item 5.3.5)					
1. OAA Document 600, 2005 or RAIC Document 6 ,2006 submitted	5	x	1.5	=	7.5
2. Other form of Contract submitted	NA	x	1	=	0
7.6 Grand Total					35

Interview - Scoring Sheet		QBS Template # 8			
Page 1 of 2					
<p>The purpose of the interview is to determine whether the client and the architect have compatible objectives, perspectives and attitudes. Questions should explore those concerns and the overall "chemistry" of the client/architect relationship.</p>					
Name of Project:	<i>Office Building A</i>	Date: <i>June 26, 2006</i>			
Name of Practice:	<i>John Architect</i>	Time: <i>11:00 a.m.</i>			
Name of Reviewer:	<i>Jack Ryerson</i>				
8.1 Interview Procedures					
Architects invited to attend an interview should be prepared to address the following issues. Questions from the architect will be accepted after the panel has completed their questions and if time is available.					
Evaluation Criteria	<u>Rating</u> (1-5)	X	<u>Weight</u> (1, 1.5 or 2)	=	Total
8.2 Understanding of the Project					
1. Architect understands the scope of the project brief and the needs of the client.	3	x	1.5	=	4.5
2. Architect understands the project constraints /opportunities.	4	x	1.5	=	6
3. Architect's of other client related issues	2	x	1.5	=	3
8.2 Proposed Project Team and Consultants					
1. Related project experience, ability and capacity of proposed key personnel assigned to this project.	4	x	1	=	4
2. Related project experience, ability and capacity of the "Lead Liaison" to the client.	3	x	1.5	=	4.5
3. Related project experience, ability and capacity of proposed consultants.	2	x	1	=	2
8.3 Proposed Project Management – The practice's approach to the following:					
1. Management of the project.	3	x	1.5	=	4.5
2. Client interface, reviews and approval process	3	x	2	=	6
3. Quality assurance systems	4	x	1.5	=	6
4. Cost control systems	3	x	2	=	6
5. Schedule and updating process	2	x	1.5	=	3
6. Troubleshooting procedures	3	x	1.5	=	4.5
Subtotal of Page 1					54

Interview - Scoring Sheet					QBS Template # 8	
Page 2 of 2						
8.4 Related Project Experience						
1. Quality and experience of projects of a similar type	3	x	1.5	=	4.5	
2. Projects with similar professional services	2	x	1	=	2	
8.5 Overall Impression						
1. Ability to express ideas	4	x	1.5	=	6	
2. Ability to manage the project team	4	x	2	=	8	
3. Ability/ past experience working with the client.	2	x	2	=	4	
4. Communication/listening skills	3	x	1.5	=	4.5	
5. Ability to be flexible/adaptable	5	x	1	=	5	
6. Architect's response to the question - "Why should we select your practice for this project?"	4	x	2	=	8	
Subtotal of Page 2						42
Subtotal of Page 1						54
8.6 Grand Total						96

Reviewer's Comments:
1. Architect had extensive experience with similar projects-
2. Lead person not at interview due to scheduling conflict.
3. Consultants have experience with our projects in the past.

Summary Evaluation Sheet

9.1 Application

Name of Compiler : *Mary Williams*

This form is intended to be used to compile scores of all practices that submitted "Statement of Interest and Qualifications", "Project Proposal" and attended the "Interview".

- | | | | |
|-------------------------------------|--|------------------------------------|----------------------------|
| <input checked="" type="checkbox"/> | Statement of Interest and Qualifications Summary | Date of Review <i>May 18, 2006</i> | Sheet <u>1</u> of <u>1</u> |
| <input type="checkbox"/> | Project Proposal Summary | Date of Review | |
| <input type="checkbox"/> | Interview Summary | Date of Review | |

9.2 Total Combined Score

	<i>John Architect</i>	<i>Wilson Architect</i>	<i>Philip Architect</i>	<i>Johnson Architect</i>	<i>Architect Group</i>
<i>Mary Williams</i>	95	110	107.5	108	89
<i>John Wilson</i>	94	98	102	98	98
<i>Jack Ryerson</i>	103	114	90	101.5	100
<i>Jane Holden</i>	94	105	98	105	98
<i>Brian Wikens</i>	101	89	110	89	95
Total Score	487	516	507.5	501.5	480
Ranking	<u>4</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>5</u>

Comments : Some issues with respect to John Architect submission – number of pages submitted in excess of 10 - two sections of submission contained blank pages

Memo to Architects Short-listed but not selected

To: *Ryan John*

John Architect

From: *Ontario Association of Architects*

John Doe

Manager of Capital Projects

Re: Completion of Architect Selection Process

Project Name : *Office Building A*

Project No: *2006-106*

10.1 Ranking of Architectural Practices Interviewed

Ontario Association of Architects has completed the selection process for professional services for the above mentioned project.

Although your practice was not selected, *Ontario Association of Architects* express their sincere appreciation for your time, effort and interest on our behalf

It has been our objective to select the practice whose qualifications and experience best suits our needs for this project. The evaluation results of the architect selection committee ranks the practices interviewed in the following order.

Rank	Practice Name
1	<i>Philip Architect</i>
2	<i>Wilson Architect</i>
3	<i>Johnson Architect</i>
4	<i>Architect Group</i>
5	<i>John Architect</i>

10.2 Contract Award

We have now entered into contract discussion and negotiations with *Philip Architect* .