

**Selection Summary Sheet**  
**Highland Park Public Library Architectural Services Selection Considerations**

**Project:** Library Expansion  
**Services Needed:** Architectural and Design Engineering  
**Notes:**  
**Interviews conducted:**  
**Website Requested:**

Ranking Criteria (x weight) - Short Listed Firms													
Firm	Key Staff Identified & Available (Rx2)	Relevancy of Experience		Demonstration of Understanding Work Needed (Rx2)	Commitment to Public and City Responsiveness (Rx1)	Interview (Rx4)	Web Site (Rx1)	Quality of				Sum Criteria Points	Rank
		Scope (Rx2)	Magnitude (Rx2)					Office Support Staff (Rx1)	Subconsultants (Rx2)	RFQ Document (Rx2)	RFP Document (Rx3)		
Firm 1													
Firm 2													
Firm 3													

**Key Staff Identified & Available** - List the PM declared as available for the subject project and any assistants and support staff named. Utilize personal knowledge or professional references to quantify this criterions value. Does staff appear to be a good fit for job? Qualifications, number of people and work assignments.

**Relevancy of Experience (Scope)** - Previous jobs managed by firm and staff similar in nature. Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project.

**Relevancy of Experience (Magnitude)** - Previous jobs managed by firm and staff similar in magnitude and not necessity nature. Suggest calling project sponsors for feedback. Rate by # of jobs and how closely they mirror project.

**Demonstration of Understanding Work Needed** - How well does proposal interpret the nature of services needed with respect to completing a successful project? Do they address major as well as minor points?

**Commitment to Public and Library Responsiveness** - How well does the proposal convey that the public should be the highest priority customer? How much focus is placed on the consultants ability and commitment to be responsive to Highland Park requests, meetings, guidance? This should always be discussed when contacting references. Have they addressed these issues consistently with past projects or are they indicating that they will follow our lead?

**Interview** - How well did the consultants represent themselves? Were there intangibles that were illuminated in the interview that would allow their company to stand out? Was the slated PM in attendance? How were their communication skills? Good listener? Strong communicator? Ability to convey concepts/thoughts easily? Eye contact, body language, attitude.

**Web Site Rating** - Prior experience, number of projects, years of experience. Does key staff possess experience or any special training/education? Are there other proven methods of communication to firm? What is their standard policy on communicating with public and businesses?

**Quality of Office Support Staff** - Experience, knowledge, availability/access to team.

**Quality of Subcontractors** - Prior experience with Highland Park, Years in business, Size of firm-availability to provide high level of service and strong support.

**Quality of RFQ Document** - Presentation of document, formatting, spelling, how well was project understanding section completed.