

Cincinnati Public Schools
Facilities Improvement Program
Architect of Record (AOR) Interview and Ranking Process

CPS desires to involve all major stakeholders- students, teachers, parents, plant operators and other site staff, and community partners - at each school to be involved in the process to design and construct major renovations for the school. The involvement of stakeholders begins with the development of the program for the project and concludes with the ribbon cutting for the renovated or new school. The primary professional resource maintaining critical impact on all these stages of the implementation of the improvement is the project architect or AOR. Therefore, it is important that all stakeholders participate in the process to select the AOR for each major project.

Qualification- Based Selection Process

Ohio Revised Code requires that school districts use a qualification-based process for selecting professional consultants such as architects and engineers. This means that design firms are selected solely based on the district's perception of their qualifications to perform a specific project. This decision is made without any consideration of the fees charged by any potential design firm. The selection committee designated by the administration decides and recommends to the Board of Education a ranking of the prospective design firms. After the board accepts the ranking, then the administration negotiates a fee and contract terms with the number one ranked firm. If the contract negotiations with the number one firm are not successful, the administration will negotiate with the number two firm and so on until a contract has been successfully negotiated.

Designation of Administrative Responsibilities

The Selection Committee shall include the Facilities Branch, Construction Manager, and representatives of the School Planning Team. The recommendations of the Selection Committee shall be approved and forwarded to the board for approval by the Business Executive.

After approval of the ranking of the design firms by the board, the district's legal construction counsel along with the Facilities Branch and / or Business Executive shall negotiate the contract terms and fees.

AOR Interview and Ranking Process

1. The district shall post a statement requesting design firms to indicate interest in serving as AOR for specific projects.
2. The Facilities Branch and Construction Manager shall review all responses to the letters of interest and select no fewer than three potential firms for the interview process conducted by the Selection Committee.
3. The Selection Committee shall interview the prospective firms. Each firm will be allotted a 40 minute interview, 20 minutes for a presentation and a 20 minute question and answer session.
4. Committee members shall use a prepared matrix for recording notes for each interview. These notes shall be used strictly for each member's personal use.
5. The Selection Committee shall discuss the interviews immediately upon conclusion of the last presentation.
6. The Committee shall attempt to develop its ranking of the firms by consensus.
7. If the committee cannot agree by consensus, a vote will be called. The representatives of the three representative groups, the Facilities Branch, Construction Manager, and School Planning Team shall caucus among themselves and collectively cast one vote each. This will result in a maximum of three votes total.
8. The ranking recommendations from the Selection Committee shall not be official until recommended to the board by the Business Executive and adopted in an official board business meeting.

Conflict of Interest

There shall not be any solicitous contact by a design firm or any of its members or representatives with any member of the School Planning Team or representative during the interview and selection process prior to approval of the ranking of the firms by the Board of Education. Any firm found to violate this requirement shall be dismissed from consideration and may be removed from the list of qualified design firms.

CINCINNATI PUBLIC SCHOOLS
 STATEMENTS OF QUALIFICATION FOR PROFESSIONAL DESIGN FIRMS
 EVALUATION FORM

Date: _____

Name of Project: _____

Name of Professional Design Firm: _____

Name of Evaluator: _____

Criteria	Rating* 1-5		Weight	Score	Maximum
1. Firm and Staff Qualifications					
1.1. Number of years in business	<input type="text"/>	X	1	<input type="text"/>	5
1.2. Firm's experience on similar projects					
1.2.1. Projects of similar size/complexity	<input type="text"/>	X	3	<input type="text"/>	15
1.2.2. School projects	<input type="text"/>	X	3	<input type="text"/>	15
1.3. Experience of designated staff					
1.3.1. Projects of similar size/complexity	<input type="text"/>	X	4	<input type="text"/>	20
1.3.2. School projects	<input type="text"/>	X	4	<input type="text"/>	20
2. Capacity to Perform Work					
2.1. Resources available	<input type="text"/>	X	2	<input type="text"/>	10
2.2. Availability of key staff	<input type="text"/>	X	3	<input type="text"/>	15
3. Past Performance					
3.1. Successful designs	<input type="text"/>	X	2	<input type="text"/>	10
3.2. Ability to meet schedules	<input type="text"/>	X	1	<input type="text"/>	5
3.3. Ability to meet budgets	<input type="text"/>	X	1	<input type="text"/>	5
4. Understanding of Key Project Issues					
4.1. Program issues	<input type="text"/>	X	2	<input type="text"/>	10
4.2. Site and surrounding assets	<input type="text"/>	X	2	<input type="text"/>	10
4.3. Ability to work with Planning Team	<input type="text"/>	X	2	<input type="text"/>	10
5. Plan For DBE Participation					
5.1. Internal staff	<input type="text"/>	X	1	<input type="text"/>	5
5.2. Outside resources	<input type="text"/>	X	1	<input type="text"/>	5
TOTAL SCORE				<input type="text"/>	160

CPS/AOR 6/01

* 1=Poor, 2=Fair, 3=Good, 4=Excellent, 5=Superior