SELECTION PROCEDURES FOR DESIGN PROFESSIONALS

Recommended Guidelines

Georgia State Financing and Investment Commission

July 28, 2000

Introduction

It is the policy of the State of Georgia to publicly announce the requirements for professional services, to encourage competition, and to contract for them on the basis of demonstrated competence and qualification for the types of professional services required at fair and reasonable fees. Title 50, Chapter 22 of the Official Code of Georgia Annotated, pertains to the retention of professional services and declares that all qualified persons should put themselves in a position to be considered for a contract. While a review of the code section is recommended, this document provides guidance to agencies on how to interpret state policy. (See Appendix 1 for a copy of the code.)

With the understanding that all firms considered for a design commission must be qualified for the level and type of work under consideration, the following principles should be used to guide the selection process:

* An effort should be made to select the best-qualified firm in the pool;
* Firms that maintain an office in the State of Georgia should be selected unless it is determined that no firm in the state is qualified to perform the type and nature of work needed to produce a successful project;
* Preference should be given to a qualified firm that is located in the community where the work is to be performed;
* Minority participation is encouraged and should be an important consideration in the selection process;
* Effort should be made to distribute work equitably among qualified firms. There is a prohibition against any firm contracting from more than 10% of the total of the State's work in any running 36-month period.

This policy also recognizes that not all firms will be qualified for all projects. The number and specific experience of the firm's personnel, the past performance of the firm, and the firm's ability to meet the State's expectations of performance, may cause a firm to be considered for one project and not another.

Professional Consultant Selection Process

The selection of a professional consultant (architect, engineer, land surveyor and landscape architect) should be in accordance with the following process:

Step 1 – Advertisement Of The Project

A public notice should be prepared by the Agency and posted on the Georgia Procurement Registry (www.ganet.org/purchase/) at least 15 days prior to selection of a short list. The agency should follow DOAS standard procedures to accomplish this. (See DOAS contact information and guidelines in Appendix 2.) In addition, if the agency wishes, the public notice may be published in an appropriate general circulation newspaper in the vicinity of the project location. For efficiency, more than one project may be advertised in a single notice.

The notice should specify the location of the project, the name of the project, and the type of service being advertised (*i. e.,* predesign, design, engineering studies, *etc*.) and the anticipated period of performance. The notice should also include a brief description of the project, including the general character of the project (*e.g.,* classrooms, laboratory, prison, library, *etc.*), the approximate physical size

of the project, the project's estimated cost, and critical factors to be considered in the selection. The notice should specify to whom and when responses are due and the form of required response, including number of copies to be furnished. (See example advertisements in Appendix 3.) If a predesign process has previously been performed for an advertised design project, then the executive summary from the predesign document should be posted on the Georgia Procurement Registry along with the notice.

After the project has been advertised on the Georgia Procurement Registry, interested firms should not contact any Agency representatives or facility users except those named in the advertisement on penalty of possible disqualification. This information must be included in the public notice.

Step 2 – Response By Interested Proponents

To provide an opportunity for consideration of as many firms as possible, a standard response package should be used. This package should consist of a letter of interest and Standard Form 254 for the prime proponent and its principal subconsultants (see http://www.gsa.gov/regions/r11/wph/forms/forms.htm for an example of SF 254). The letter of interest should not exceed four pages in length and should include the following information to demonstrate the proponent's qualifications for the project:

- Prior experience of the responding consultant with successfully completed similar projects.
- Prior experience of the responding consultant with successfully completed previous State projects.
- Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects.
- Prior knowledge of local conditions or special conditions possessed by the responding consultant and / or its subconsultant(s).
- Responding consultant's proposed Project Principal and Project Manager and their relevant individual experience.
- Responding consultant's proposed subconsultant Principals and Discipline Leaders and their relevant individual experience.
- Projected extent of Minority Business Enterprise participation.
- Location of proposed project office.
- Demonstrated capacity to accomplish the study within the desired schedule.
- Four references from the most closely related projects (including individuals' names, relevant responsibilities, e-mail addresses and telephone numbers)
- Other pertinent information, as space permits

Step 3 - Selection Committee Appointment

Prior to or concurrent with the publication of the public notice in Step 1, the Principal Representative of an Agency, as defined under the code, should appoint the chair and members of a professional consultant selection committee. The selection committee may be in the range of 3-7 people (with an odd number preferable to avoid tie votes) and should include representatives from the Agency's professional staff, facility owner, facility maintenance, or Agency management. Other disinterested parties from other agencies or the private sector with experience in design/construction may also be included. It may be valuable to include on the committee a non-facility person who has not previously served on a selection committee.

Step 4 – Evaluation Of Applying Firms

Once the project advertisement has appeared, the selection committee chair should develop three proposed forms to be utilized in the subsequent selection deliberations: a Shortlist Selection Criteria Weighting and Scoring Form, a Shortlist Firm Scoring Form, and a Shortlist Scoring Summary of All Responding Firms (see examples in Appendix 4, 5 and 6). Additionally, the chair should develop a proposed Firm Reference Checking Form containing approximately five questions deemed pertinent to judging the relative merits of shortlisted proponents (see example in Appendix 7).

Following the deadline for receipt of the responses, the selection committee should be convened to review the submitted qualifications of all candidate firms in accordance with the selection criteria

published in the Invitation. Prior to commencing deliberations, the chair should present both proposed forms, and any adjustments should be made that are required to achieve a consensus of the committee.

Subsequently, each member of the selection committee should review each firm's qualifications package and, on the Shortlist Firm Scoring Forms provided by the chair, evaluate each firm.

Step 5 - Development Of A Shortlist

After all members of the committee have reviewed all responses and independently completed their scoring sheets, the committee chair should tally all the scores on Shortlist Scoring Summary (Appendix 6) and immediately report the results to the committee. The result of this process will be the identification, in rank order, of no fewer than three, and no more than eight, firms that will be identified as the "shortlist." Normally, three to five firms should be placed on the “shortlist”, the lesser number typically relating to smaller projects. No firm which currently has, or with the award of this commission will have 10% or more of the State’s business for a running 36 month period (based on the quarterly report prepared by the State Auditor) should be included on the shortlist.

After the shortlist has been established, the chair should assign the responsibility for checking the references of the shortlisted firms to individual committee members, normally one proponent per member. Before adjourning the meeting, the committee’s last action should be to determine the particulars of any final submission required from the candidates before the final selection interviews, plus the format for the interviews themselves, which should normally be conducted in random order. (See example interview format in Appendix 8.)

Step 6 - Notification Of Firms On The Shortlist

The Principal Representative (or designee, who may chair the selection committee) should promptly notify (normally by phone followed by written notice) each of the firms included on the shortlist. The notice should specify the steps in the remainder of the selection process, including: the location where the complete predesign document (if any) will be made available for review by shortlisted firms, the location where the standard procedures and contract may be obtained, the place/time/host for a site visit (if appropriate), the schedule/location for interviews, the appropriate form of response, and any other information necessary or convenient to the selection process. (Example notification letters are shown in Appendix 9.)

Step 7 - Preparation Of The Subsequent Submittal And The Project Site Visit

If requested, each of the firms identified on the shortlist should submit in advance of the selection interviews a Standard Form 255 (SF 255) of the proponent and SF 254s for any new proponent consultants (see http://www.gsa.gov/regions/r11/wph/forms/forms.htm for sample SF 254 and SF 255). These forms should be submitted in the number requested without cover letter or binding (stapled only) and the SF 255 may be modified only as follows:

- Item 8 may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item 10 may be enlarged to no more than six pages and should expand upon all the required information submitted in the initial letter of interest.

If a site visit has been deemed desirable, a previously identified representative of the Agency should "walk the site" with the shortlisted firms. However, all questions regarding the project must be submitted to the Agency Principal Representative, or designee, in writing or in electronic format by a date established at the site visit so as to allow any agency responses provided to be sent to all shortlisted firms in a timely fashion.

Step 8 - The Final Selection Process

If directed at the time of shortlist notification, each proponent should deliver to the Agency the required number of copies of the final submittal packages. The selection committee chair should assure that the SF 255 submittal packages are promptly provided to all the members of the selection committee, along with proposed forms developed by the chair to be used in the final selection process: a Final Selection Criteria Weighting and Scoring Form, a Final Selection Firm Scoring Form, and a Final Selection Scoring Summary of All Shortlisted Firms (see examples in Appendix 10, 11 and 12). Prior to the oral presentation and interview, the committee members should review all of these materials.

At a time previously designated by the chair, the selection committee should convene for the purpose of receiving oral presentations from each of the shortlisted firms. In closed session prior to the commencement of oral interviews, any adjustments required to achieve a consensus of the committee regarding the forms to be used during the final selection process should be made, and copies of all completed Firm Reference Check Forms (see Appendix 7) should be distributed and discussed. Subsequently, interviews should proceed in accordance in the previously announced format.

After oral presentations, along with other questions deemed pertinent by the selection committee, each proponent should be asked to confirm that that the firms on the project team and the key personnel identified in the initial submittal are still anticipated to comprise the final project team that will provide the services, if selected. Each proponent should acknowledge that the final team presented will become the basis of the contract negotiations, if selected. Changes in the proposed design team (firms or key personnel) after this point can only be made with the permission of the agency.

At the conclusion of the presentations, the selection committee should discuss each of the presenting teams and, after due deliberation, score each interviewing firm on forms provided by the chair. Subsequently, the chair will total the individual scores on the Final Selection Scoring and announce the firm with the highest score. This firm will become the recommended selection. The remaining firms also will be ranked in descending order based on their final scores. The members of the selection committee should not discuss its recommendations with persons who are not on the selection committee nor advise any firm of its recommendation.

Step 9 - Appointment by the Principal Representative

The selection committee chair should prepare a Final Selection Recommendation Letter (see Appendix 13) and forward it to the Principal Representative. The recommendation letter should briefly describe the project, define its anticipated scope, provide the date and place of its public advertisement, and describe the character of professional services needed, and recommend that the commission be offered to the highest ranked firm by name. Accompanying the letter should be the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlisted Firms, which will list both the applying firms and the shortlisted firms with their scores and rankings. The Principal Representative should subsequently approve the selection of the recommended firm (or for good cause direct the selection committee to reconsider its recommendation).

Step 10 – Contract Negotiation with the Recommended Firm

Following the Principal Representative's ratification of a final selection, the selection committee chair should notify the selected firm (see Appendix 14) and set a meeting to initiate contract negotiations. The agency and selected firm should discuss the scope of work required for the project, schedule, any special project requirements, and fee. The agreement should utilize the standard form contract. A copy of the standard form contract is included in Appendix 15. Guidance on recommended typical fees by project types and sizes is included in Appendix 16. If the Agency is unable to reach acceptable contract terms with the highest ranked firm, the Agency should provide written notice of termination of contract negotiations with that firm and should initiate contract negotiations with the second ranked firm from the short list. The process is repeated until an acceptable contract is negotiated.

Step 11 – Notification of Unsuccessful Proponents

After a contract has been executed, all proponents should be notified in writing of the award and the rank order of all shortlisted proponents. The notification should state that any proponent may obtain a copy of the Shortlist Scoring Summary of All Responding Firms and the Final Selection Scoring Summary of All Shortlisted Firms by writing to the Principal Representative and enclosing a stamped, self-addressed envelope. The summaries provided should not divulge the scores assigned by individual selection committee members. (See Example Notice of Contract Award Letter in Appendix 17.) If requested by an unsuccessful proponent, the chair of the selection committee should be available to debrief the proponent on the outcome of the procurement. It is in the best interest of the State to describe the rationale for the selection to the unsuccessful proponents so that they may improve their performance in other competitions and improve the quality of professional services provided to the State.

Step **12 – Alternative use of Telecommunications**

For projects of limited scope (usually less than $250,000 in fees) or of limited complexity, the shortlisting and selection process may be executed using teleconferencing or videoconferencing to expedite or facilitate the procedures outlined above. However, it is expected that the same basic steps will be followed to assure all proponents are afforded a fair opportunity to compete.

Alternative Selection Method

Code Section 55-22-1 to 9 is the legal basis for the selection of professional services by the State. The selection procedure described in these guidelines is based on a method in the Code referred to as "selection by contract negotiations." An alternative method of selection allowed in the Code is referred to as "selection by other than contract negotiations." In this alternative method, a shortlist of qualified firms is developed in the same manner as described in Step 1 to Step 4, above, then selection is accomplished by consideration of cost and "other factors". Although either method is permissible, most professional service selections should follow the procedure described in these guidelines, based on "selection by contract negotiations."

LIST OF APPENDICES

1. Managerial Control over Acquisition of Professional Services, OCGA 50-22-1 to 50-22-9
2. Guidelines on Using the DOAS Georgia Procurement (Step 1)
3. Example Invitation for Professional Services (Step 1)
4. Example Shortlist Selection Criteria Weighting and Scoring Form (Step 4)
5. Example Shortlist Firm Scoring Form (Step 4)
6. Example Shortlist Scoring Summary of All Responding Firms (Step 4)
7. Example Firm Reference Checking Form (Step 4)
8. Interview Format Recommendations (Step 5)
9. Example Shortlist Notification Letters (Step 6)
10. Example Final Selection Criteria Weighting and Scoring Form (Step 8)
11. Example Final Selection Firm Scoring Form (Step 8)
12. Example Final Selection Scoring Summary of All Shortlisted Firms (Step 8)
13. Sample Final Selection Recommendation Letter (Step 9)
14. Example Notification Letter to Selected Firm (Step 10)
15. Example Standard Form Contract (Step 10)
16. Recommended Guidelines on Architectural Scopes and Fees (Step 10)
17. Example Letter to Unsuccessful Proponents Giving Notice of Contract Award (Step 11)

APPENDIX 1
MANAGERIAL CONTROL OVER ACQUISITION OF PROFESSIONAL SERVICES, OCG 50-22-1 TO 50-22-9

50-22-1.

The purpose of this chapter is to provide managerial control by the state over the acquisition of the professional services provided by architects, professional engineers, landscape architects, and land surveyors. It is declared to be the policy of this state to announce publicly requirements for such professional services, to encourage all qualified persons to put themselves in a position to be considered for a contract, and to enter into contracts for such professional services on the basis of demonstrated competence and qualification for the types of professional services required at fair and reasonable fees.

50-22-2.

As used in this chapter, the term:

(1) "Agency" means every state department, agency, board, bureau, commission, and authority, unless otherwise exempted under the provisions of subsection (b) of Code Section 50-22-7.

(2) "Person" means an individual, a corporation, a partnership, a business trust, an association, a firm, or any other legal entity.

(2.1) "Predesign" means that phase of an activity where requirements programming, site analysis, and other appropriate studies are conducted to develop essential information, including cost estimates, to support and advance the decision-making process prior to the design and implementation phases of an activity.

(3) "Principal representative" means the governing board of a state agency or the executive head of a state agency that is authorized to contract for the agency for professional services.

(4) "Professional services" means those services within the scope of the following:

(A) The practice of architecture, as defined in paragraph (3) of Code Section 43-4-1;

(B) The practice of professional engineering, as defined in paragraph (11) of Code Section 43-15-2;

(C) The practice of land surveying, as defined in paragraph (6) of Code Section 43-15-2; or

(D) The practice of landscape architecture, as defined in paragraph (3) of Code Section 43-23-1.

(5) "Project" means any activity requiring professional services estimated by the state agency to have:

(A) A cost in excess of $1 million; or

(B) Costs for professional services in excess of $75,000.00.

50-22-3.

Public notice shall be required for each proposed project that requires professional services. Such public notice shall be given at least 15 days prior to the selection of the three or more most highly qualified persons by the principal representative or the principal representative's designee pursuant to subsection (b) of Code Section 50-22-4. Such public notice shall be given by publication at least once in the Georgia Procurement Registry established under subsection (b) of Code Section 50-5-69 and in addition may be given by publication in one or more daily newspapers of general circulation in this state, shall contain a general description of the proposed project, and shall indicate what selection method shall be used and the procedure by which interested persons may apply for consideration for the contract.

50-22-4.

(a) Any person desiring to provide professional services to a state agency shall submit to the agency a statement of qualifications and performance data and such other information as may be required by the agency. The agency may request such person to update such statement periodically in order to reflect changed conditions in the status of such person.

(b) For each proposed project for which professional services are required, the principal representative or his designee of the state agency for which the project is to be done shall evaluate statements of qualifications and performance data as required in the public notice provided for in Code Section 50-22-3 and shall conduct discussions with not less than three persons regarding their qualifications, approaches to the project, abilities to furnish the required professional services, anticipated design concepts, and use of alternative methods of approach for furnishing the required professional services. The principal representative or his designee shall then select not less than three nor more than eight persons deemed to be most highly qualified to perform the required professional services after considering, and based upon, such factors as the ability of professional personnel, past performance, willingness to meet time requirements, project location, office location, the professional's current and projected workloads, the professional's approach, quality control procedures, the volume of work previously awarded to the person by the state agency, and the extent to which said persons have and will involve minority subcontractors, with the object of effecting an equitable distribution of contracts among qualified persons as long as such distribution does not violate the principle of selection of the most highly qualified person. In selection, as mentioned in this Code section, persons who maintain an office in Georgia shall be given preference when qualifications appear to be equal.

50-22-5.

(a) After selecting not less than three nor more than eight persons deemed to be the most highly qualified to perform the required professional services, the principal representative or his designee shall then send a notice in writing to each person so selected defining the scope of the required professional services and then shall select a person to provide the professional services based upon additional factors such as the cost of providing the professional services and other factors as the agency deems appropriate or as required by law; provided, however, that, if the agency selects the person to provide professional services through contract negotiations, the provisions of Code Section 50-22-6 shall apply.

(b) In cases where Code Section 50-22-6 is not applicable, such additional factors to be considered shall be available to interested persons at the time of the public notice provided for in Code Section 50-22-3 and shall be presented in writing to any person selected for consideration of the project pursuant to Code Section 50-22-4.

50-22-6.

(a) In cases where the agency shall select the person to provide the professional services through contract negotiations, the principal representative or his designee shall rank in order not less than three nor more than eight persons deemed most qualified to perform such professional services. The principal representative or his designee shall then negotiate a contract with the highest qualified person providing professional services for such services at compensation that the principal representative or his designee determines in writing to be fair and reasonable. In making such decision, the principal representative or his designee shall take into account the estimated value of the services to be rendered and the scope, complexity, and professional nature thereof.

(b) If the principal representative or his designee is unable to negotiate a satisfactory contract with the person considered to be the most qualified at a price the principal representative determines to be fair and reasonable, negotiations with that person shall be formally terminated. The principal representative or his designee shall then undertake negotiations with the second most qualified person. If the principal representative or his designee fails to negotiate a contract with the second most qualified person, the principal representative or his designee shall formally terminate such negotiations. The principal representative or his designee shall then undertake negotiations with the third most qualified person.

(c) If the principal representative or his designee is unable to negotiate a satisfactory contract with any of the selected persons, the principal representative or his designee shall either select additional persons in order of their competence and qualifications and continue negotiations in accordance with this Code section until a contract is reached or review the contract under negotiation to determine the possible cause for failure to achieve a negotiated contract.

(d) Each contract for professional services entered into by the principal representative shall contain a prohibition against contingent fees as follows: the architect, registered land surveyor, professional engineer, or landscape architect, as applicable, warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for him, to solicit or secure this contract and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for him, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or the making of this contract.

(e) Upon any violation of this Code section, the principal representative shall have the right to terminate the contract without liability and, at his discretion, to deduct from the contract price or recover otherwise the full amount of such fee, commission, percentage, or consideration.

50-22-7.

(a) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for projects in which the state agency is able to reuse existing drawings, specifications, designs, or other documents from a prior project by retention of the person who provided the professional services and who prepared the original documents.

(b) Notwithstanding any other provisions of this chapter, the Board of Regents and University System of Georgia shall be exempt from the provisions of this chapter.

(c) The provisions of Code Section 50-6-25, relating to the eligibility of architectural and engineering firms to do business with the state, shall not be affected or superseded by the provisions of this chapter.

(d) Notwithstanding any other provisions of this chapter, there shall be no public notice requirement or utilization of the selection process as provided for in this chapter for services required for the predesign phase of any state agency construction project unless the state agency estimates the predesign phase alone to have costs for professional services in excess of $75,000.00. No award of a contract to provide predesign services under this exemption shall be interpreted to preclude the lawful necessity to give public notice and use the selection process for design of projects meeting the criteria of paragraph (5) of Code Section 50-22-2. Costs for predesign services, whether or not those services are exempt under this subsection, shall be added to any other costs of an activity for purposes of determining whether the activity is a project.

50-22-8.

A state agency shall be authorized to promulgate rules and regulations to carry out the provisions of this chapter.

50-22-9.

In an emergency situation, agencies may waive all the requirements of this chapter and select by the most expeditious means possible the person to provide the professional services.

APPENDIX 2
GUIDELINES ON USING THE DOAS GEORGIA PROCUREMENT

How to Post Bids on the Internet

State Purchasing Policy requires that ALL bid opportunities in excess of $10,000 be posted on the State's Procurement Registry. There are NO exceptions to this requirement.

In addition, agencies are encouraged to post requirements of less than $10,000 when time is available in order to reach out to the vendor community, especially small and minority-owned businesses.

The following describes the minimum time frame for advertising bids and proposals to the Procurement Registry. Note that the number of days DOES NOT INCLUDE the day that the bid is posted so that, for example, a bid posted to the Procurement Registry on March 1 with a requirement of 30 calendar days cannot open earlier than March 31.

A minimum of 10 working days must be allowed for the return of all written "regular" bids between $10,000 and $100,000.
A minimum of 10 working days must be allowed for any sealed bid in excess of $100,000 except as noted below.
A minimum of 15 calendar days must be allowed for contracts, other than construction, when the expected expenditure for the contract is in excess of $250,000. *NOTE: When calculating expenditures for multi-year leases, rentals or installment purchase financing, include the total estimate, not just the estimate for the current fiscal year.*
A minimum of 30 calendar days must be allowed for any construction projects with expenditures in excess of $250,000.
A minimum of 15 calendar days must be allowed for any project which includes professional services as described in the Official Code of Georgia (OCGA) 50-22 in excess of $1 million.
A minimum of 15 calendar days must be allowed for costs of professional services as described in the OCGA 50-22 in excess of $75,000.

Please note that the above are <u>minimums</u>. Certain bid opportunities may require longer advertising time on the Internet for an adequate return of competitive responses. Agencies are responsible for exercising good judgment when determining bid closing dates beyond the requirements listed above.

Posting requires access to the Internet. If your agency's procurement office does not have access to the Internet, it is suggested that your management be apprised of this requirement and that appropriate action be taken to provide such access.

In order to obtain access to the posting site, you must have a User Name and a Password. In order to obtain these, contact State Purchasing's Bid Officer, @ 404-657-6000.

Note: The Georgia Procurement Registry satisfies the previous requirements for legal advertisements. Agencies may still post legal advertisements in publications if they wish, but it is no longer required.

<u>GENERAL INSTRUCTIONS AND TIPS</u>

On the Internet enter the following address: www.ganet.org/purchase/bidding/doasbid.cgi.

Hit "enter".

Enter the User Name and your password.

Hit "enter".

When the web site comes up, bookmark it for future use (if this is your first time using this site).

Using your mouse, choose one of the Types of Purchase: Capital Construction; Maintenance and Renovations; Highway Construction; Professional Consulting; Request for Proposals; or General Bid Opportunities. Choose only one.

Using your mouse, click on the arrow under the box marked "Value Range." Click on the dollar range that falls within the estimated dollar amount of the Request for Quote (RFQ) or Request for Proposal (RFP). If you make an error, click on the gray button at the bottom of the page marked "Clear."

Using your mouse, click on the gray button marked "Submit" located above the "Clear" button.

When the next screen appears, click into the box marked "Bid Number." Enter the bid number. Use hyphens where appropriate.

Click into the box marked "Commodity Code". Enter the appropriate 5-digit NIGP Commodity Code <u>WITHOUT A HYPHEN OR A SPACE</u>.

Click into the box marked "Bid Closing Date." Enter the bid closing date using a "xx/xx/xxxx" format (for example: 03/01/1999).

Click in the box marked "Bid Closing Time." Enter the time deadline for submission of bids. Be sure to note a.m. or p.m.

Click in the box marked "Contact Name." You can enter the buyer's name or the name or title of the person to contact for a copy of the bid documents.

Click in the box marked "Contact Phone." Enter the phone number in a "xxx-xxx-xxxx" format (for example: 404-657-6000).

Click in the box marked "Project Title." Enter a brief description of what the bid covers.

Click on the arrow in the box marked "Location." Select the county to which the goods are to be delivered or the service(s) performed.

Click in the box marked "How to secure bid." Describe the method for vendors to obtain a copy of the bid. If you want them to fax requests, be sure to note all the information you will need. <u>For example:</u>

"To receive a copy of a bid packet, fax your request to XXX-XXX-XXXX . Please provide the following information: the bid number, closing time & date of bid closing, company name, address, contact person, telephone number, TIN or SSN. Copies of bids can be mailed , sent Federal Express: Bill Recipient or held for pickup. Please include on your fax request which of these methods you prefer. If you chose Federal Express: Bill Recipient, be sure to include your Federal Express account number."

Click in the box marked "Description." Here is your opportunity to provide more than the information entered in the box marked "Project Title." THIS IS AN UNLIMITED FIELD. Here are some tips:

- The main ideas behind the registry are: (1) To alert the public about bid opportunities and (2) To provide enough information about the bids so that vendors do not request bids they are not capable of bidding on.

- Because of the software used in this application, the information will all "wrap", that is, it will ignore spaces and paragraphs and one sentence or word will follow the preceding sentence or word. If you wish to separate sentences, phrases or words, use five asterisks (*****) or five periods (.....).
- If the bid is for a justifiable "Sole Brand", insert the phrase "No substitutions. Bidders must be authorized XXXX resellers" or words to that effect. There is no reason to waste time, paper and postage because a vendor is not aware that substitutions will not be accepted and cannot provide the brand specified.
- If there is to be a site visit/walk-through or bidders conference, note the date, time and location of it.
-If the bid is for equipment that the vendor must install, note "Bid price MUST include installation." Conversely, if the bid is for equipment that normally requires professional installation, but which the agency plans to install itself, note "Bid price will NOT include installation. Agency will perform installation" or words to that effect. This information should also be part of the Request for Quote. This information will cut down on phone calls from confused vendors.
-If the purchase of equipment is to include training, so note.
- You can cut and paste from Word and WordPerfect documents into this area.
- If the bid is for an open agency contract, a fixed agency contract, a service maintenance contract or a lease/rental or installment purchase, always indicate that this is the case. Indicate the term of the contract (For example: "one-year open contract for noisemakers for the Georgia Department of Fun" or "a 36-month lease of worm incubators for Georgia Mid-South University").
- If there are only a few line items, you may want to list them. If they're more than a few, you may want to describe them in general terms (For example: "pipe and related plumbing items - 37 line items").

- Delivery may be to more than one location. If so, clarify in the descriptions (For example: "items are to be delivered to 27 department sites in various locations throughout the State of Georgia".)

If you are unsure of a "Sole Source" bid, post it on the Internet to determine if competition is available. ALWAYS post "Sole Brand" bids on the Internet.

Make sure that there are no errors. Once the process is complete, and the notice has been posted you cannot make changes from your PC.

OOPS! I MADE A MISTAKE. NOW WHAT?

If you discover typos or other errors after the posting has been made, you cannot change them from your PC. You must contact the Bid Officer at the State Purchasing Bid Office (fax 404-651-6763) and ask that the personnel in the Bid Office make the changes. Also, please fax any bid cancellations, closing date extensions or addenda to this office so that the postings can be kept up-to-date. In all cases, specify the RFQ or RFP number and the bid closing date as it currently appears on the Internet Procurement Registry.

APPENDIX 3
EXAMPLE INVITATION FOR PROFESSIONAL SERVICES
(Sample advertisements for predesign, design, engineering studies, others)

The Georgia Building Authority seeks professional services for the development of a predesign study for a new multi-agency administrative office building to be constructed on Capitol Avenue adjacent to I-75/85 in downtown Atlanta, Georgia. For reference purposes, the facility is currently identified as the "New State Office Building at Capitol Avenue, Atlanta, Georgia." The scope of predesign services shall generally be in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines, published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission available at http://www.opb.state.ga.us/capital_budgeting.htm]

As currently envisioned, the building complex will include approximately 275,000 sf of administrative space (80% open / 20% closed offices), a cafeteria, a 550-car parking deck, a "mini-mall" of public services, and related ancillary facilities. The total project square footage and construction cost are currently believed to be in the range of 500,000 sf and $55,000,000, respectively.

The Authority will select the predesign professional for this project as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. Factors deemed significant in the selection of a qualified professional consultant include:

1. Prior experience of the responding consultant in successfully completing similar projects.
2. Prior experience of the responding consultant with successfully completed previous State projects.
3. Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects.
4. Prior knowledge of local conditions or special conditions possessed by the responding consultant and / or its subconsultant(s).
5. Relevant individual experience of the responding consultant's proposed Project Principal and Project Manager.
6. Relevant individual experience of the responding consultant's proposed subconsultant Principals and Discipline Leaders.
7. Projected extent of Minority Business Enterprise participation.
8. Quality of responses from consultant references on closely related projects.
9. Location of consultant's proposed project office.
10. Demonstrated capacity of the responding consultant to accomplish the study within the desired schedule.
11. Quality of response in relation to requested submittal information.

Firms having capabilities and experience for this study are invited to submit the following items (six stapled copies / no bindings) by 4:30 p.m. on June 3, 2000 to Ms. Jane Doe, Georgia Building Authority, 1 Martin Luther King, Jr. Drive, Atlanta, Georgia 30334:

1. Summary letter (not to exceed four pages) addressing the significant selection factors published above (excluding information provided in the accompanying SF254s and Reference List described below).
2. Standard Form 254s (not more than one year old) for the responding consultant and its principal subconsultants. (See http://www.gsa.gov/regions/r11/wph/forms/forms.htm for an electronic SF 254.)
3. List of four references from the responding consultant's most closely related projects completed in the last three years on which the consultant served as the prime consultant

(including individuals' names, relevant responsibilities, e-mail addresses, fax numbers, and telephone numbers).

Attempts to contact any agency representative in connection with this invitation (other than the individual designated above) or failure to provide fully responsive submittal information may lead to disqualification. This is not a request for a proposal.

APPENDIX 4
EXAMPLE SHORTLIST SELECTION CRITERIA WEIGHTING AND SCORING FORM

PROJECT: _____

The selection committee should develop the appropriate weighting for each advertised selection factor based upon perceived importance for this particular project. It is recommended that weightings in the following ranges be utilized:

7-8-9	-	Highly Important
4-5-6	-	Important
1-2-3	-	Not Critical

For the purposes of this shortlist selection, the following weights have been assigned to the selection factors published in the Invitation:

A. Prior experience of the responding consultant with successfully completed similar projects: [__]
B. Prior experience of the responding consultant with successfully completed previous State projects: [__]
C. Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects: [__]
D. Prior knowledge of local conditions or special conditions possessed by the responding consultant and/or its subconsultant(s): [__]
E. Relevant individual experience of the responding consultant's proposed Project Principal and Project Manager: [__]
F. Relevant individual experience of the responding consultant's proposed subconsultant Principals and Discipline Leaders: [__]
G. Projected extent of Minority Business Enterprise participation: [__]
H. Location of consultant's proposed project office: [__]
I. Demonstrated capacity of the responding consultant to accomplish the study within the desired schedule: [__]
J. Quality of response in relation to requested submittal information: [__]

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

7-8-9	-	Excellent
4-5-6	-	Good
1-2-3	-	Weak

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 5
EXAMPLE SHORTLIST FIRM SCORING FORM
(Each selection committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
A. Prior experience of the responding consultant with successfully completed similar projects		7-8-9 4-5-6 1-2-3	
B. Prior experience of the responding consultant with successfully completed previous State projects		7-8-9 4-5-6 1-2-3	
C. Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects		7-8-9 4-5-6 1-2-3	
D. Prior knowledge of local conditions or special conditions possessed by the responding consultant and/or its subconsultant(s)		7-8-9 4-5-6 1-2-3	
E. Relevant individual experience of the responding consultant's proposed Project Principal and Project Manager		7-8-9 4-5-6 1-2-3	
F. Relevant individual experience of the responding consultant's proposed subconsultant Principals and Discipline Leaders		7-8-9 4-5-6 1-2-3	
G. Projected extent of Minority Business Enterprise participation		7-8-9 4-5-6 1-2-3	
H. Location of consultant's proposed project office		7-8-9 4-5-6 1-2-3	
I. Demonstrated capacity of the responding consultant to accomplish the study within the desired schedule		7-8-9 4-5-6 1-2-3	
J. Quality of response in relation to requested submittal information		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 6
EXAMPLE SHORTLIST SCORING SUMMARY OF ALL RESPONDING FIRMS
(Ranks represent averages of selection committee's scores.)

PROJECT: _____

EVALUATION DATE: _____

S E L E C T I O N C R I T E R I A

FIRM	A	B	C	D	E	F	G	H	I	J	SCORE	RANK

A. Prior experience of the responding consultant in successfully completing similar projects.
B. Prior experience of the responding consultant with successfully completed previous State projects.
C. Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects.
D. Prior knowledge of local conditions or special conditions possessed by the responding consultant and / or its subconsultant(s).
E. Relevant individual experience of the responding consultant's proposed Project Principal and Project Manager.
F. Relevant individual experience of the responding consultant's proposed subconsultant Principals and Discipline Leaders.
G. Projected extent of Minority Business Enterprise participation.
H. Location of consultant's proposed project office.
I. Demonstrated capacity of the responding consultant to accomplish the study within the desired schedule.
J. Quality of response in relation to requested submittal information.

NOTE: Final shortlists typically include from three to eight firms, depending on the magnitude and importance of the project.

APPENDIX 7
EXAMPLE FIRM REFERENCE CHECKING FORM

INTERVIEWER'S NAME: _____

DATE OF INTERVIEW: _____

NAME OF PROFESSIONAL FIRM: _____

NAME OF REFERENCE: _____

INSTRUCTIONS:
After a shortlist has been made, the selection committee should normally develop four to six set standard questions to ask each reference. Then committee members should be randomly assigned to personally call each the assigned. references. Examples questions are shown below:

QUESTION 1: How would you rate Firm XYZ's overall performance on your recently completed office building?

QUESTION 2: Did firm XYZ performance in any way negatively impact affect the project schedule?

QUESTION 3: Did firm XYZ performance in any way negatively impact affect the project budget?

QUESTION 4: Was there continuity in Firm XYZ's principal and project management team throughout the life of the project?

QUESTION 5: Would you hire Firm XYZ to do another project for you in the near future?

APPENDIX 8
INTERVIEW FORMAT RECOMMENDATIONS

The selection committee, before adjourning the shortlist development session, should determine what interview rules it wishes the proponents to follow during the formal interview process so they may be communicated to shortlisted firms in the Shortlist Notification Letter. The rules should be adjusted to serve the needs of the specific project for which the selection is being conducted, but here is one set that generally works well for most projects.

Time

- Normally 30 minutes for presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown.
- This allows proponents to be scheduled on the hour and still have time for a brief break.
- Preferably, interviews are all conducted the same day by all the same interviewers with evaluation completed before adjournment.

Media

- Normally presentation boards only.
- Proponents bring their own easels.
- No handouts other than agenda with proponent's attendees listed.

Presenters

- Three to five including Project Principal, Project Manager, Project Architect and key consultants who will work on the Project.
- The Project Interior Designer should also attend if the Project scope includes interiors.

APPENDIX 9
EXAMPLE SHORTLIST NOTIFICATION LETTER

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Susan Smith, AIA
Firm XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

July 1, 2000

Dear Ms. Smith:

On behalf of the selection committee for the above-referenced project, I am pleased to inform you that your firm is one of those shortlisted for a final selection interview. Interviews are scheduled to take place on August 14, 2000, in the GBA Training Room at the above address on the following schedule:

XYZ Architects	9:00—9:50 a.m.
The ABC Group	10:00—10:50 a.m.
Team EFG	11:00-11:50 a.m.
JKL Associates	1:00—1:50 p.m.

If you have a schedule conflict and are able to work out an exchange for your time slot with another shortlisted firm, you are free to do so provided you notify me at least one business day in advance.

You will be allotted 30 minutes for your presentation, 10 minutes for questions and answers, and 5 minutes before and after for setup and knockdown. Please do not use any video, slides, or models. Our preferred medium is presentation boards or flip charts with firms responsible for bringing their own easels. No handouts other than an agenda with the consultant's team representatives listed are desired.

Please bring five individuals to represent your proposed team, including your Project Principal, Project Manager, Project Architect, Project Interior Designer, and Lead Civil Engineer, since this study involves detailed programming and site investigation services.

If you wish to review the standard services agreement we intend to employ as the basis for your consultant contract, you may obtain a copy from this office by calling and requesting that it be made available to you by fax or electronic media.

A mandatory site visit will be conducted in advance of your interview at 10:00 a.m. on July 21, 2000. At that time, you will be provided a site survey and will have the opportunity to ask questions. While oral answers may be provided at that time, you should rely only on those written responses that subsequently will be e-mailed to your office.

At least five business days prior to your scheduled interview, please have delivered to this office seven copies of Standard Form 255 (SF 255) for your proposed team and SF 254s for any consultants added or changed since your original submittal (see http://www.gsa.gov/regions/r11/wph/forms/forms.htm for sample SF 254 and SF 255). These forms should be submitted without cover letter or binding (stapled only), and the SF 255 may be modified only as follows:

- Item 8 may be expanded to provide one page per project with the requested information, inclusive of project photographs or illustrations. (Firms are encouraged to include projects where individuals proposed to work on the project have had significant professional roles.)
- Item 10 may be enlarged to no more than 5 pages and should expand upon all the required information submitted in the initial response submittal.

Please remember that no one on your team should have any contact with any agency personnel, other than the signer, for the purpose of discussing this project on penalty of possible disqualification. We look forward to your presentation.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Copy: Selection Committee Members

APPENDIX 10
EXAMPLE FINAL SELECTION CRITERIA WEIGHTING AND SCORING FORM

(This form is very similar to the Shortlist Selection Criteria Weighting and Scoring Form except that the reference checking activity is now included.)

PROJECT: _____

The selection committee may reuse the same selection criteria weighting as used in the shortlisting process or adjust the weighting at its discretion based on new information or perceptions. Normally, the following weighting would be utilized:

7-8-10	-	Highly Important
4-5-7	-	Important
1-2-4	-	Not Critical

For the purposes of this final selection, the following weights have been assigned to the selection factors published in the Invitation:

A. Prior experience of the responding consultant with successfully completed similar projects: [__]
B. Prior experience of the responding consultant with successfully completed previous State projects: [__]
C. Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects: [__]
D. Prior knowledge of local conditions or special conditions possessed by the responding consultant and/or its subconsultant(s): [__]
E. Relevant individual experience of the responding consultant's proposed Project Principal and Project Manager: [__]
F. Relevant individual experience of the responding consultant's proposed subconsultant Principals and Discipline Leaders: [__]
G. Projected extent of Minority Business Enterprise participation: [__]
H. Location of consultant's proposed project office: [__]
I. Demonstrated capacity of the responding consultant to accomplish the study within the desired schedule: [__]
J. Quality of response in relation to requested submittal information: [__]
K. Quality of reference responses: [__]

Subsequently, each firm should be rated on a scale of 1 to 9 points on each weighted selection factor in accordance with the following scale:

7-8-9	-	Excellent
4-5-7	-	Good
1-2-4	-	Weak

A total score for each firm should then be compiled by multiplying each weighted selection factor by the firm's quality score on each factor and then totaling all the individual weighted factor scores to arrive at the firm's total score.

APPENDIX 11
EXAMPLE FINAL SELECTION FIRM SCORING FORM
(Each selection committee member should fill out one form per proponent.)

PROJECT: _____

LEAD FIRM NAME: _____

EVALUATION DATE: _____

SELECTION FACTORS	WEIGHT	RATING	SCORE
A. Prior experience of the responding consultant with successfully completed similar projects		7-8-9 4-5-6 1-2-3	
B. Prior experience of the responding consultant with successfully completed previous State projects		7-8-9 4-5-6 1-2-3	
C. Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects		7-8-9 4-5-6 1-2-3	
D. Prior knowledge of local conditions or special conditions possessed by the responding consultant and/or its subconsultant(s)		7-8-9 4-5-6 1-2-3	
E. Relevant individual experience of the responding consultant's proposed Project Principal and Project Manager		7-8-9 4-5-6 1-2-3	
F. Relevant individual experience of the responding consultant's proposed subconsultant Principals and Discipline Leaders		7-8-9 4-5-6 1-2-3	
G. Projected extent of Minority Business Enterprise participation		7-8-9 4-5-6 1-2-3	
H. Location of consultant's proposed project office		7-8-9 4-5-6 1-2-3	
I. Demonstrated capacity of the responding consultant to accomplish the study within the desired schedule		7-8-9 4-5-6 1-2-3	
J. Quality of response in relation to requested submittal information		7-8-9 4-5-6 1-2-3	
K. Quality of reference responses about the consultant		7-8-9 4-5-6 1-2-3	

TOTAL SCORE: _____

APPENDIX 12

EXAMPLE FINAL SELECTION SCORING SUMMARY OF ALL SHORTLISTED FIRMS

(Ranks represent averages of selection committee's scores.)

PROJECT: _____

EVALUATION DATE: _____

S E L E C T I O N C R I T E R I A

FIRM	A	B	C	D	E	F	G	H	I	J	K	SCORE	RANK

A. Prior experience of the responding consultant in successfully completing similar projects.
B. Prior experience of the responding consultant with successfully completed previous State projects.
C. Prior experience of the responding consultant's proposed subconsultants with successfully completed similar projects.
D. Prior knowledge of local conditions or special conditions possessed by the responding consultant and / or its subconsultant(s).
E. Relevant individual experience of the responding consultant's proposed Project Principal and Project Manager.
F. Relevant individual experience of the responding consultant's proposed subconsultant Principals and Discipline Leaders.
G. Projected extent of Minority Business Enterprise participation.
H. Quality of responses from consultant references on closely related projects.
I. Location of consultant's proposed project office.
J. Demonstrated capacity of the responding consultant to accomplish the study within the desired schedule.
K. Quality of response in relation to requested submittal information.

NOTE: Normally, the opportunity to negotiate a final agreement should be offered to the highest rank firm.

APPENDIX 13
EXAMPLE FINAL SELECTION RECOMMENDATION LETTER

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Jonetta Jones
Executive Director
Georgia Building Authority
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

August 1, 2000

Dear Ms. Jones:

The selection committee for the above-referenced project has conducted a shortlisting and interview process as provided in Chapter 22 of Title 50 of the Official Code of Georgia Annotated, in particular O.C.G.A. Section 50-22-6. This project was first published on www.ganet.org/purchase/ on June 1, 2000.

The services required of the selected consultant may be described generally as the development of a predesign study for a new multi-agency administrative office building to be constructed on Capitol Avenue adjacent to I-75/85 in downtown Atlanta, Georgia. The scope of predesign services will be generally in accordance with the latest version of Predesign of Major Capital Projects: Recommended Guidelines published by the Office of Planning and Budget and the Georgia State Financing and Investment Commission. As currently envisioned, the building complex will include approximately 275,000 sf of administrative space (80% open / 20% closed offices), a cafeteria, a 550-car parking deck, a "mini-mall" of public services, and related ancillary facilities. The total project square footage and construction cost are currently believed to be in the range of 500,000 sf and $55,000,000, respectively.

Attached please find the Shortlist Final Scoring Form of All Responding Firms and the Final Selection Scoring Form of All Shortlisted Firms (which indicates the selection factors deemed most relevant). Based on the final results of our screening process, we recommend to you as the Authority's Principal Representative (as defined under O.C.G.A. Section 50-22-6) that the Georgia Building Authority enter into final contract negotiations with the most highly ranked firm, XYZ Architects, Inc.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachments
Copy w/ attachments: Selection Committee Members

APPENDIX 14
EXAMPLE NOTIFICATION LETTER TO SELECTED FIRM

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Ms. Susan Smith, AIA
XYZ Architects, Inc.
123 Peachtree St. NE
Atlanta, Georgia 30331

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

August 15, 2000

Dear Ms. Smith:

On behalf of the selection committee for the above referenced project, I am pleased to inform you that your firm has been selected to enter into contract negotiations for the advertised predesign study. Congratulations! For your review, the final ranking of all shortlisted firms is attached. You may also obtain a copy of the Shortlist Final Scoring Form of All Responding Firms and the Final Selection Scoring Form of All Shortlisted Firms by writing me and enclosing a stamped, self-addressed envelope.

Please contact me at your earliest convenience so that we can proceed to finalize the agreement for the services of the selected XYZ Architects' team. However, I must remind you that if we are unable to conclude a mutually agreeable contract for the required services, the Georgia Building Authority will be obliged to terminate negotiations with XYZ Architects and enter into discussions with the second-ranked firm.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Copy: Selection Committee Members

APPENDIX 15
EXAMPLE STANDARD FORM CONTRACT

PLEASE CONTACT LAMAR HOLLAND WITH THE CONSTRUCTION DIVISION OF THE GEORGIA STATE FINANCING AND INVESTMENT COMMISSION AT (404) 463-8599 OR EMAIL AT lholland@gsfic.state.ga.us FOR A COPY OF THE CONTRACT CURRENTLY IN USE.

APPENDIX 16
RECOMMENDED GUIDELINES ON ARCHITECTURAL SCOPES AND FEES

CURRENTLY

UNDER

DEVELOPMENT

APPENDIX 17
EXAMPLE LETTER TO UNSUCCESSFUL PROPONENTS GIVING NOTICE OF AWARD
NOTICE OF CONTRACT AWARD

GEORGIA BUILDING AUTHORITY
1 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334

Jane Doe, Director of Facilities

Mr. Sam Roberts, AIA
The ABC Group.
321 Fifth St. NE
Atlanta, Georgia 30332

Re: Predesign Study
New State Office Building at Capitol Avenue
Atlanta, Georgia

September 1, 2000

Dear Mr. Roberts:

On behalf of the selection committee for the above-referenced project, I wish to thank The ABC Group for submitting the qualifications of your team for the above referenced assignment. However, the Georgia Building Authority has elected to contract with another team lead by XYZ Architects, Inc.

For your review, the final ranking of all shortlisted firms is attached. You may also obtain a copy of the Shortlist Final Scoring Form of All Responding Firms and the Final Selection Scoring Form of All Shortlisted Firms by writing me and enclosing a stamped, self-addressed envelope.

We appreciate your interest in Georgia Building Authority projects and hope you will consider responding to future opportunities.

Very truly yours,

Jane Doe
Director of Facilities
Georgia Building Authority

Attachment