**[DATE]**

**[CONSULTANT NAME & ADDRESS]**

RE: **[PROJECT NAME]** (#**[PROJECT NUMBER]**)

University of Missouri - **[CAMPUS]**

The University of Missouri-**[CAMPUS]** invites your firm to submit a Statement of Qualifications for providing **[DESCRIBE SERVICES]** for a **[DOLLAR SIZE OF PROJECT** such as $9 million**]** **[PROJECT DESCRIPTION** such as renovation and addition**]** to the **[BUILDING NAME].** The University is extending this invitation to the following firms:

**[A/E FIRM]**  **[A/E FIRM]**

**[A/E FIRM]**  **[A/E FIRM]**

**[A/E FIRM]**  **[A/E FIRM]**

**[A/E FIRM]**  **[A/E FIRM]**

**[A/E FIRM]**  **[A/E FIRM]**

**[A/E FIRM]**  **[A/E FIRM]**

The selected design team will work with the University's project committee in [**establishing the program requirements for this project] and [developing the design of this important facility**]. The University intends to contract with the design team best showing experience and expertise in designing similar facilities as noted in the attached General Criteria for Consultant Selection. The University has a strong preference for Missouri based architectural or engineering firms.

The University has a 10% Supplier Diversity participation goal for this project. Your statement of qualifications must clearly state your plan to meet the University’s goal.

Your Statement of Qualifications should include a summary of your team's history and structure; relevant experience including a description of at least two projects you have completed of similar scope; qualifications of key team members that would be directly involved with this project; specific experience with similar facilities; and any supporting information that would further convey your team's qualifications for this project.

Please limit these materials to a maximum of 25 - 8 1/2" x 11" pages (front and back). [NUMBER (#)] copies of your submittal must be delivered to my attention c/o [CAMPUS COORDINATOR and ADDRESS], by [TIME] on [DATE].

No more than **[NUMBER (#)**, no more than 4 to 6**]** firms will be selected for interviews by the University project team. Selected firms will be notified by **[DATE].**  Interviews will be scheduled for **[DATE]** on the **[CAMPUS]** campus.

The selected firm will be asked to submit a fee proposal by **[DATE].**  The successful firm will be recommended to the Board of Curators at their **[DATE]** meeting.

The University intends to issue a Standard Consultant's Agreement **[**or **General Consulting Agreement]** to the successful firm and incorporate the requirements of the University's Consultant Procedures and Design Guidelines CPDG. The University takes no exceptions to the agreement form. Copies of the agreement are available on our website at:

<https://www.umsystem.edu/ums/fa/facilities/guidelines/>

On this webpage, you will also find the UM Consultant Procedures and Design Guidelines (CPDG). The consulting agreement incorporates the requirements of the CPDG**.**

The University has established a maximum fee for the requested services of \_\_\_\_\_\_\_\_\_\_\_\_\_. In submitting qualifications for this project the consultant is affirming they agree that services can be done for the established maximum fee. A Scope of Consultant Services, Project Statement, and Owner’s Schedule are attached.

Please review the enclosed information which describes the project scope and the selection criteria. In the interest of fairness, address all questions related to this project to me only.

I look forward to your response.

Sincerely,

**PROJECT MANAGER]**

Enclosure

c: **[CAMPUS COORDINATOR]**

**General Criteria for Consultant Selection**

**Project Name (#0000000)**

**University of Missouri – Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Each Consultant Team will be evaluated on the following Criteria.

1. Consultant Team qualifications.
   1. Team Organization
      1. Identity and experience of Key Team members including but not limited to:
         1. Project Manager
         2. Project Engineer [each discipline]
         3. Project Architect
         4. Sub consultants
         5. Key team members for each discipline
      2. Planning & design process proposed for this project.
      3. Clarity of the responsibilities among team members
         1. Consultant reporting structure.
         2. Approach for coordination of design disciplines included necessary for this project.
         3. Previous working relationships between team members and firms.
   2. Competence
      1. Team members’ knowledge of and experience with the working elements of similar facilities.
      2. Demonstrated experience of key team members in planning and designing similar facilities.
      3. Demonstrated ability to provide accurate cost estimates, design within budgets and meet proposed schedules.
      4. Demonstrated ability in producing cost effective design, follow the University building codes, and follow the University standards for design and construction.
      5. Demonstrated ability in applying value analysis and life-cycle costing methods in the design process.
   3. Contract
      1. Note the ability of the prime Consultant to execute the University’ consulting agreement without exception.
2. The number of projects the firm has completed that are similar in scope and size.
   1. Projects should not be listed if proposed team members were not involved.
   2. If team members were engaged with other firms, make full disclosure.
3. The Consultant Team past performance.
   1. Supply a list of references for the both the firms and key team members on similar projects.
   2. State any previous working relationships between team members and firms.
4. The Consultant Team present work load.
   1. State the Consultant Teams ability to staff this project and meet the University’s goals.
   2. State the Consultant Team’s ability to perform this project with the proposed team members.
5. The Consultant Team Supplier Diversity status and Supplier Diversity participation in the design team.
   1. Identify all MBE, WBE, Veteran, Service Disabled Veteran and/or DBE consultants and certification status.
   2. Describe the Consultant teams’ efforts and plan to achieve the University’s goal for this project.
6. The Consultant Team status as a Missouri Firm.
   1. The University desires to contract with a Missouri firm and has a preference for Missouri firms.

# Project Statement

**[PROJECT NAME]**

University of Missouri - **[CAMPUS]**

**[PROJECT DESCRIPTION]** [for example:]

This project is listed in the University of Missouri System's FY96 Capital Appropriations Request to the State as the Rolla campus's priority New Construction project. A copy of that request is attached.

Although construction funds would not be available until July 1995 at the earliest, the University intends for the selected Design Team to begin the development of the building program immediately following the selection process and to complete Schematic Design.

# Owner’s Current Schedule

**[PROJECT NAME]**

University of Missouri - **[CAMPUS]**

Send RFQ **[DATE]**

Receive Statements of Qualifications **[DATE]**

Select Finalists for Interviews **[DATE]**

Interview finalists **[DATE]**

Receive Fee Proposal **[DATE]**

Board of Curators Approval **[DATE]**

[**Include additional milestone through construction if necessary]**