Design Services RFQ Checklist

	Court Atkins Architects	Nandina	F & ME	Hussey Gay Bell	Cranston LLc	Whitmore, Jones Keefer	Woods Dendy Architects	Nandina Inc	Rosenblum Coe
Previous Experience with COH	Yes	No	No	Yes	No	Yes	Yes	No	No
Letter of Interest	No	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Proper Identification	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Personnel size	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Joint venture info	Yes	no	No	Yes	No	No	No	No	No
Team name & narrative	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Availability & Capacity	Yes	no	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Location of firm	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Demonstrates they have provided services successfully to another City similar in size	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Experience with large scale projects	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Experience with private sector large scale projects	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Did this Company ever fail to perform for COH	No	No	No	No	No	No	No	No	No
Background/statement of work included	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
State License, certifications included	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Insurance documents provided	No	No	No	Yes	No	No	Yes	No	Yes
Subconsultants included	No	No	No	No	No	No	No	No	No
Services Provided Include									
Architecture	No	No	No	No	No	No	Yes	No	Yes
Landscape Architecture	Yes	No	No	Yes	Yes	Yes	No	No	No
Planning	Yes	Yes	No	Yes	Yes	Yes	No	Yes	No
Civil Engineering	No	Yes	No	Yes	Yes	No	No	Yes	No
Transportation Engineering	No	Yes	No	Yes	Yes	No	No	Yes	No
Survey	No	Yes	Yes	Yes	Yes	No	No	Yes	No
MEP	No	No	No	No	No	No	No	No	No
Environmental Engineering	No	No	Yes	Yes	No	No	No	No	No
Structural Engineering	No	No	No	Yes	Yes	No	No	No	No
Does the Submittal meet the minimum qualifications?	**YES!**	**YES!**	**YES!**	**YES!**	**YES!**	**YES!**	**YES!**	**YES!**	**YES!**