**FACILITIES AND CONTRACTS OFFICE**

SELECTION COMMITTEE MEMORANDUM FOR FILE

DATE

MEMORANDUM

PROJECT: **xxxxxxx**

 **UH Project No.**

TO: File

FROM: XXXXXXX, Consultant Selection Coordinator

SUBJECT: Minutes of the Consultant Selection Committee

 Meeting of DATE

Members:

Adviser: If applicable

1. Project Background and Overview. The selection committee reviewed the background, general scope of work, and other relevant issues for this project. The scope of work for this project is the XXXXXXXXXXXX. The work includes XXXXXXXXXXXXXX. The committee agreed that a XXXXXXXX firm as the prime consultant is the best qualified to perform this type of work.

II. Selection Criteria. Pursuant to Section 103D-304(e), HRS, the selection committee employed the following selection criteria in descending order of importance for the project: (REVISE ACCORDINGLY):

1. Experience and Professional Qualifications Relevant to the Project Type
2. Past Performance on Projects of Similar Scope for Public Agencies or Private Industry (including corrective actions and other responses to notices of deficiencies)
3. Capacity to Accomplish the Work in the Required Time: Consultants must have indicated, at least generally, their ability and willingness to complete the work in the required time.
4. Other Requirements:

III. Evaluation and Ranking.

A. The committee agreed that the selection criteria will be used to develop a “short” list of consultants considered to be the best qualified consultants for the project. This list will be developed by a committee member impartially and independently nominating a consultant, another committee member seconding the nomination and a unanimous or majority vote by the whole committee to include the consultant on the list.

B. After development of this “short” list, each committee member impartially and independently ranked each of the firms, one (1) to three (3), based on the selection criteria where one (1) is the highest rated and three (3) is the lowest rated. The consultant with the lowest total number would then be ranked one (1), and the consultants with the second (2) lowest total number and the third (3) lowest total number would be ranked two (2) and three(3), respectively.

IV. Qualified Consultants. The selection committee reviewed all the civil engineering firms (see attached list) that were qualified in this project. No consultant was removed from consideration for this project. The committee recognized that this project required firms with good communication and coordination skills; who are responsive to the needs of the user agency; and firms with similar past experiences in resurfacing type projects. The following three (3) firms were nominated by the committee (note that after each firm was nominated and seconded, discussion occurred and the committee voted to have the firm listed). In all nominations, the committee voted unanimously to list the firms.

1. A
2. B
3. C

The committee considered all three (3) firms to have the appropriate experience and qualifications; past experience; and capacity to perform the work.

V. Ranking Process. The following comments are provided:

A. Each committee member impartially and independently ranked each of the firms, one (1) to three (3), based on the selection criteria. The ranking sheets from each committee member and a summary sheet are attached.

B. The ranking numbers for each firm were totaled. The firms were then ranked based on this total number with the lowest total number being ranked one (1); the second (2) lowest total number and the third (3) lowest total number would be ranked two (2) and three (3), respectively (see attached ranking summary).

VI. Consultant Recommendations. Based on the ranking results, the selection committee recommended the following consultants who in the committee’s opinion, best satisfy the project’s selection criteria (in rank order):

1. A

2. B

3. C

The statements of qualifications for the recommended firms are attached for reference and use.

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Attachments