Project: Project Name (eB #)

Limit to Cornell Funded projects over $10M and/or with significant visual campus impact or feasibility studies directly leading to a project over $10M (same criteria). (New building, large addition, renovation of significant public space, study leading up to large capital project, etc.)

OUA Consultant Selection Engagement

☐ PM Meets with OUA, PM Director, AVP and Facilities Contracts Manager to discuss project
☐ OUA w/ PM establish selection committee (5 min - 7 max voting members)
☐ Initial Committee Mtg - review scope, schedule, consultant teams, criteria, etc.
☐ Please view the agenda example (TBD), Consultant Procurement Options, and Consultant Selection Schedule Template examples for this meeting

Solicit Consulting Services

☐ CCF to complete MWBE worksheet
☐ OUA w/PM develop list of consultants to receive RFP, RFP: RACI Guide (TBD)
☐ OUA w/PM prepare individual committee member evaluation sheets
☐ PM creates draft RFP and submits to OUA and Contracts for final review
☐ OUA sends invitation to committee members with draft RFP
☐ OUA w/PM schedules committee meetings, site visit, interview dates, etc., Consultant Selection RACI Guide (TBD)
☐ Facilities Contracts (FC) finalizes RFP materials and send to OUA before posting for final review
☐ FC posts RFP and includes OUA/PM on distribution
☐ Professionals site visit (could be mandatory – OUA/PM determines)
☐ FC responds to RFIs – OUA/PM provide support
☐ FC distributes proposals to OUA & PM via e-Builder
☐ OUA sends long list evaluation form and RFPs to committee
☐ Selection committee independently rate and rank qualifications
☐ Committee meeting after ad due date – finalize short list
☐ OUA notifies short listed firms and assigns interview times
☐ OUA notifies long list firms that did not make short list
☐ OUA (if applicable) Submits Additional Questions/Request for Info
☐ FC submits additional RFP questions to short listed firms
☐ OUA w/PM create short list evaluation forms
☐ Selection Committee completes reference checks on shortlisted firms (form)
☐ Selection Committee interviews all shortlisted firms
☐ Selection committee individually completes short list evaluation forms
☐ OUA prepares short list summary – sends to committee
☐ Selection committee meeting – makes final recommendation
☐ PM w/OUA completes the consultant selection committee meeting minutes
☐ OUA notifies selected consultant
☐ OUA notifies unsuccessful consultants