

Project: Project Name (eB #)

This is the checklist for Pre-Qualified Academic Facilities Renovations Design Services Consultants (PQ-AFR). Now available: Four consultant teams pre-qualified that can be quickly selected (hourly rates set) for lab, classroom, and office renovations under \$2M project cost. Please review the [AE Selection - Pre-Qualified \(PQ-AFR\) GDoc](#) for further details.

Consultant Selection – Pre-Qualified

- Project Advocate to include PQ-AFR in the Comments tab of the PACTV process and preference for 1 of the 4 consultants

Note: Effort will be made by Project Intake Committee to grant requested PQ-AFR Consultant, however, work needs to be distributed equitably (Facilities Contracts will log and track). To appeal PQ AFR assigned consultant, contact Andrew Magre for final determination.

- Confirm scope with Stakeholder(s)
- PM requests proposal from Pre-Qualified Consultant's via the e-Builder RFP Final Review Process. Attachments should include edited RFP for Academic Facilities Renovation Design Services, edited Architect Agreement, and any other attachments.

Note: RFP includes Scope of Work, Schedule, Construction Budget, and Edited Consultant Contract

- FC requests proposal from Consultant (*Based on hourly rates*)
- Review fee proposal (*Negotiate scope/hours if required*)
- Request contract execution through eBuilder (*CRP*), for the commitment select PQ_AFR

(If contract is part of a larger project => \$100k OR a study – FPAR is required)