



TO: **LEWIS ARCHITECTS ENGINEERS
POLK STANLEY WILCOX
WDD ARCHITECTS**

FROM: Alisha Lewis
Interim Director of Procurement

DATE: May 16, 2023

RE: **SHORTLIST SELECTION FOR A DESIGN PROFESSIONAL SERVICES-
SOFTBALL PAVILION**

The University has received (3) Statement of Qualifications. In compliance with board policy 740.1, the University has deemed it necessary to interview a minimum of three (3) and a maximum of five qualified (5) firms.

Our decision for those who will be interviewed was guided by state board policy, the evaluation, and review of all statements of qualifications presented. We have deemed those selected above as distinguished by their expertise in the following areas:

- Proof of licensure or eligibility.
- Organizational chart for design team and all consultants
- Current office size, personnel description, and workload
- Proof of current professional liability insurance coverage (\$1,000,000 minimum required)
- Prior experience constructing projects under nationally-recognized sustainable rating systems
- Prior experience with fully-commissioned projects
- Projects currently under contract with state agencies or educational facilities

Thank you for your response to the RFQ and for expressing your interest. We are most pleased to inform you that your firm *was selected for an interview*. **The interviews will be Thursday, May 18, 2023.** Additional information regarding the time will be sent to you via email.

Sincerely,

Alisha Lewis
Interim Director of Procurement

Cc: Selection Committee