**Section 8.3080 Evaluation Procedures**

a) In making its recommendations, the selection committee may consider, among other factors:

1) The A/E's or CM's qualifications.

2) The ability of professional personnel submitted by the A/E or CM.

3) The A/E's or CM's past record and experience.

4) The prior performance of the A/E or CM on CDB professional services agreements. For CMs, this shall be determined by review of the CM Performance Evaluations on previous CM projects, Performance Evaluations of the CM vendor on projects in which it participated as an A/E or contractor, and any other related material.

A) CDB *shall evaluate the performance of each firm upon completion of a contract. Evaluations shall be made available to the firm and the firm may submit a written response, with the evaluation and response retained solely by* CDB*. The evaluation and response shall not be made available to any other person or firm and is exempt from disclosure under the Freedom of Information Act* [5ILCS 140]. *The evaluation shall be based on the terms identified in the construction manager's contract.* [30 ILCS 500/33-45]

B) In addition to subsection (a)(4)(A), CDB reserves the right to evaluate a firm during a project, when performance issues warrant that action.

C) Any firm receiving a negative evaluation at any time during a project shall be notified of such evaluation within seven days of its issuance.

5) The willingness of the vendor to meet time requirements.

6) The location of the project relative to the vendor's place of business.

7) The results of preliminary evaluations performed by CDB staff.

8) The current work load of the A/Es or CMs and their prior selections by CDB. This determination shall be in writing and be reviewed by the CPO.

9) Professional references for work performed on similar projects.

10) Interviews conducted with the A/Es or CMs.

11) Minority, female and veterans business goals of programs set out in 44 Ill. Adm. Code 1000.140 and 44 Ill. Adm. Code 20.

b) Before beginning review of a CM's statement of qualifications, the committee shall prepare a table of the factors on which the CMs will be rated and the weight to be assigned to each factor. The table of factors, and the scores of each reviewed submittal, will be kept on file for no less than 2 years from the date of the selection.

c) In no case shall the committee, prior to selecting an A/E or CM for negotiation, seek formal or informal submission of verbal or written estimates of costs or proposals in terms of dollars, hours required, percentage of construction cost, or any other measure of compensation. Submission of pricing information in a separate envelope to be opened at a later time shall not be allowed.