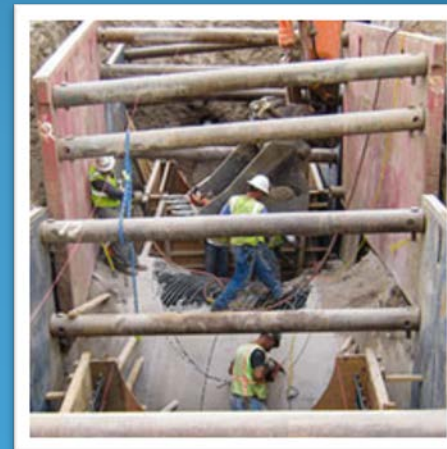
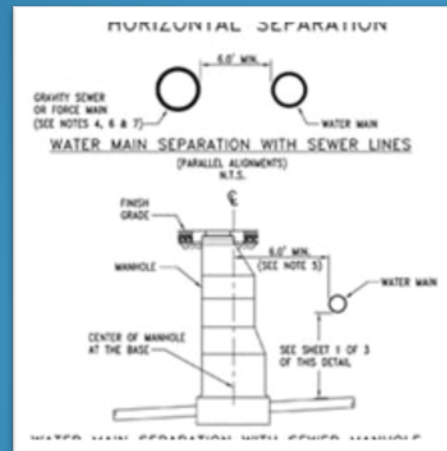
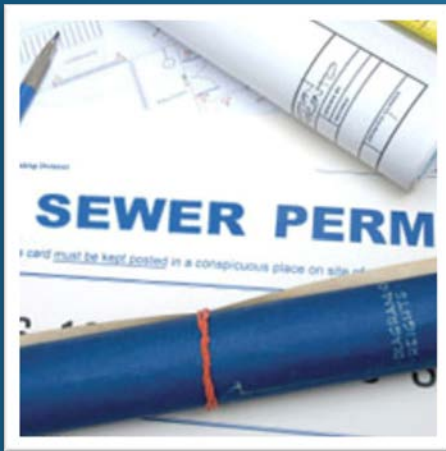


Procurement of Professional Engineering Services

A Qualifications Based Process

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December 9, 2014



PIMA COUNTY

WASTEWATER RECLAMATION



Agenda

Introduction

Regulatory Framework

Procurement Process

Making the Process Work

Introduction

- Pima County operates the second largest wastewater system in Arizona, covering metropolitan Tucson and the surrounding Communities
- This presentation is geared toward a public sector, qualification-based, procurement process.
- While it may seem odd, the process does represent best practices in procurement.

Introduction

- Professional Services provided by engineering firms where a technical registrant is required may include:
 - Design
 - Program Management
 - Project Management
 - Alignment Studies
 - Feasibility Studies
 - Construction Management
 - Technical Investigations

Regulatory Framework

- Arizona Revised Statutes – Title 34
 - Establishes a qualifications-based selection process for engineering work on public buildings and structures
 - 34-101. Defines "Engineer services" as those professional engineer services that require a Professional Engineer as defined by the Arizona Board of Technical Registration

Regulatory Framework

- Arizona Revised Statutes – Title 34
 - 34-102. Allows for award of multiple professional services contracts from single solicitation
 - 34-103. Employment of engineering technical registrants for work on public buildings and structures:
 - Single solicitation and award for contracts more than \$500,000 (Chapter 6)
 - Annual Qualified Consultants and direct select for less than \$500,000 (Subsection D)

Regulatory Framework

- Arizona Revised Statutes – Title 34
 - 34-602. Project delivery methods for design and construction services
 - An agent may procure design services and construction services, as applicable, under any of the following project delivery methods:
 - Design-bid-build
 - Construction-manager-at-risk
 - Design-build
 - Job-order-contracting

Regulatory Framework

- Pima County Policy for Qualifications-Based Selection (D29.1)
 - Same policy for both professional services and alternative delivery methods
 - Professional services for contracts greater than \$250,000 require single contract (ARS Title 34 is \$500,000)
 - Professional services for contracts \$250,000 or less can come from Qualified Consultant List Master Agreement

Procurement Process

- Qualifications Based Procurement
 - Advertise Request for Qualifications (RFQ)
 - Respondents submit a Statement of Qualifications (SOQ)
 - Selection Committee
 - Evaluation Process with or without interviews
 - Evaluation Criteria and relative weight (SOQ and Interviews)
 - Negotiate fees with highest ranked firm

Procurement Process

- Request for Qualifications (RFQ)
 - Section 1 General Information and Requirements
 - Confidentiality and Disclosure
 - Pre-Submittal Conference
 - Notice of Intent to Submit
 - Professional Services Contract
 - Questions
 - Clarifications and Interpretations
 - Submission of Qualifications
 - Point of Contact
 - Evaluation and Selection

Procurement Process

- Request for Qualifications (RFQ)
- Section 2 Executive Summary
 - Description and Scope of project
 - Goals
 - Budget
 - Schedule

Procurement Process

- Request for Qualifications (RFQ)
 - Section 3 Requirements for Statement of Qualifications -100
 - Introductory Letter
 - Respondent's ability to provide professional services -2
 - Respondent's past representative projects – 21
 - Past performance evaluation references – 8
 - Qualifications of management team – 21
 - Respondent's understanding of SOW and schedule – 19
 - Respondent's specific services – 21
 - Affirmative Action Policy and small business use - 8

Procurement Process

- Request for Qualifications (RFQ)
- Section 3 Presentation/Interview -100
 - Presentation of material in SOQ
 - 60 minutes, 10 minutes for questions
- Section 4 Format of SOQ
 - General instructions on size limits, print quality, bindings, tabs, and pagination
 - Max 30 pages
 - Single sided 8 1/2 x 11

Procurement Process

- Selection Committee Process
 - Assess submittals for administrative completeness
 - Selection Committee – 4-7 people, technically qualified, competent, no conflict, confidential, external representation
 - Scoring- Independent, with written comments, averaged and tallied by procurement officer, final discussion
 - Interviews –number of firms defined in RFQ, specific questions, topics distributed ahead of time with scoring criteria/weight
 - Scoring is confidential, only allow post award de-briefing

Procurement Process

- Final Selection Process
 - Procurement recommends award to highest ranked firm
 - Procurement leads negotiations with department team (first time \$ are discussed), signs contract or cancels and moves to next firm

Procurement Process

- Qualified Consultant List Master Agreement
 - Master Agreement developed through qualifications-based process
 - Specific categories and general scope written out
 - Maximum contract value is identified in solicitation
 - Number of firms that will be selected
 - Term of contract (usually one year with renewals)
 - Delivery Orders issued for every contracted job

Making the Process Work

- Have a good Qualifications-based selection Process
 - Develop a consistent procurement process
 - Pick a competent selection committee and educate them on the process
 - Enforce consistent submittal content
 - Write a detailed, comprehensive scope of work
 - Have solid, tested contract language

Making the Process Work

- Selecting a qualified consultant
 - Research references – role in projects and project details
 - Ask details about key staff's availability and experience
 - Understand and agree with proposed key staff's roles and responsibilities on consultant team
 - Use the interview to learn about the team
 - Match consultant's past experience with your specific needs

Making the Process Work

- Negotiating with a qualified consultant
 - Nothing is free
 - Level of effort is negotiated, but the trade-offs are schedule and quality
 - Know what it should cost and what you can afford
 - Risk should be clearly defined and assigned

Making the Process Work

- Finding a qualified consultant
 - Build relationships with the engineering community so you can learn areas of consultant expertise



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