

Project Delivery Method Checklist

1. Need for Project to be well defined
 - Political and local support
2. General description of Project
 - Cost estimate range
3. Project schedule
4. Owners Project financial plan in place
 - Rate impact is understood
 - Project budget
5. Owners Project procurement team in place
 - Owners staff
 - Consultants
6. Determine Project Delivery Method and prepare procurement/bid documents
7. Form Selection Committee
 - Diversified credentials
8. Public advertisement of procurement documents
9. Receive responses and review for compliance with procurement requirements
10. Distribute responses to Selection Committee and schedule review meetings
 - May create sub-committees for input
 - May desire consultant involvement

For Qualifications Statements:

11. Selection Committee initially scores Qualification Statements and develops short list to interview
12. Conduct interviews and clarification meetings with submitters
 - Arrive at scope of project acceptable to Owner
 - Arrive at mutual agreement to contract and score
13. Request and score Cost Proposals
14. Combine Technical Scores and Cost Scores. Award to highest combined score

For Proposals:

11. Selection Committee initially scores Technical Proposals
 - a. Cost Proposals not opened
12. Conduct interviews and clarification meetings with submitters
 - a. Arrive at scope of project acceptable to Owner
 - b. Arrive at mutual agreement to contract and score
13. Open and score Cost Proposals
14. Combine Technical Scores and Cost Scores. Award to highest combined score

For Job Order Contracts:

1. Prepare and advertise RFQ with attached Job Order Master Agreement
2. Selection Committee scores and ranks Qualification Statements. Select group of top-ranked contractors to include in one Master Agreement
3. Award Job Order Master Agreement

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
- Section 2 Executive Summary
 - Description and Scope of project
 - Goals, Budget, Schedule
- 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
- 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

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

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

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

Build relationships with the engineering community so you can learn areas of consultant expertise