

## APPENDIX E

### SAMPLE LOCAL AGENCY QBS CRITERIA FOR USE IN CONSULTANT SELECTION

The following list is generally based on one which has been used successfully for over 25 years (without significant change or controversy) by a medium-size city which engages consultants for the bulk of its design work.

- Educational background of key consultant personnel;
- Experience record of the consultant team;
- Record of success by the consultant, demonstrated by work previously performed for the agency or similar work performed for others;
- Individual within the consultant's organization who will have direct charge of the work;
- Whether the consultant has adequate staff or other resources such as subconsultants to perform the work within the time allowance;
- The approach the consultant proposes to use for the work;
- The ability of the consultant to make effective public presentations of the report and/or design as may be required;
- The ability of the consultant to work effectively with agency staff other public agencies, and related parties as may be required during the course of the design, study, or other technical services;
- Pertinent new ideas which may be presented by the consultant during the course of the selection process;
- Where appropriate, whether the consultant has adequate knowledge of local conditions;
- Whether the consultant has supplementary technical certifications appropriate to the work involved;
- Whether the consultant has available experienced, capable, and acceptable resource and design professional personnel or consultants as may be pertinent to the particular project;
- Whether the consultant has demonstrated an appropriate level of effort as reflected by person-hours and classification of personnel allocated to the various tasks;
- Demonstrated continuing interest by the consultant in the success, efficiency, and workability of facilities the consultant has designed, both during construction and after they are placed in operation;
- Whether the consultant is already engaged in another project which has direct and substantial physical relationship to the proposed project;
- When an existing facility is being modified or added to, whether the original designer of the facility should be retained for the new work on grounds of

economy, detailed knowledge of the existing facility, or aesthetic or technical necessity of involving the same design philosophy;

- Whether the consultant has an effective quality control program, such as independent design review;
- The consultant's record of keeping construction costs within project budgets and design estimates;
- The consultant's ability to furnish adequate and effective construction supervision services, where such services are an inherent part of a "package" of services for which the consultant is employed;
- Financial stability and capacity of the consultant to carry out the kinds and extent of work needed;
- Availability to the consultant of adequate amounts and forms of liability and professional responsibility insurance;
- Whether the consultant has offered an appropriate response to relevant policy regarding involvement of minorities, women, disadvantaged business, affirmative action, etc.; and
- Other factors or special characteristics of the firm, its project team, or its outlook which provide a unique match with the agency's needs and/or objectives.

This agency is the commercial center of a large region and has many consultant firms with home or major branch offices within its boundaries. Accordingly, it also uses several "tie breaker" criteria:

- All other things being equal, local consultants are preferred to non-local consultants;
- All other things being equal, non-local consultant firms which include local consultants on their team are preferred to non-local firms which do not; and
- All other things being equal, consultants who have not worked for the agency recently are preferred to those which have.

The above criteria reflect important qualifications based considerations in both technical and policy areas. Agencies may find that one or more are not applicable to their needs or that additional criteria should be included (examples might be minority and disadvantaged business provisions or ensuring fair distribution of the work over time including to local firms). Such policies may also include the assignments of weights to the selected criteria for guidance or assistance to members of interview panels. It is vital, however, that no criteria be included that interfere with or eliminate the underlying principle of Qualifications Based Selection.