



PUBLIC WORKS DEPARTMENT - POLICY AND PROCEDURES

CONSULTANT SELECTION for PROFESSIONAL SERVICES PW-403

- 1.0 PURPOSE:**
 - 1.1 These procedures are set forth to ensure that uniform criteria and practices will be applied in all situations involving the selection of consultants to perform professional services under the auspices of the Public Works Department.

- 2.0 ORGANIZATIONS AFFECTED:**
 - 2.1 Public Works Department and other departments as necessary.

- 3.0 POLICY:**
 - 3.1 The selection of consultants for professional services contracts shall be based upon demonstrated competence and qualifications. The selection process shall make adequate provision for controls and reviews necessary to ensure wide participation in proposal solicitation, evaluation and selection.

- 4.0 DEFINITIONS:**
 - 4.1 **Professional Services** means those services within the scope of practice of architecture, professional engineering or land surveying or those performed by any architect, professional engineer or registered land surveyor, in connection with his professional employment or practice, as defined in Chapters 18.08, 18.43, or 18.96 RCW.

 - 4.2 **Compensation** means the total amount paid by the city for professional services.

- 5.0 PROCEDURES:**
 - 5.1 Prior to the initiation of the selection process, the project manager assigned to the project shall complete the following:
 - 5.1.1 Describe, in general terms, the need, purpose and objective of the project or study.
 - 5.1.2 Identify the various components of the project.
 - 5.1.3 Set an approximate timetable for completion of the project or study.
 - 5.1.4 Identify expected problems.
 - 5.1.5 Determine approximate amount of the project budget and ensure that adequate funds are available.
 - 5.1.6 Identify prospective employees or others of interest that will participate in the Consultant Selection Review Committee.

 - 5.2 The project manager shall consult with the City Engineer and the Director of Public Works regarding the options of consultant advertisement. This group shall determine if a separate advertisement is necessary or if the Consultant Roster shall be used.
 - 5.2.1 **For formal advertisement** the Request for Proposal Ad shall be placed in the City's official newspaper for at least two days and any other newspaper or periodical determined appropriate to inform prospective firms of the project.

 - 5.2.2 **For the use of the Consultant Roster** the following steps shall be taken:
 - 5.2.2.1 After development of the Request for Proposal the roster shall be reviewed for firms stating experience in the field of work needed for the specific project being considered.
 - 5.2.2.2 The list of firms that are qualified shall be reduced down to a manageable number to which to send the RFP.

 - 5.3 The Request for Proposal shall be developed to include the appropriate items from the following:
 - 5.3.1 Project title and description.
 - 5.3.2 General scope of work.
 - 5.3.3 Submission deadline.
 - 5.3.4 Contact person in the City.
 - 5.3.5 Additional information that may be included in the proposal includes any or all of the following:
 - 5.3.5.1 Letter of interest.
 - 5.3.5.2 Demonstration of understanding of the project
 - 5.3.5.3 General information about the firm.



- a. How old is firm?
 - b. Location of office to serve project and phone number
 - c. Names of principals of the firm
 - d. Number of employees in the firm
 - e. Kinds of award received
- 5.3.5.4 Specific information.
- a. Firm's job experience
 - b. Recent bidding experience and how have estimates compared to final costs.
 - c. What is firm's current work load?
 - d. Can the firm complete the project on the time line included in RFP?
 - e. Does the firm have specific experience in specialized areas; such as life cycle analysis, computer analysis or value engineering?
 - f. Has the firm been involved in recent litigation?
 - g. Provide specific examples of similar types of work.
 - h. Provide references
 - i. What is the team proposed for the project? What experience does this team have together?
 - j. How will the firm manage the project?
 - k. How will the firm report progress and billings to the City?
- 5.3.5.5 State the number of copies of the Proposal that will be required to be submitted.
- 5.4 Consultant Selection Review Committee responsibilities:
- 5.4.1 The project manager and/or Director of Public Works shall select and appoint members to serve on the committee.
- 5.4.2 The project manager and/or the committee shall prior to receiving the proposals select the evaluative criteria to be used in the review process.
- 5.4.3 Typical criteria is as follows:
- a. PROJECT PROPOSAL EVALUATION - Clarity, format, level of detail and responsiveness to the RFP.
 - b. SIMILAR PROJECTS - Evaluation of the firm's experience with similar projects to the one proposed.
 - c. PROJECT MANAGER - Qualifications, experience and ability of the person proposed to manage the project. Included is the ability to mix well with our employees.
 - d. PRINCIPAL IN CHARGE - Qualifications, experience and ability of the principal of the firm that is proposed to be in charge of the project.
 - e. EXPERTISE - Qualifications and expertise of the firm and the staff involved on the project.
 - f. STAFF SIZE - The size of the firm and the number of people that are assigned to the project.
 - g. WORK LOAD - The number and size of other projects currently being performed by the firm and/or the design team.
 - h. SUBCONSULTANTS - Experience, qualifications and similar project work of the subconsultants proposed to work with the prime consultant.
 - i. PROJECT METHODOLOGY - Does the method proposed address all of the relevant factors? Is proper emphasis placed on key elements? Is the organization logical?
 - j. INNOVATION/APPROACH - The innovativeness and creativity of the firm as evidenced by the proposal and similar projects.
 - k. TIME SCHEDULE - Can the firm complete this project on time? Do they have a record of doing so on other projects?
 - l. REFERENCES - Do the references check out? Are they relevant to this project?
 - m. USE OF LOCAL FIRMS - Has a firm from outside the area used local firms where they are efficient to do so?
 - n. OTHER SPECIFIC CRITERIA - Other criteria may be specific to a particular project.



- 5.4.4 After the criteria have been selected, the project manager shall develop the "Proposal Evaluation Criteria Weighting Form" which shall then be used by each committee member to determine the relative importance of each of the selected criteria to be used in the evaluation.
 - 5.4.4.1 Using PW-403_01a - "Proposal Evaluation Criteria Weighting Form" each committee member shall compare each criteria against the other and the total points assigned to the criteria in the square shall add up to the number of criteria being used. (For example, if criteria A is more important than criteria B and there are 7 criteria used, then the points could be 6 to 1 or 5 to 2.)
 - 5.4.4.2 Using PW-403_01b - "Proposal Evaluation Criteria Weighting Form Committee Weights" the project manager shall tabulate the committee member ratings and arrive at an average criteria weighting for each criteria to be used.
 - 5.4.4.3 The final criteria weighting is added to PW-403_01c - "Consultant Evaluation Matrix" which will be used by each committee member to review the proposals.
- 5.4.5 The completed "Matrix" is then sent to all committee member to use in evaluating the proposals. Each member of the committee will review each proposal and rate the proposal from 0 to 100.
- 5.5 The project manager shall check references either during the review of the proposals or after the interview if they are held.
- 5.6 The project manager shall assemble the matrix scores of all committee members and tabulate the totals to arrive at a ranked listing of the firms. At this point the Director of Public Works shall be consulted to determine if interviews are necessary based upon the relative scores for the firms. Generally, if there is one firm that stands out, the firm and the team is known by the city and references are checked, then interviews may be omitted.
- 5.7 If interviews are needed, the committee may interview the top ranked firms. The interview shall consist of a short presentation by the consultant and a question and answer period.
- 5.8 The recommendation of the committee shall be reviewed by the Director of Public Works and forwarded to the City Manager and the City Council for review and approval.
- 5.9 After the selection has been approved by the City Council, the project manager shall send letters to all firms that responded to the RFP, notifying them of the City Council decision.
- 5.10 The City Manager and/or the City Council designee shall negotiate a contract with the firm at a fair and reasonable compensation. If the parties are unable to reach agreement on the cost or scope of the contract, then negotiation shall begin with the second rated firm after approval from the City Council is received. The draft contract shall be reviewed by the City Attorney prior to submittal and approval by the City Council.
- 5.11 After the completion of services from the consultant, the project manager shall prepare an evaluation of the services provided by the consultant using PW403_03 - "Evaluation of Professional Services".
 - 5.11.1 After completion of the evaluation, it shall be reviewed by the Director of Public Works and then the project manager shall mail the evaluation to the consultant firm.
 - 5.11.2 After the consultant firm has reviewed the evaluation, the project manager shall discuss its accuracy and make adjustments as necessary.
 - 5.11.3 After the completed review, the form shall be placed in the project file and the Consultant Evaluation general file.



6.0 APPENDIX:

6.1 Proposal Evaluation Criteria Weighting Form.
(Lotus Spreadsheet c:Jack\consult, Name=Weights) PW-403_01a [11/93]

6.2 Proposal Evaluation Criteria Weighting Form Committee Weights.
(Lotus Spreadsheet c:Jack\consult, Name=Criteria) PW-403_01b [11/93]

6.3 Consultant Evaluation Matrix.
(Lotus Spreadsheet c:Jack\consult, Name=Matrix) PW-403_01c [11/93]

6.4 Consultant Evaluation Interview Form PW-403_02 [11/93]

6.5 Evaluation of Professional Services Form PW-403_03 [11/95]

6.6 RFP with Consultant Roster PW-403_04 [11/93]
RFP without Consultant Roster

6.7 RFP for Library Design PW-403_05 [11/93]
RFP for Tourism Marketing Program

6.8 RFP Newspaper Advertisement PW-403_06 [11/93]

6.9 Thank you but no interview letter PW-403_07 [11/93]

6.10 Invite for interview letter PW-403_08 [11/93]

6.11 Award letter to consultant PW-403_09 [11/93]

6.12 Thank you for proposal but award to another firm letter PW-403_10 [11/93]

6.13 Recommendation to City Council memo PW-403_11 [11/93]

6.14 Consultant Reference Review Form PW-403_12 [11/93]

6.15 Request for Professional Service Letter of Intent - Legal Ad PW-403_13 [12/93]

6.16 RFP for Downtown Watermains from Roster PW-403_14 [5/96]