

ARCHITECT/ENGINEER (A/E) SELECTION PROCEDURES

I. PURPOSE

The purpose of these procedures is to ensure that clear and consistent methods are established by the Division of Facilities Management for the selection of professional service contracts.

II. GENERAL STATEMENT

The requirements for the selection of professional services (such as architect/engineer services) are contained in the Delaware Code, Title 29, Chapter 69, Subchapter V. The Chief of Engineering and Operations (CEO) is responsible for ensuring that these procedures are followed in the Division of Facilities Management.

III. GUIDELINES

A. Initial Planning

1. Need for Services

A need for A/E services is identified. The need is based on a new project that was created by legislation or for services not currently available on existing A/E contracts.

The need can also be based upon an existing A/E contract (such as a multi-year indefinite quantity/delivery contract for MCI A/E services) that is expiring. The CEO will track the list of A/E contracts and initiate action three months before the expiration of the contract.

If fees are anticipated to be less than the threshold amount set by the Contracting and Purchasing Advisory Council, then a direct selection is made. The Project Manager will consult with the CEO prior to selection. Factors such as current firm workload, expertise, demonstrated ability, distribution of work, etc., are considerations in the selection. A proposal is received from the firm, which is reviewed and approved by the CEO prior to establishing a purchase order.

2. Advertisement

The advertisement will either be prepared by the CEO or the appropriate Project Manager for review by the CEO. The deadline for receipt of Letters of Interest will be two to three weeks after the second advertisement. A project information sheet specific to the

project for use by raters, interviewers and requesting respondents may be drafted. If so, the advertisement will identify a contact person from whom respondents can obtain these information sheets.

3. Receipt of Letters of Interest

A list will be kept of all Letters of Interest received in response to the advertisement.

B. Shortlisting

1. Panel Members

Facilities Management staff will serve as shortlisting panel members. For other state agency projects, every effort will be made to include their staff in the shortlisting and interview process. Those serving as shortlisting panel members will be identified in writing. The number of persons serving on the shortlisting and interview panels will be as follows:

Number of Submittals Received	Number of Shortlisting/Interview Panel Members*
5 or less	No shortlisting
6 to 9	3
10 or more	5

* The number of shortlisting panel members may differ due to special project circumstances.

2. Procedure

Panel members will use the Shortlisting/Interview Form for each Letter of Interest received. The Proposal Evaluators Sheet will be used by the CEO or designee to determine the scores for Section III, "Other Criteria".

The header information (project name, firm, contract number and rater) on the Shortlisting/Interview Form will be completed by the Administrative Support Staff prior to distribution to the panel members. Section III, "Other Criteria" will also be completed prior to distribution. The CEO or designee will complete this section.

After the shortlisting panel members have completed their evaluations, the lead person of the selection committee will total the points using the Summary Form which may be modified for special

project circumstances. The firms will then be ranked for each evaluator based on the point score (highest score – first, next highest – second, etc.). The ordinal scores (ranking) will be totaled for all evaluators to determine the overall ranking for each firm (the lowest number of points – first, next lowest – second, etc.). In the case of a tie, both firms will be interviewed unless the total number of firms to be interviewed would exceed five firms. In this case, the highest total cumulative score between the two firms will be used to determine the tie-breaker.

Each shortlisting panel member will sign and date each of the Shortlisting/Interview Forms used during the evaluation process.

The Management Analyst will recheck the scoring for accuracy.

Firms will be interviewed as follows based on the number of Letters of Interest received:

Number of Submittals Received	Number of Firms Interviewed*
9 or less	3
10 to 12	4
13 or more	5

* The number of firms interviewed may differ due to special project circumstances.

3. Notification of Firms

Firms selected to be interviewed will be notified in writing of the dates and times for the interviews. Firms not selected will be notified, in writing, that they were not selected.

C. Interviews

1. Scheduling

Facilities Management staff will serve as interviewing panel members. For other state agency projects, every effort will be made to include their staff in the shortlisting and interview process. Those serving as interview panel members will be identified in writing. The number of persons serving on the interview panel will be as noted above and be the same number as on the shortlisting panel.

NOTE: Shortlisting panel members may **not** serve as interview panel members.

2. Evaluation

Panel members will use the Shortlisting/Interview Form for each interview. The Proposal Evaluators Sheet will be used by the CEO or designee to determine the scores for Section III, "Other Criteria".

The header information (project name, firm, contract number and rater) on the Shortlisting/Interview Form will be completed by the Administrative Support Staff prior to distribution to the panel members. Section III, "Other Criteria" will also be completed prior to distribution. The CEO or designee will complete this section.

After the interview panel members have completed their evaluations, the lead person of the selection committee will total the points using the attached Summary Form which may be modified for special project circumstances. The firms will then be ranked for each evaluator based on the point score (highest score – first, next highest – second, etc.). The ordinal scores (ranking) will be totaled for all evaluators to determine the overall ranking for each firm (the lowest number of points – first, next lowest – second, etc.). In the case of a tie for first place, the firm with the higher number of first place votes will determine the first-ranked firm.

Each interview panel member will sign and date each of the Shortlisting/Interview Forms used during the interview process.

The Management Analyst will recheck the scoring for accuracy.

3. Notification to Firms

The firm selected for the project will be notified in writing. Firms not selected will be notified in writing that they were not selected.

D. Contract Drafting

1. Content

The selected firm is requested to forward a contract for the project referenced in the notification letter. The Project Manager will consult with the CEO to determine if there are any specific items that need to be included in the contract.

2. Format

The AIA Standard Form of Agreement Between Owner and Architect (B151) will be used as the basis of the contract. The contract will be modified as noted in the Division of Facilities

Management's Attachment "A". Attachment "A" will be part of the agreement.

3. Fee Negotiation

The CEO will negotiate the fee with the architectural firm. The goal is to set a fair and reasonable fee that is agreeable to both parties. If a fair and reasonable fee cannot be agreed upon, negotiations will be initiated with the second ranked architectural firm. The first ranked firm will be notified of this in writing.

4. Purchase Order

After the CEO has reviewed and approved the contract, it will be forwarded to the Division Director or Director of the Office of Management and Budget for signature. The Project Manager will establish an initial purchase order that is forwarded to accounting with a copy to the A/E firm to establish the contract.

**OFFICE OF MANAGEMENT AND BUDGET
ARCHITECT/ENGINEER SHORTLISTING/INTERVIEW FORM**

PROJECT NAME: _____

CONTRACT NUMBER: _____

FIRM: _____

RATER: _____

RATER'S SIGNATURE: _____

PART I GENERAL EXPERIENCE & REPUTATION	Point Range		Rater Score
	Low	High	
Demonstrated experience with projects of similar nature and/or scope	1	20	
Experience with public works projects within the State of Delaware	1	10	
Quality of prior work and overall character of firm	1	10	
PART II ORGANIZATION/CAPACITY	Point Range		Rater Score
	Low	High	
Defined approach firm/team will take on this project	1	20	
Size and discipline composition of firm relative to its capacity to complete the project	1	15	
Familiarity with site and understanding of project	1	10	

***** TO BE COMPLETED BY CEO/DESIGNEE *****

PART III OTHER CRITERIA	Point Range		Rater Score
	Low	High	
Recent contract work with the State of Delaware	0	5	
Experience working as a team/venture	1	5	
Firm's location relative to project sites	0	5	
TOTAL SCORE (Possible 100)			

PROFESSIONAL SERVICES CONSULTANT SELECTION

PROPOSAL EVALUATORS

Use the following point values following a review of the applicable information contained in the Letter of Interest. The evaluation scoring may be adjusted due to special project circumstances.

Recent Contract Work with the State of Delaware

(within last five years)

Firms will be assigned a score from 0 to 5 points based on amount of recent work. Firms with no work within the last five years will receive a score of 0 points while firms with a lot of work will receive 5 points.

Experience Working as a Team/Venture; Office Stability

	<u>POINTS</u>
First time working together	= 1
Have worked together previously	= 3
Worked extensively together on numerous projects	= 5

Firms's Location Relative to Project Sites; Location of Office

	<u>POINTS</u>
Main office and any branch offices beyond 1 hour response time or 35 miles	= 0
Main office beyond 1 hour response time or 35 miles with branch office responsible for work within 1 hour response time or 35 miles	= 1
Main office within 1 hour response time or 35 miles	= 3
Main office within 30 minutes response time or 15 miles	= 5