



PUBLIC WORKS/ENGINEERING DEPARTMENT

## GUIDELINES FOR CONSULTANT SELECTION

Updated November 14, 2017

In accordance with Title 39 of the RCW, Chapter 39.80, "Contracts for Architectural and Engineering Services," WSDOT Local Agency Guidelines Chapter 31, "Using Consultants," and if appropriate, the CDBG Management Handbook Chapter 5, "Procuring Professional Services," the following criteria will be utilized for selection of consultants to provide professional services for the City of Sedro-Woolley's infrastructure projects:

### Extended Process Utilizing Specific Project Advertisement

#### Selection Criteria

1. Receipt of a Statement of Qualifications must be received by the end of the business day given as the closing date, or postmarked prior to that date.
2. SQ's shall include applicable experience and references.
3. Consultant SQ's shall be evaluated by a selection committee comprised of 3 to 5 members as appointed by the Mayor of the City of Sedro-Woolley.
4. Due consideration shall be given to all qualified SQ's by the selection committee.
5. From the statements received, the committee shall rank the SQ's in order from the most qualified to perform the work in descending order, considering as a minimum the following factors, weighted as shown :
  - a. Amount of specialized experience in the type of work required (2)
  - b. Availability and capacity of the firm to accomplish the work in the required time frame (2)
  - c. Qualifications of personnel that will actually be working on the project (2)
  - d. Expressed interest in the project (1)
  - e. Firm's past experience with federally funded projects, especially CDBG and FHWA projects (1)
  - f. Geographical proximity of the firm to the project location (0.5)
  - g. Professional reputation and references (0.5)
  - h. Washington State Disadvantaged Business Enterprise Participation (0.25)
6. Utilizing the ranking made, a shortlist of no more than three consultants shall be made. Interviews shall then be scheduled with the short listed consultants. For smaller projects, interviews will be conducted by telephone.
7. The committee shall select the top consultant based on the results of the rankings plus the interviews.
8. Public Works will enter into negotiations for a standard consultant agreement with the selected consultant.
9. If negotiations cannot be successfully concluded, the next top ranked candidate shall be selected and negotiations entered into.



PUBLIC WORKS/ENGINEERING DEPARTMENT

## GUIDELINES FOR CONSULTANT SELECTION

Updated November 14, 2017

10. On successful completion of the negotiations, staff will recommend the agreement to the City Council for approval. Approval of the agreement by WSDOT Local Programs or other funding agency may also be required.
11. Unsuccessful candidates shall be notified of the results of the selection within one week of the successful conclusion of negotiations.
12. The City of Sedro-Woolley, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
13. Public Works/Engineering will document the selection and retain the following in the contract files:
  - a. The names of the consultants considered for the work
  - b. The name of the selected consultant and why this consultant was chosen over the others interviewed.

### Streamlined Process Utilizing the MRSC Rosters

#### Selection Criteria

As authorized by the Sedro-Woolley City Council, the city has joined the MRSC Rosters program and is authorized to use this process for federal aid funded projects as per LAG Chapter 31.14. Consultant selection under the MRSC Rosters process will be performed as follows:

1. Public Works/Engineering will select a minimum of three qualified consultants utilizing the MRSC Consultant Roster, giving due regard to listed Categories, Sub-categories and posted Statement of Qualifications, Project Summaries/References and additional data.
2. Consultant SQ's shall be evaluated by a selection committee comprised of 3 to 5 members as appointed by the Mayor of the City of Sedro-Woolley.
3. Due consideration shall be given to all qualified SQ's by the selection committee.
4. From the statements received, the committee shall rank the SQ's in order from the most qualified to perform the work in descending order, considering as a minimum the following factors, weighted as shown :
  - a. Amount of specialized experience in the type of work required (2)
  - b. Availability and capacity of the firm to accomplish the work in the required time frame (2)
  - c. Qualifications of personnel that will actually be working on the project (2)



PUBLIC WORKS/ENGINEERING DEPARTMENT

## GUIDELINES FOR CONSULTANT SELECTION

Updated November 14, 2017

- d. Expressed interest in the project (1)
  - e. Firm's past experience with federally funded projects, especially CDBG and FHWA projects (1)
  - f. Geographical proximity of the firm to the project location (0.5)
  - g. Professional reputation and references (0.5)
  - h. Washington State Certified Minority or Woman Owned Enterprise Participation (0.25)
5. Utilizing the ranking made, a shortlist of no more than three consultants shall be made. Interviews shall then be scheduled with the short listed consultants.
  6. The committee shall select the top consultant based on the results of the rankings plus the interviews.
  7. Public Works will enter into negotiations for a standard consultant agreement with the selected consultant.
  8. If negotiations cannot be successfully concluded, the next top ranked candidate shall be selected and negotiations entered into.
  9. The City of Sedro-Woolley, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
  10. Public Works/Engineering will document the selection and retain the following in the contract files:
    - a. The names of the consultants considered for the work
    - b. The name of the selected consultant and why this consultant was chosen over the others interviewed.