

Administrative Services Policy No. 4.10

A/E Consultant Selection Policy and Procedures

Applies To:	Engineering & Architectural Services Employees
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Approved By:	<p style="text-align: center;">_____/s/_____ William Frare Assistant Director, Engineering & Architectural Services</p>

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Purpose

State statute authorizes E&AS to “contract for professional services for the design of new state facilities and major repair or alterations to existing state facilities” (RCW 43.19.450). This policy enables E&AS to meet the requirements of this statute.

This Policy establishes the following selection methods and associated A/E fee limit thresholds:

Expedited Selection

For projects with total fees less than or equal to \$100,000.

Small Project Selection

For projects with total fees less than or equal to \$350,000.

Large Project Selection

For projects with total fees greater than \$350,000.

On-Call Services Selection

For statewide, regional and local on-call services agreements.

There is no limit on the number of projects or services under an on-call services agreement.

Total fees per project are limited to less than or equal to \$200,000.

Definitions

A/E means Architect / Engineer or related professional design and/or construction services consultant.

A/E Reference File means the central electronic database file and consultant selection system that includes consultants' Architect-Engineer Qualifications (Form 330) and contact information. Washington State government organizations use the file to select consultants based on qualifications for public works projects with estimated total fees less than or equal to \$350,000.

A/E Reference File Selection Documentation means notification, advertisement, individual and summary score sheets for phase I and/or phase II rankings.

APM means E&AS Assistant Program Manager. An APM supervises a team of project managers. Project Manager reports to APM.

Budget & Cost Control means the selection criterion of the consultant candidate's track record in designing within an Owner's assigned project scope and budget.

Client Agency means an agency or organization using E&AS services.

Consultant means architect, engineer or related professional design and/or construction services provider. The references “consultant” and “A/E” are used interchangeably in this document.

CS means E&AS Contracts Specialist. The Contracts Specialist prepares and processes agreements and contracts.

Diverse Business Inclusion Plan means a consultant candidate's plan to solicit for and include participation of qualified Minority-Owned, Women-Owned, Veteran-owned and/or Small Business enterprises in their proposed consultant teams in accordance with the [Diverse](#)

Business Inclusion Plan Criteria. The Diverse Business Inclusion Plan is a mandatory selection criteria requirement for large project selections.

Diverse Business Plan Inclusion Criteria means the selection criterion of evaluation of the consultant candidate's Diverse Business Inclusion Plan.

DES means Department of Enterprise Services.

E&AS means Engineering & Architectural Services.

Geographic Proximity means the selection criterion of a defined area for a specific project, usually within a particular stated mileage radius as determined by the project manager in consultation with the Client Agency. This criterion is not required for statewide on-call.

Life Cycle Cost Analysis Experience means the selection criterion of the consultant candidate's experience using life cycle costs, operating costs, and energy efficiency measures in the design of building projects. This is a mandatory Phase I and Phase II selection criterion for projects greater than \$5 million or new construction with an area of 5,000 square feet or greater, in accordance to Executive Order [13-03](#)

MACC means Maximum Allowable Construction Cost (excluding state sales tax).

On-Call means an agreement established for services that are needed for a defined period of time (typically a biennium).

Phase I means the selection process phase when the selection panel evaluates and scores firms who submit a written statement of qualifications in response to the advertisement to determine the highest ranked firms to be advanced to Phase II Interviews.

Phase II means the selection process phase when the highest ranked firms from Phase I are evaluated and scored for final selection. Phase II evaluation and Final selection can be done by an in-person interview, a phone interview, or based on information submitted.

PM means E&AS Project Manager, DOC (Dept. of Corrections) Team Project Manager, and/or DSHS (Dept. of Social and Health Services) Team Project Manager. Project managers report to an Assistant Program Manager (APM).

Pre-Selection Informational Meeting means a meeting scheduled prior to the submission deadline for Phase I statements of qualifications and conducted by the PM with participation of the Client Agency representative(s), to provide project and selection procedure information to interested parties.

Previous Performance means the optional selection criterion of the consultant candidate's demonstrated performance and client satisfaction on previous projects, preferably completed in the last five years. This criterion may apply to any relevant project experience of the candidate, and may include response rates for adherence to project schedules, contractor Requests for Information (RFI's) and shop drawing and submittal review, design error and omission change order rates, and adherence to requirements and protocols in the administration of agreements and amendments. Previous performance may be evaluated as part of the Relevant Experience selection criterion.

Production Capabilities means the selection criterion of the consultant candidate's capacity to perform the design services for the project.

Project Approach means the selection criterion of the consultant candidate's demonstrated understanding of the RFQ scope of work and design challenges, needed consultant services, and strategies for managing and delivering those services for a specific project, or on-call services for multiple projects.

Qualifications of Key Personnel means the selection criterion of the professional qualifications and experience of proposed project team members of a consultant candidate for the specific needs of the project or requested services. This includes major or specialty sub-consultants as applicable. *This is a mandatory Phase I selection criterion.*

Rank Order means numeric order of final scoring of statements of qualifications or oral interviews by the selection panel from highest score to lowest score.

Relevant Experience means the selection criterion of the direct experience of a consultant candidate for the advertised project type, preferably within the last five years. *This is a mandatory Phase I selection criterion.*

RFQ means Request for Qualifications.

SA means Selection Administrator.

SAW means Secure Access Washington. It is a single-sign-on application gateway used to access government applications via the Internet.

Selection Criteria means weighted evaluation categories used to determine the most qualified consultant firms for a particular project or service(s).

Phase I advertised and A/E Reference File system selection criteria must include:

- Qualifications of Key Personnel
- Relevant Experience
 - **For projects greater than \$5 million, or new construction with an area of 5,000 square feet or greater:**
 - Life Cycle Cost Analysis Experience
 - Sustainable Design Experience
- Diverse Business Inclusion Plan (applies to Large Project Selection only)
Evaluation of consultant candidates' efforts toward outreach to, and achievement of participation of Minority-owned, Women-owned, Veteran-owned and Small Business enterprises in accordance with the [Diverse Business Inclusion Plan Criteria](#).

Other recommended Phase I and A/E Reference File system selection criteria include:

- Project Approach
- Previous Performance
 - Previous Performance can be considered as a component of the Relevant Experience criterion.
 - If the Previous Performance criterion is used, it is typically weighted no higher than 75% of the lesser of the weighting value(s) of the mandatory criteria of Qualifications of Key Personnel and Relevant Experience, and if used, the Project Approach criterion.

Other optional Phase I and A/E Reference File system selection criteria include:

- Geographic Proximity (to project location)

- Budget and Cost Control
- Capacity and Production Capabilities

Phase II selection criteria must include:

- Organization
 - Management Plan
 - Team Member Qualifications
 - Capacity / Production Capabilities
- Project Management
 - Scope Management
 - Budgeting & Cost Control
 - Project Scheduling
- Project Approach
 - Project Understanding
 - Project Challenges & Opportunities
- Experience
 - Relevant Past Projects – Firm
 - Relevant Past Projects – Key Team Members
 - ***For projects greater than \$5 million, or new construction with an area of 5,000 square feet or greater:***
 - *Life Cycle Cost Analysis Experience*
 - *Sustainable Design Experience*

Selection Criteria Weighting means the importance or priority factor applied to selection criteria on a predetermined point scale.

SOQ means Statement of Qualifications.

State Facilities includes all state buildings, related structures, and appurtenances constructed for any elected state officials, institutions, departments, boards, commissions, colleges, community colleges, except the state universities, The Evergreen State College and regional universities.

"State facilities" does not include facilities owned by or used for operational purposes and constructed for the Departments of Transportation, Fish and Wildlife, Natural Resources, or state parks and recreation commission.

Sustainable Design Experience means the selection criterion of the consultant candidate's design experience integrating and optimizing all major high-performance building attributes, including energy efficiency, durability, life-cycle performance, and occupant productivity. *This is a mandatory Phase I and Phase II selection criterion for projects greater than \$5 million, or construction of new buildings or with an area of 5,000 square feet or greater.*

WEBS means Washington Electronic Business Enterprises, an Internet vendor registration and bid notification system. The system offers a website where vendors can register to receive government bid notifications. WEBS allows immediate e-mail notification of bidding opportunities such as:

- Current bid opportunities from state agencies and other government entities for goods and services.
 - Engineering and Architectural Services solicitations for consultant services.
 - Current bid opportunities for construction services.
 - Current solicitations for leased space throughout Washington state.
 - Information on future bids for goods, services, construction projects, and leased space.
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Policy

A. All changes to the selection policy or procedures must be approved by the DES E&AS Assistant Director

Recommended variations for projects with unique requirements are to be submitted to the Assistant Director for approval.

B. All requests for A/E services shall be competitively procured.

Projects with estimated total A/E services fees less than or equal to \$350,000 may be advertised, selected from a current register of on-call consultants, or from the preregistered consultant roster (A/E Reference File). Projects with estimated total A/E services fees greater than \$350,000, and selection for local A/E on-call services require public advertisement.

Advertisements may solicit for a general category of services, or for a specific type of A/E service required for an individual project or a collective group of projects. Advertisements are required to include Phase I selection criteria defined below.

C. E&AS will set diverse business participation goals for each consultant selection.

Diverse business participation goals will include certified Minority and Women Business Enterprises, Veteran Businesses and self-identified small business enterprises. WEBS may be used for outreach to these groups.

In accordance with the legislative findings and policies set forth in RCW Chapter 39.19, the State of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises ("OMWBE"), and set forth in RCW 43.60A.200 for firms certified by the Washington State Department of Veterans Affairs, and set forth in RCW 39.26.005 for firms that are Washington Small Businesses.

Client agencies will be requested to provide their project goals for Diverse Business participation. If the Client Agency goals are lower than DES agency goals, the DES goals will be used. The DES agency goals are identified in the [Diverse Business Inclusion Plan Criteria](#).

D. Consultants shall be selected based on qualifications.

Consultants must have submitted their qualifications to be considered eligible for selection on an E&AS-managed project. Prospective architects, engineers, and other consultants are evaluated based on demonstrated competence and qualifications for specific services

required. An applicant's competence and qualifications shall be evaluated against the specified project selection criteria established for each project.

E. E&AS shall establish and maintain an A/E Reference File.

There shall be an annual A/E advertisement requesting consultants to submit statements of qualifications and special capabilities for inclusion in the A/E Reference File database. The A/E reference file may be used in lieu of advertising on projects having an estimated consultant fee for total services less than or equal to \$350,000.

Each biennium, E&AS will publicly advertise for consultants to register to enter their statements of qualifications in the A/E Reference File, or if already registered, renew or update their file information. Statements of qualifications for the A/E Reference File will be accepted year-round. Consultants will be instructed to validate that their file is current and accurate, and update it as necessary a minimum of every two (2) years at the beginning of every biennium. Files not so validated may be subject to removal from the Reference File.

F. An E&AS Selection Administrator (SA) will facilitate the selection process in all procedures.

Duties of the Selection Administrator include:

- Quality oversight of the A/E consultant selection process
- Consistent preparation of advertisements for conformance with E&AS guidelines
- Consistent distribution/posting of project materials in conformance with Policy No. 4.10
- Management and maintenance of A/E Reference File system
- Managing the receipt, distribution to selection panel members, and tracking of Phase I Statements of Qualifications (SOQ)
- Facilitating selection panel activities
- Coordinating with Project Manager for scheduling interviews
- Organizing and consolidating records for retention in project files
- Facilitating communication with and mentoring new firms in the E&AS selection process

G. Contracted consultants will be limited to the maximum total project fee thresholds of the process by which they were selected.

Consultants will not be contracted for fees in excess of the maximum total thresholds of the process of their selection. In the event that total fees for services for a project are determined by the PM as likely to exceed the maximum selection threshold due to scope expansion, schedule extension or other cause, a new consultant selection will be required using the process appropriate to the scope and budget of the expanded project.

Other options include reducing the project scope to maintain the project fee threshold or obtaining exception approval from both the APM and the Assistant Director.

H. Selection methods are based on the total project services fees of a consultant.

The following matrix shows the selection methods available and processes:

Selection Method and Fee Limits	Selection Panel	A/E Reference File	Public Advertisement	Pre-selection Info Session Required	Selection Phase I	Selection Phase II
Expedited Selection (less than or equal to \$100,000)	PM (with APM and Client Agency Approval)	Yes (notice <u>not</u> required)	No	No	No	In-person or phone Interview optional
Small Project Selection (less than or equal to \$350,000)	3-person panel	Yes (notice REQUIRED)	Optional (in lieu of A/E Reference File)	No	Yes	In-person or phone Interview optional
Large Project Selection (greater than \$350,000)	5-person panel	N/A	Yes	Yes	Yes	In-person Interview REQUIRED
State/Regional/Local On-Call Selection (less than or equal to \$200,000 per project)	3-person panel (minimum)	N/A	Yes	Yes	Yes	Interview Optional

Expedited Selection

Expedited Selection is a process for selecting consultant firms when there is a justified urgency and the fees are estimated to be less than or equal to \$100,000.

The PM, with concurrence from the Client Agency and approval of the appropriate APM, can make Expedited Selection of a consultant firm from the A/E Reference file.

To make the selection, the [Expedited Selection Procedure](#) must be followed.

Notification of the consultant firms under selection consideration is not required. Interviews are optional for this method at the discretion of the PM.

Small Project Selection

The Small Project Selection process applies when the total project fees are less than or equal to \$350,000. The selection may be by the A/E Reference File selection system, or by advertised RFQ. If by advertised RFQ, refer to the Large Project Selection method.

The PM can initiate a Small Project Selection.

For a Small Project Selection, the [Small Project Selection Procedure](#) must be followed.

Large Project Selection

The Large Project Selection method applies when the total project fees are greater than \$350,000.

For a large project selection:

- A five (5)-person selection panel is required. The Selection panel consists of two (2) representatives from E&AS, two (2) client agency representatives and a private sector consultant member. Non-voting observers are permissible by mutual agreement of the E&AS PM and the client agency representative.

- Advertising in the appropriate publication(s), DES website and WEBS (Washington's Electronic Business Solution) is required. A current Diverse Business Outreach and Participation Plan must be included in the submittal.
- A pre-selection information session for interested consultant firms is required. These sessions will be conducted no earlier than five (5) business days after the date of advertisement publication, and no less than five (5) business days prior to the Phase 1 SOQ submittal due date.
- Selection Phase I – The selection panel scores SOQ submittals in response to the advertised selection criteria and associated assigned weighting.
- Selection Phase II – The highest ranked firms will be invited for interview. A minimum of the three (3) highest ranked firms (if available) will be interviewed.
- The highest scored firm from the interview will be invited for agreement negotiations.

For a large project selection, the [Large Project Selection Procedure](#) must be followed.

On-Call Services

On-call agreements may be established for services that are needed for a defined period of time (typically a biennium). Multiple consultant firms may be selected based on anticipated need. Firms selected using these processes are not subject to a limit on the number of projects or fees under the authority of an on-call services agreement, unless otherwise provided in the agreement. However, the total fees per project are limited to less than or equal to \$200,000.

On-Call services are intended for smaller projects and for testing, value engineering, constructability, commissioning services, etc.

Using On-Call Firms – Firms selected using this process will be issued a project-specific agreement under the authority of their On-Call agreement.

There is no minimum amount of work guaranteed under on-call agreements.

State/Regional A/E On-Call Services Selection (E&AS Internal Procedure)

- Selection panel – Consists of a minimum of three (3) representatives from E&AS.
- Advertisement is required in the appropriate publication(s), DES website and WEBS (Washington's Electronic Business Solution).
- A pre-selection information session for interested consultant firms is required. These sessions will be conducted no earlier than five business days after the date of advertisement publication, and no less than five business days prior to the Phase 1 submittal due date.
- Selection Phase I – Each selection panel member evaluates, scores and ranks consultant firms who submit in response to advertisement.
- Selection Phase II – The highest ranked firms may be invited for interview at the panel's discretion. A minimum of the three (3) highest ranked firms (if available) will be interviewed.

Local A/E On-Call Services Selection (external procedure)

To make the selection, the PM:

- Decides if the selection will include review of the Statements of Qualifications only or may also include In-person or phone Interview.
- If a 5-person selection panel is used, the Selection panel consists of two (2) representatives from E&AS, two (2) client agency representatives and a private sector consultant member. Non-voting observers are permissible by mutual agreement of the E&AS PM and the client agency representative.

For On-Call Services, the [On-Call Services Procedures](#) must be followed.

Selection Process Rules

I. The following rules apply when selecting consultant firms:

- **The PM is the point of contact for all selection process inquiries**
The PM and/or SA will respond to all inquiries regarding consultant selections. Inquirer access to other selection panel members and/or client agency representatives will be at the discretion of the PM, in consultation with the selection panel and client agency representatives, as applicable.
- **Consultant statement of qualifications (SOQ) submittals not received prior to the advertised date and time deadline for receipt will be returned unaccepted**
The date and time deadlines for submission of statement of qualifications submittals will be published in all request-for-qualifications advertisements. For print media SOQ submittals, the official date and time of receipt will be printed by date/time stamp machine as designated by E&AS. For SOQ submittals submitted electronically in digital media storage devices the official date and time of receipt will be recorded on a label and attached to the device. It is the responsibility of the consultant firm to ensure that their submittal is delivered to and received and stamped or labeled with the date and time of receipt at the location designated in the advertisement by the DES representative designated to receive the submittals.
- **Discussion between panel members is permitted**
Discussion between panel members is permitted during the selection process. However, each panel member will score each firm independently. Panel members shall not attempt to influence other panel members' scoring.
- **Panelists are required to attend all of the Phase II oral interviews**
Panelists who are not present throughout all of the Phase II in-person interviews shall not participate in post-interview panel deliberations for missed interviews, or in the deliberations on the final selection, and shall not score and rank the finalists.

The PM has the authority to delay the in-person interviews so a late-arriving panelist can attend, or choose to proceed with the interviews without the missing panel member(s). Substitution for a sick or unavailable panelist is permissible. However, the Phase II panel must include at least two of the original Phase I panel members for the three-member committee, and at least three of the original Phase I panel members for the five-member committee for the selection to be considered valid.

An original panelist, unable to be present throughout all of the Phase II in-person interviews and therefore losing deliberation and voting rights, can observe and participate in interviews that follow a missed interview, including the Question/ Answer period, with the concurrence of the remaining voting panel members.

Non-voting personnel from E&AS or the client agency may observe the interviews, but shall not participate in panel deliberations or scoring of the finalists. The Project Manager shall explain the protocol for any observers present prior to an interview.

- **Ranking ties on all Phase I score sheets must be broken.**
Ties in the “Rank Order” column of both the individual panelist’s Phase I score sheets and the Summary/Final Rank Sheet are not permitted. Individual panelists must break any ranking tie(s) on their individual score sheets by further evaluation of the tied firms against the Phase I selection criteria. Ties on the Summary/Final Rank sheet be broken by further evaluation of the tied firms against the Phase I selection criteria and deliberation by the panel to reach consensus on the final ranking.
- **Ties in the panel’s combined rankings in Phase II must be broken.**
Ranking ties on both the individual panelist’s score sheet and the combined panel’s rankings shall be broken. Individual panelists must break any ranking tie(s) on their individual score sheets by further evaluation of the tied firms against the Phase II selection criteria. Ties on the Summary/Final Rank sheet must be broken by further evaluation of the tied firms against the Phase II selection criteria and deliberation by the panel to reach consensus on the final ranking. Selection documentation must be complete before agreement negotiations begin.

Phase I & II ranking and score sheets, plus Phase II Summary/Final Rank Sheet, shall be completed and signed by all voting panel members prior to agreement negotiations. All agreement files must include a signed Phase II Summary/Final Rank Sheet form and applicable scoring and ranking sheets as documentation of the selection process.

- **Fee negotiations will be fair and reasonable.**
Fair and reasonable consultant fees will be negotiated in accordance with the current edition of the Office of Financial Management *Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects* as determined applicable by E&AS. Any fee negotiated must reflect the project scope, complexity, and professional nature of the services required.
- **Negotiations may be terminated.**
If agreement negotiations with the first-ranked finalist are unsuccessful, the PM may request approval from the APM to formally terminate negotiations. Upon written termination notice of negotiations with the first-ranked finalist, negotiations with the next-ranked finalist can then begin.

This process may continue until the Phase II finalist list is exhausted, or the PM receives approval from the APM to proceed with a new and separate consultant selection process for the project.

- **Selection documentation is available for public review.**
Phase I and II score sheets and ranking sheets, and other project selection documentation become public records and are available to the public by written request only after the Phase II in-person interviews are complete, selection has been made, and the finalists have been notified of the results.

Emergency Projects

For fully authorized declared emergency projects, the competitive procurement provisions of this policy do not apply (ref. RCW 39.04.280). For an emergency project, the PM, in consultation with the Client Agency, will promptly acquire the consultant services necessary to address the emergency by directly selecting the consultant(s). Consultants may be selected from the A/E Reference File.

Expedited Selection Procedure

Selecting A/E when their total fee is less than or equal to \$100,000

This procedure will cover:

- Preparation of scope, schedule and budget information
- Selection criteria and associated weighting determination
- Final Selection

Participants include:

- Assistant Program Manager (APM)
- Project Manager (PM)
- Contracts Specialist (CS)
- Selection Administrator
- Client Agency representative(s)

This procedure covers Expedited Selection only.

Selection Method and Fee Limits	Selection panel	A/E Reference File	Public Advertisement	Pre-selection Info Session Required	Selection Phase I	Selection Phase II
Expedited Selection (less than or equal to \$100,000)	PM (with Client Agency and APM Approval)	Yes (notice <u>not</u> required)	No	No	Yes	Interview optional (in-person or phone)

*** Advertisement can always be used in lieu of reference file.**

Summary of Tasks for Expedited Procedure

Action By	Action
Project Initiation	
Project Manager	1. Receives project assignment (PWR) from supervising APM.

Action By	Action
Preparation of scope, schedule and budget documents	
Project Manager (in consultation with Client Agency Representative(s))	<ol style="list-style-type: none"> 2. Reviews scope of work, schedule and budget for project with Client Agency representative(s) and determines that consultant fee for total services, including amendments, will not exceed \$100,000.
	<ol style="list-style-type: none"> 3. Decides to use Expedited Selection method.
	<ol style="list-style-type: none"> 4. Completes Part I of the Selection Consent Form, and obtains signatures from Client Agency Representative and the APM.
Selection criteria and associated weighting determination	
Project Manager	<ol style="list-style-type: none"> 5. Uses the web-based system to search the A/E Reference File database.
	<ol style="list-style-type: none"> 6. Obtains a list of potential qualified firms, based on information provided and prints the selection list.
	<ol style="list-style-type: none"> 7. Scores the firms on the list against the selection criteria.
	<ol style="list-style-type: none"> 8. (Optional) Schedules interviews with Top (3) most qualified firms. Interviews may be by in-person or by telephone.
	<ol style="list-style-type: none"> 9. Selects the consultant firm that is best qualified to meet the requirements of the project and obtains written concurrence of the Client Agency Representative with the selection.
	<ol style="list-style-type: none"> 10. Contacts selected firm to confirm availability. If not available, the PM selects the second highest scoring/ranking firm.
	<ol style="list-style-type: none"> 11. Submits Selection Consent Form and scoring documentation indicating selected firm to the Selection Administrator for inclusion in the contract file.

Action By	Action
Selection Administrator	<p>12. Sends confirming letter to selected firm on behalf of PM.</p>
	<p>13. Allows public access to documents related to the selection.</p>
	<p>14. Maintains selection documentation and Selection Consent Form and submits contract file to the Contracts Specialist.</p>
	<p>15. Informs PM and Contracts Specialist that letters have been sent to firms and that the contract file is ready for the PM to proceed with negotiations.</p>
<p>Detailed scope of work, budget, and schedule</p>	
Project Manager	<p>16. Together with Client Agency representative, meet with consultant to review detailed scope of work, budget, and schedule.</p>
	<p>17. Requests detailed scope of services and fee proposal from consultant.</p>
	<p>18. After receiving fee proposal with detailed breakdown and scope of work from consultant:</p> <ul style="list-style-type: none"> a. Negotiates fee pursuant to the Office of Financial Management <i>Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects</i>, or b. If negotiations fail, obtains approval from APM to terminate negotiations, writes letter of termination, and proceeds to the second-ranked consultant.
	<p>19. Drafts Agreement scope, schedule, and fee per negotiated terms and submits to CS for preparation of the agreement.(see Agreement Templates in the EAS document store)</p>

Action By	Action
Contracts Specialist	20. Verifies that information provided by PM and Selection Administrator is adequate to prepare agreement.
	21. Sends Funding Approval form and copy of draft Agreement to Client Agency and copy to PM and APM.
	22. Receives signed Funding Approval form from Client Agency. If signed funding form is not returned by client in a timely manner, contacts client and requests Funding Approval Form be faxed or emailed to E&AS.
	23. Receives signed Agreement from Consultant and reviews. Notifies PM of any changes introduced by Consultant.
	24. Submits reviewed Agreement and Funding Approval form to APM for signature.
APM	25. Signs agreement and returns to Contracts Specialist for distribution and filing.
Contracts Specialist	26. Distributes and files agreements.



Small Project Selection Procedure

Selecting A/E when their fee is less than \$350,000

This procedure will cover:

- Preparation of scope, schedule and budget information
- Selection criteria and associated weighting determination
- Selection panel appointment
- A/E Reference File/Advertisement
- Request for Supplemental Qualifications
- Final Selection

Participants include:

- Consultant Selection Panelists
 - Project Manager(s) (PM)
 - Client Agency Representative(s)
 - Private Sector Representative (optional)
- Assistant Program Manager (APM)
- Project Manager (PM)
- Contracts Specialist (CS)
- Selection Administrator
- Client Agency representative(s)

This procedure is for Small Project Selection only.

Selection Method and Fee Limits	Selection Panel	A/E Reference File	Public Advertisement	Pre-selection Info Session Required	Selection Phase I	Selection Phase II
Small Project Selection (less than or equal to \$350,000)	3-person panel	Yes (notice REQUIRED)	Optional (in lieu of A/E Reference File)	No	Yes	In-person or phone Interview optional

***Advertisement can always be used in lieu of reference file.**

Summary of Tasks for Small Project Selection

Action By	Action
Project Manager	1. Receives project assignment (PWR) from supervising APM.

Preparation of scope, schedule and budget documents	
Project Manager (in consultation with Client Agency Representative(s))	<p>2. Reviews scope of work, schedule and budget for project with client agency representative(s) and determines that consultant fee for total services, including amendments, will not exceed \$350,000.</p>
	<p>3. Decides to use the Small Project Selection method.</p>
	<p>4. Completes Selection Consent Form and determines selection criteria. Obtains signatures from Client Agency Representative and the APM.</p>
Selection criteria and associated weighting determination	
Project Manager (in consultation with Client Agency Representative(s))	<p>5. Selects selection panel members. Selection panel will include three panelists. Panelists will include:</p> <ul style="list-style-type: none"> a) The Project Manager assigned to the project. b) Client Agency Representative c) Third panelist must be mutually agreed upon and may be a Client Agency Representative, Project Manager, APM from E&AS, DSHS Team, or DOC Team or Private Sector Panelist. <p>Private sector panelist must be a licensed architect or licensed engineer with no conflict of interest with the project or project team. PM obtains approval from the APM if qualifications other than architect or engineer are desired for the Private Sector panelist position.</p>
	<p>6. Establishes selection schedule and verifies availability of selection panel members.</p>
	<p>7. Determines if finalists will be interviewed in person, by telephone, or use information in the A/E Reference file (and any supplemental information).</p>

AE Reference File/Advertisement (Request for Qualifications)	
Project Manager (or Selection Administrator)	<p>8. Performs A/E Reference File Consultant Search by:</p> <ul style="list-style-type: none"> a. Logging into Secure Access Washington (SAW) and performing a filtered search for possible candidates. Once filtered list is obtained, posting description and scope of project and posting notification to listed firms, or b. Filling out “AE Reference File Consultant Selection Search” form and submitting it to the Selection Administrator for posting. <p>A paper printout of the list shall be kept to record the search results. All firms from the list are to be notified and provided an opportunity to provide supplemental information within the specified time period (typically 5-working days)</p>
	9. Upon due date of firm submittals, logs into SAW and selects “Send email requests to evaluators”.
	10. Inputs due date of evaluations, email address of panel members, and Phase I criteria, and presses “send”.
	11. Reviews firm’s portfolio and supplemental information and performs Phase I evaluation.
	12. Upon due date of evaluations, reviews firm portfolio and submittal information, and rank
Consultant Selection Panel	<p>13. Review qualifications and supplemental information from the AE Reference File and ranks firms accordingly.</p> <p>14. Attends all interviews/presentations and completes scoring and ranking of finalists. (If panelist misses any of the interviews, they will not be allowed to participate in final scoring/ranking.)</p>
Optional – Phase II Interviews	
Project Manager	15. Establishes Phase II selection schedule and verifies availability of selection panel members.
	16. Performs interviews with a minimum of three (3) firms.
	17. Collects and tabulates completed score and ranking sheets.

	18. Announces initial results to panelists and facilitates discussion.
	19. Once discussion period is concluded, asks panelist to confirm and sign their score sheets.
	20. Receives final score sheets from panelists, finalizes rankings, and declares final ranking order.
	21. Completes A/E “Phase II Summary/Final Rank Sheet” and obtains signatures of panelists.
	22. Compiles all score sheets and ranking sheet and forwards to Selection Administrator.
Project Manager	23. Informs Selection Administrator of apparent successful firm.
Selection Administrator	24. Compiles all the score sheets, ranking sheets, and “A/E Selection Summary/Final Rank Sheet” form to be used as documentation by contracts section for backup to the agreement.
	25. Notifies finalists of selection results. Sends confirming letters to finalists on behalf of PM.
	26. Allows public access to documents related to the selection.
	27. Maintains selection documentation and Selection Consent Form and submits contract file to the Contracts Specialist.
	28. Informs PM and Contracts Specialist that letters have been sent to firms and that the contract file is ready for the PM to proceed with negotiations.
Project Manager	29. If requested PM conducts debrief with participating firms to discuss final results of the selection process.
Agreement Negotiation and Preparation	
Project Manager	30. Together with Client Agency representative, meet with consultant to review detailed scope of work, budget, and schedule.
	31. Requests detailed scope of services and fee proposal from consultant.

Small Project Selection Procedure

	<p>32. After receiving fee proposal with detailed breakdown and scope of work from consultant:</p> <ul style="list-style-type: none"> a. Negotiates fee pursuant to the Office of Financial Management <i>Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects</i>, or b. If negotiations fail, obtains approval from APM to terminate negotiations, writes letter of termination, and proceeds to the second-ranked consultant.
	<p>33. Drafts Agreement scope, schedule, and fee per negotiated terms and submits to CS for preparation of the agreement.(see Agreement Templates in the EAS document store)</p>
Contracts Specialist	<p>34. Verifies that information provided by PM is adequate to prepare agreement.</p>
	<p>35. Sends Funding Approval form and copy of draft Agreement to Client Agency and copy to PM and APM.</p>
	<p>36. Receives signed Funding Approval form from Client Agency. If signed funding form is not returned by client in a timely manner, contacts client and requests Funding Approval Form be faxed or emailed to E&AS.</p>
	<p>37. Receives signed Agreement from consultant and reviews. Notifies PM of any changes introduced by Consultant.</p>
	<p>38. Submits reviewed Agreement and Funding Approval form to APM, or if fee amount of agreement exceeds signature authority, submits to the E&AS Supervisor through the APM.</p>
APM	<p>39. Signs agreement and returns to Contracts Specialist for distribution and filing.</p>
Contracts Specialist	<p>40. Distributes and files agreements.</p>

Large Project Selection Procedure

Selecting A/E when their fee is greater than \$350,000

This procedure will cover:

- Preparation of scope, schedule and budget information
- Selection criteria and associated weighting determination
- Selection panel appointment
- Advertisement
- Phase I Statement of Qualifications & Scoring
- Phase II Interviews
- Final Selection

Participants include:

- Consultant Selection Panelists
 - Project Manager(s) (PM)
 - Client Agency Representative(s)
 - Private Sector Representative
- Assistant Program Manager (APM)
- Project Manager (PM)
- Contracts Specialist (CS)
- Selection Administrator
- Client Agency representative(s)

This procedure applies to the Large Project Selection only.

Selection Method and Fee Limits	Selection Panel	A/E Reference File	Public Advertisement	Pre-selection Info Session Required	Selection Phase I	Selection Phase II
Large Project Selection (greater than \$350,000)	5-person panel	N/A	Yes	Yes	Yes	In-person Interview REQUIRED

Summary of Tasks for Large Project Selection

Action By	Action
Project Manager	1. Receives project assignment (PWR) from supervising APM.

Preparation of scope, schedule and budget documents	
Project Manager (in consultation with Client Agency Representative(s))	<ol style="list-style-type: none"> 2. Reviews scope of work, schedule and budget for project with client agency representative(s) and determines that consultant fee for total services, including amendments, may exceed \$350,000.
	<ol style="list-style-type: none"> 3. Decides to use Large Project Selection method.
	<ol style="list-style-type: none"> 4. Completes Selection Consent Form and determines selection criteria. Criteria will include a Diverse Business Inclusion Plan. Obtains signatures from Client Agency Representative and APM.
Selection criteria and associated weighting determination	
Project Manager (in consultation with Client Agency Representative(s))	<ol style="list-style-type: none"> 5. Selects selection panel members. Selection panel will include five panelists. Panelists will include: <ol style="list-style-type: none"> a. The Project Manager assigned to the project. b. A Project Manager or APM from E&AS, DSHS Team, or DOC Team. c. Two Client Agency Representatives d. Private Sector Representative <p>Private sector panelist must be a licensed architect or licensed engineer with no conflict of interest with the project or project team. PM obtains approval from the APM if qualifications other than architect or engineer are desired for the Private Sector panelist position.</p>
	<ol style="list-style-type: none"> 6. Schedules a pre-selection informational meeting for all interested A/Es.
	<ol style="list-style-type: none"> 7. Submits Selection Consent Form and returns it to Selection Administrator.
	<ol style="list-style-type: none"> 8. Establishes selection schedule and verifies availability of selection panel members.
	<ol style="list-style-type: none"> 9. Distributes preliminary selection schedule to selection panel members.
	<ol style="list-style-type: none"> 10. Drafts advertisement and obtains APM's approval of the draft advertisement.
Selection Administrator	<ol style="list-style-type: none"> 11. Prepares final draft advertisement and drafts appropriate cover letters to publications.

	<p>12. Transmits advertisement with cover letter for publication; distributes to individuals named in the advertisement as a contact person(s); submits to WEBS and places advertisement on DES's Internet site.</p>
Project Manager	<p>13. Conducts the pre-selection informational meeting for all interested A/Es. Records attendees and forwards to Selection Administrator for posting on E&AS Project Advertisement website & WEBS.</p>
	<p>14. Prior to, or upon receipt of submitted SOQ's, PM may conduct a meeting of the Selection Panel to review the selection process and objectives.</p>
Selection Administrator	<p>15. Receives consultant submittals on due date and creates score sheets identifying all submitting firms.</p>
	<p>16. Attaches selection information worksheet with received submittals and final selection schedule and distributes to selection panel.</p>
Consultant Selection Panel	<p>17. Reviews statements of qualifications/ submittals.</p>
	<p>18. Scores and ranks submittals.</p>
	<p>19. Returns completed Phase I score sheet to Selection Administrator for tabulation.</p>
Selection Administrator	<p>20. Receives Phase I score sheets, tabulates, and informs PM of results based on the Phase I scoring. The highest ranked firms will be interviewed (minimum top three firms).</p>
Project Manager	<p>21. Informs panelists of A/E finalists.</p>
	<p>22. Schedules interviews with A/E finalists. Sends final interview schedule to Selection Administrator.</p>
Selection Administrator	<p>23. Sends confirmation letters and scoring criteria to finalists.</p>
	<p>24. Prepares and mails thank you letters to Phase I firms that were not short-listed.</p>
	<p>25. Provides shortlist information to E&AS Webmaster for placing on web.</p>

Consultant Selection Panel	<p>26. Attends all interviews/presentations and completes scoring and ranking of finalists. (If panelist misses any of the interviews, they will not be allowed to participate in final scoring/ranking.)</p>
Project Manager	<p>27. Performs interviews with a minimum of three (3) firms.</p>
	<p>28. Collects and tabulates completed score sheets/ranking sheets.</p>
	<p>29. Announces initial results to panelists and facilitates discussion.</p>
	<p>30. Once discussion period is concluded, asks panelist to confirm and sign their score sheets.</p>
	<p>31. Receives final score sheets from panelists, finalizes rankings, and declares final ranking order.</p>
	<p>32. Completes A/E “Phase II Summary/Final Rank Sheet” and obtains signatures of panelists.</p>
	<p>33. Compiles all score sheets and ranking sheet and forwards to Selection Administrator.</p>
	<p>34. Informs Selection Administrator of apparent successful firm.</p>
Selection Administrator	<p>35. Compiles all the score sheets, ranking sheets, and “A/E Selection Summary/Final Rank Sheet” form to be used as documentation by contracts section for backup to the agreement.</p>
	<p>36. Notifies finalists of selection results. Sends confirming letters to finalists on behalf of PM.</p>
	<p>37. Allows public access to documents related to the selection.</p>
	<p>38. Maintains selection documentation and Selection Consent Form and submits contract file to the Contracts Specialist.</p>
	<p>39. Informs PM and Contracts Specialist that letters have been sent to firms and that the contract file is ready for the PM to proceed with negotiations.</p>

Project Manager	<p>40. If requested PM conducts debrief with participating firms to discuss final results of the selection process.</p>
<p>Agreement Negotiation and Preparation</p>	
Project Manager	<p>41. Together with Client Agency representative, meet with consultant to review detailed scope of work, budget, and schedule.</p>
	<p>42. Requests detailed scope of services and fee proposal from consultant.</p>
	<p>43. After receiving fee proposal with detailed breakdown and scope of work from consultant:</p> <ul style="list-style-type: none"> a. Negotiates fee pursuant to the Office of Financial Management <i>Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects</i>, or b. If negotiations fail, obtains approval from APM to terminate negotiations, writes letter of termination, and proceeds to the second-ranked consultant.
	<p>44. Drafts Agreement scope, schedule, and fee per negotiated terms and submits to CS for preparation of the agreement.(see Agreement Templates in the EAS document store)</p>
Contracts Specialist	<p>45. Verifies that information provided by PM is adequate to prepare agreement.</p>
	<p>46. Sends Funding Approval form and copy of draft Agreement to Client Agency and copy to PM and APM.</p>
	<p>47. Receives signed Funding Approval form from Client Agency. If signed funding form is not returned by client in a timely manner, contacts client and requests Funding Approval Form be faxed or emailed to E&AS.</p>
	<p>48. Receives signed Agreement from consultant and reviews. Notifies PM of any changes introduced by Consultant.</p>

	49. Submits reviewed Agreement and Funding Approval form to APM, or if fee amount of agreement exceeds signature authority, submits to the E&AS Supervisor through the APM.
APM	50. Signs agreement and returns to Contracts Specialist for distribution and filing.
Contracts Specialist	51. Distributes and files agreements.

On-Call Services Procedure

Selecting A/E for On-Call Services

This procedure will cover:

- Preparation of scope, schedule and budget information
- Selection criteria and associated weighting determination
- Selection panel appointment
- Advertisement
- Phase I Statement of Qualifications & Scoring
- Phase II Interviews
- Final Selection

Participants include:

- Consultant Selection Panelists
 - Project Manager(s) (PM)
 - Client Agency Representative(s)
 - Private Sector Representative
- Assistant Program Manager (APM)
- Project Manager (PM)
- Contracts Specialist (CS)
- Selection Administrator
- Client Agency representative(s)

After a State/Regional/Local A/E On-Call has been selected using the On-Call Services Procedure, a new agreement with the State/Regional/Local A/E On-Call may be initiated at the Agreement Negotiation and Preparation Phase.

This procedure applies to On-Call Selections only.

Selection Type and Fee Limits	Selection panel	A/E Reference File	Ad in newspaper	Pre-selection Info Session Required	Selection Phase I	Selection Phase II
State/Regional/Local A/E On-Call (less than or equal to \$200,000 per project)	Minimum of 3-person panel	N/A	Yes	Yes	Yes	Interview Optional

Summary of Tasks for On-Call Selection

Action By	Action
Project Manager	1. Receives project assignment (PWR) from supervising APM.

Preparation of scope, schedule and budget documents	
Project Manager (in consultation with Client Agency Representative(s))	2. Reviews scope of work, schedule and budget for project with client agency representative(s) and determines that consultant fee for total services, including amendments, will not exceed \$200,000.
	3. Decides to use On-Call Selection method.
	4. Completes Selection Consent Form and determines selection criteria. Criteria will include a Diverse Business Inclusion Plan. Obtains signature from Client Agency Representative.
Selection criteria and associated weighting determination	

<p>Project Manager (in consultation with Client Agency Representative(s))</p>	<p>5. Selects selection panel members. Selection panel will include three panelists. Panelists will include:</p> <ul style="list-style-type: none"> a) The Project Manager assigned to the project. b) Client Agency Representative c) Third panelist must be mutually agreed upon and may be a Client Agency Representative, Project Manager, APM from E&AS, DSHS Team, or DOC Team or Private Sector Panelist. <p>Private sector panelist must be a licensed architect or licensed engineer with no conflict of interest with the project or project team. PM obtains approval from the APM if qualifications other than architect or engineer are desired for the Private Sector panelist position.</p>
	<p>6. Establishes selection schedule and verifies availability of selection panel members.</p>
	<p>7. Determines if finalists will be interviewed in person, by telephone, or use information in the A/E Reference file (and any supplemental information).</p>
	<p>8. Establishes selection schedule and verifies availability of selection panel members.</p>
	<p>9. Submits Selection Consent Form to Selection Administrator.</p>
	<p>10. Distributes preliminary selection schedule to selection panel members.</p>
<p>Consultant Selection Panel</p>	<p>11. Prepares final draft advertisement and drafts appropriate cover letters to publications.</p>
	<p>12. Transmits advertisement with cover letter for publication; distributes to individuals named in the advertisement as a contact person(s); submits to WEBS and places advertisement on DES's Internet site.</p>
<p>Optional – Phase II Interviews</p>	
<p>Project Manager</p>	<p>13. Establishes Phase II selection schedule and verifies availability of selection panel members.</p>
	<p>14. Performs interviews with a minimum of three (3) firms.</p>
	<p>15. Collects and tabulates completed score sheets/ranking sheets.</p>

	16. Announces initial results to panelists and facilitates discussion.
	17. Once discussion period is concluded, asks panelist to confirm and sign their score sheets.
	18. Receives final score sheets from panelists, finalizes rankings, and declares final ranking order.
	19. Completes A/E “Phase II Summary/Final Rank Sheet” and obtains signatures of panelists.
	20. Compiles all score sheets and ranking sheet and forwards to Selection Administrator.
Project Manager	21. Informs Selection Administrator of apparent successful firm.
Selection Administrator	22. Compiles all the score sheets, ranking sheets, and “A/E Selection Summary/Final Rank Sheet” form to be used as documentation by contracts section for backup to the agreement.
	23. Notifies finalists of selection results. Sends confirming letters to finalists on behalf of PM.
	24. Allows public access to documents related to the selection.
	25. Maintains selection documentation and Selection Consent Form and submits contract file to the Contracts Specialist.
	26. Informs PM and Contracts Specialist that letters have been sent to firms and that the contract file is ready for the PM to proceed with negotiations.
Project Manager	27. If requested PM conducts debrief with participating firms to discuss final results of the selection process.
Agreement Negotiation and Preparation	
Project Manager	28. Together with Client Agency representative, meet with consultant to review detailed scope of work, budget, and schedule.
	29. Requests detailed scope of services and fee proposal from consultant.

	<p>30. After receiving fee proposal with detailed breakdown and scope of work from consultant:</p> <ul style="list-style-type: none"> a. Negotiates fee pursuant to the Office of Financial Management <i>Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects</i>, or b. If negotiations fail, obtains approval from APM to terminate negotiations, writes letter of termination, and proceeds to the second-ranked consultant.
	<p>31. Drafts Agreement scope, schedule, and fee per negotiated terms and submits to CS for preparation of the agreement.(see Agreement Templates in the EAS document store)</p>
Contracts Specialist	<p>32. Verifies that information provided by PM is adequate to prepare agreement.</p>
	<p>33. Sends Funding Approval form and copy of draft Agreement to Client Agency and copy to PM and APM.</p>
	<p>34. Receives signed Funding Approval form from Client Agency. If signed funding form is not returned by client in a timely manner, contacts client and requests Funding Approval Form be faxed or emailed to E&AS.</p>
	<p>35. Receives signed Agreement from consultant and reviews. Notifies PM of any changes introduced by Consultant.</p>
	<p>36. Submits reviewed Agreement and Funding Approval form to APM, or if fee amount of agreement exceeds signature authority, submits to the E&AS Supervisor through the APM.</p>
APM	<p>37. Signs agreement and returns to Contracts Specialist for distribution and filing.</p>
Contracts Specialist	<p>38. Distributes and files agreements.</p>

Required forms

- [DES Diverse Business Participation Plan](#)
 - [OFM Capital Budget Instructions](#)
 - [OFM Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects](#)
 - [OFM A/E Fee Schedule](#)
 - [Selection Consent Form](#)
 - Energy Services Contractor (ESCO) Reference Files
 - A/E Reference File
 - Phase I Summary/Final Rank Sheet
 - Phase II Summary/Final Rank Sheet
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History

Amended:

- March 2009 – Consolidated seven (7) policies/procedures into three (3) policy/procedures. Increased reference limits from \$125,000 to \$150,000.
- January 2016 – Consolidated policy and procedures into single document; changed selection methods and associated fee limits; added diverse business participation; added and revised definitions; modified procedures.