


GENERAL MANAGEMENT POLICY/PROCEDURE

<p style="text-align: center;">APPROVED BY</p>  <p style="text-align: center;">EXECUTIVE DIRECTOR</p>	<p>TOPIC: Consultant Selection Procedure for Selection of Engineering, Surveying, Architectural and Construction Management Consultants</p>	<p style="text-align: center;">SUPERSEDES PREVIOUS ISSUE DATED 12/12/03 & 8/4/03</p>
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PURPOSE

To identify procedures for procurement of engineering, architectural, and survey consultants interested in providing professional services for the District.

POLICY

I. Prequalification Requirements

- A. Must have a full-time office within the District boundary. The office shall have the capabilities and staff to produce an architectural, surveying, or engineering product, such as construction drawings, easement plats, surveys, reports and other related work. The office must be open and manned during normal company work hours and serve as a self-sufficient office for the company.
- B. Must have at least one engineer/architect/surveyor registered in the State of Missouri on staff to be responsible for and seal all work.
- C. Must be qualified and experienced in architecture, surveying, civil, or environmental engineering work. To be considered qualified, a consulting firm must provide verifiable documentation of experience in the area of expertise necessary for the size and discipline of the proposed project to be considered. This will generally consist of the design of sanitary sewers, sewage treatment facilities, pump stations, infrastructure rehabilitation, and storm drainage facilities such as sewers, culverts, channels, detention basins, overflow structures, and land or topographic surveys.
- D. Poor past performance may result in the District rescinding or denying prequalification.

II. Prequalification Process

- A. Must submit Qualification Form (see Engineering Department for Engineering Service Questionnaire) and Insurance Certificate, which is to be updated annually. The insurance certificate shall indicate compliance with all the District's current insurance requirements, including professional liability limits. The annual qualification forms will be used to formulate a pre-qualification list of consultants to be used for consideration in the selection of firms to provide professional services as required.

III. Consultant Procurement Process

- A. For projects that are less than \$500,000 in estimated fees, usually two projects will be selected for proposals from three consultants on the current pre-qualified list. Those consultants that can meet all the District's insurance requirements, including the required professional liability/errors and omissions coverages and annual aggregate requirements will be considered for an applicable selection list;

or

For projects that exceed \$500,000 in estimated fees, the District will send out requests for qualifications (RFQs) and will solicit pre-qualified consultants that have interest in being considered for any/or all projects.

- B. A Short List Committee consisting of the Director of Engineering, an Assistant Director of Engineering, the Director of Operations, and the Manager of Diversity Programs shall prepare a short list of at least three (3) consultants from a list of pre-qualified consultants for projects less than \$500,000. For projects over \$500,000, a short list of at least three consultants will be developed from the consultants that have submitted a Request for Qualifications for an identified project. If a project receives proposals from less than three qualified consultants, other consultants may be asked to submit on the project based on the consultant's general qualifications. Consideration will be given to recent history of past opportunities and project awards, past performance on District projects, expertise of the firm, ability to meet the District's insurance requirements, and the level of participation and capacity of MBE/WBE firms.
- C. Request for Proposals (RFP) shall be sent to the short listed firms.
- D. All proposals will be date stamped upon receipt by the District. Proposals not submitted on time will not be eligible for consideration.

- E. The composition of the Selection Committee shall not include any members of the Short List Committee unless it is deemed necessary by the Executive Director. The Selection Committee will consist of at least five individuals. It shall consist of two Assistant Directors of Engineering, and three Assistant/Associate Directors or management personnel from the Engineering or the Operations Department as appropriate. For engineering design projects, all members must be registered professional engineers. The Manager of Diversity Programs will review MBE/WBE participation to verify compliance with District MBE/WBE goals.
- F. Using a point system, all proposals shall be individually evaluated by each Committee member for each consultant's understanding of the project, technical and managerial approaches, personnel available, workload, project design schedule, past performance and ability to meet the District's DBE goal. The selection of consultants shall be based on the highest number of first place selections by the Selection Committee. In case of a tie, the total number of points shall decide the consultant to be awarded the project. The District has the right to reject any or all proposals if, in the District's opinion, the proposal does not demonstrate sufficient ability to perform the work. The recommended lists of selected consultants shall be forwarded to the Executive Director for final approval.
- G. The District will request a fee proposal from the selected consultants. The proposals shall include a re-statement of the definition of the project scope, technical and management approaches, project manager and staffing, schedule and DBE subcontractors. Fees shall be submitted on a lump sum or cost plus fixed fee basis as directed by the District. Contracts shall be negotiated to ensure the best and fairest rates are obtained by the District for the services required.
- H. If a reasonable contract cannot be negotiated, for a project, the District will repeat this process with the next eligible consultant. If no contract can be negotiated, then the procurement process will be repeated with all new consultants.
- I. The Fee Proposal will become part of the approved contract for each project.
- J. The Notice to Proceed with the services shall be sent with the signed contracts only after District Board approval and verification of proper and current insurance requirements by the Office of General Counsel. During each project's work period a suspense file of all insurance certificates and their expiration dates will be maintained so that the consultant may be notified by the District to submit new certificates in a timely manner, preventing a lapse of coverages. These certificates also will be verified by the Office of General Counsel.

- K. In special cases, for unusual or unique projects, negotiations with qualified consultants, who do not have offices in St. Louis, will be undertaken only after written justification by the Director of Engineering and the approval of the Executive Director.

- L. Upon project completion the District will prepare a performance evaluation on the quality of the design services completed to include the consultant's ability to meet all schedules, and design the project within budget requirements. The consultant shall be briefed and the evaluations shall be filed for use in future selection processes.