

Village of Spencerville

CONSULTANT SELECTION PROCESS

Adopted by Village Council on August 17, 2009 under Resolution 09-31

NOTE: This policy is intended to keep the Village of Spencerville in compliance with the State of Ohio's Design Professional Selection Law; covered under Ohio Revised Code §153.65 through §153.71

Effective August 17, 2009, the Village of Spencerville shall use the following policy for the awarding of professional design service contracts that are greater than or equal to \$25,000. When the need arises for professional design services, the Mayor of the Village of Spencerville shall appoint a Consultant Selection Committee, which will publicly announce the need for such services. The Consultant Selection Committee shall be comprised of a minimum of two (2) Village Council members and the Village Administrator. Announcements shall be made through either a selected group of Pre-qualified Consultants (ORC §153.68), an appropriate professional association, published in the newspaper or “other public media that the Village of Spencerville considers to be appropriate” (ORC §153.67).

The Pre-qualified Consultant List will be primarily used; however, on a project-by-project basis, the Village of Spencerville reserves the right to use the other methods as indicated above, to announce the need for professional design services. If the announcements are made by methods other than the Pre-qualified Consultant List, then project information and specific instructions for submittal will be provided in the announcement. Submittals shall be evaluated using the “Consultant Evaluation Process” included herein.

I. Pre-Qualified Consultant List

As stated above, the Pre-qualified Consultant List will be used primarily. For this process, the Consultant Selection Committee shall select and rank no fewer than three (3) firms from the pre-qualified list which are considered to be the most qualified for the proposed project, except when fewer than three (3) firms are determined to be qualified or available, in which case those firms shall be selected and ranked using the “Consultant Evaluation Process”.

If announcements are made using the Pre-qualified Consultant List, only those consultants who have a current and active pre-qualification status shall be eligible for selection. In order to obtain and maintain pre-qualified status and thus be eligible for selection, firms must annually submit, in person, updated general statements of qualifications to the Village of Spencerville’s Utilities Office. ***These general statements of qualifications are to be submitted between January 1st and January 31st of each calendar year. On February 1st of each calendar year, our files shall be updated and all general statements of qualifications dated prior to January 1st of that same year will be discarded.*** As other firms become aware of this policy, general statements of qualifications will be accepted at any time from any firm. It is the Consultant’s responsibility to maintain pre-qualified status; no advertisements or notifications shall be made by the Village of Spencerville.

General Qualifications

The general statements of qualifications shall contain, at a minimum, the following information:

- a) A brief history and location of firm.
- b) Education, licensing and experience/expertise of current staff available for the proposed project.
- c) Examples of work, including types of projects completed in the past, with references.
- d) Any previous work performed for the Village of Spencerville.
- e) Current ODOT pre-qualification status.
- f) Current ODOT design evaluation number.
- g) Proof of General Liability Insurance and Workers Compensation Insurance.

Any general statement of qualifications that does not contain the above information may be deemed not pre-qualified at the discretion of the Mayor.

All general statements of qualifications must be submitted in person to the Village of Spencerville's Utilities Office and be a maximum of four (4) pages in length, not including Proof of Insurance or Workers Compensation.

For additional reference, standard company brochures may be submitted separately. These brochures must be less than one-half (1/2) inch thick and be bound. All information must fit into a letter size file folder; therefore, no three (3) ring binder hard cover notebooks will be accepted.

II. Consultant Evaluation Process

On a project-by-project basis, the Consultant Selection Committee will evaluate the consultants based upon the "Consultant Evaluation Form", for which the selection committee will establish weights for each of the evaluation categories. The ratings of each category will be multiplied by the weights to get the scores, which will then be summed for a total score. Firms shall be ranked from highest to the lowest total score with the highest scoring firm being considered the most qualified. In the case of a tie between two (2) firms, the tie shall be broken as follows:

- a) Preference shall be given to the firm whose office is located within Allen County. If more than two (2) firms are affected by the tie, one or more may be eliminated by this item even if a tie still remains between two (2) or more firms;
- b) If Section II (a) above does not completely eliminate the tie, then the Mayor shall select the firm of his/her choice from those firms not eliminated by Section II (a) above.

On most projects, the Mayor shall move directly into contract negotiations with the highest-ranked firm. However, if determined necessary, the Consultant Selection Committee may evaluate the firms further and request “Technical Proposals” or interviews from the selected consultants.

III. Request for Technical Proposals

Upon further review, the remaining consultants (maximum of three (3)) will be asked to submit a Technical Proposal. At that time, the Consultant Selection Committee will specify an alternate format if appropriate for a specific project. The request shall contain all appropriate information, including the field review notes and preliminary project description and a scope of the services required (where applicable). A due date for the receipt of the Technical Proposals shall also be established.

IV. Evaluation of the Technical Proposals

The Consultant Selection Committee shall review all Technical Proposals received and may interview the firms at the committee’s discretion. After evaluation, the selected firm will be asked to submit a price proposal for the design services required. Once “Negotiations” have been completed, the Mayor shall notify all firms involved in Technical Proposal submission of the final selection.

V. Negotiations

Once the selected firm has submitted a price proposal, the Mayor may decide to negotiate with the consultant for a better contract price. Once the Mayor and the consultant come to an agreement as to the scope and fee, the Mayor will request the consultant to prepare an agreement. The Mayor will then send this agreement along with a letter of recommendation to the Village Council for approval and execution of said contract. If the Mayor and the consultant can not come to an agreement as to the scope of work and fee associated with this work, the Mayor shall then negotiate these services with the second most qualified firm (ties are broken as explained in Section II above. This procedure is repeated until an agreement is reached and contract entered into by the Village Council.

VI. Exemption from Consultant Selection Process

The Mayor may directly select consultants for projects that are exempt from the Technical Proposal Selection Process, which are as follows:

- a) Projects for which the estimated design fee does not exceed \$25,000.
- b) Projects determined by the Mayor to be an emergency requiring immediate action.
- c) Projects requiring special expertise, which only a limited number of consultants can provide.

The Mayor shall recommend firms, usually three (3), considered most capable of performing the services and select the firm they consider most qualified. Following the selection, development of an agreement shall proceed in the same manner as the consultant selection process.

VII. Additional Confidential Information

All selection information including consultant letters of interest, technical proposals and price proposals, and the Mayor's selection ratings and estimate, shall be considered confidential and will not be available for public disclosure until after an authorization to proceed has been issued by the Mayor.

VILLAGE OF SPENCERVILLE

Consultant Selection Evaluation Form

Project: _____

Design Firm: _____

Evaluators: _____

<u>Criteria</u>	<u>Rating*</u>	<u>Weight**</u>	<u>Score</u>
1. Firm & Individual Qualifications			
Firm's number of years in the business	_____ x	_____ =	_____
Firm's education/experience of current/available staff	_____ x	_____ =	_____
Firm's experience with similar projects	_____ x	_____ =	_____
2. References			
Quality of design	_____ x	_____ =	_____
Controlling costs/meeting budgets	_____ x	_____ =	_____
Communications/cooperation	_____ x	_____ =	_____
3. Proximity to the Village of Spencerville			
	_____ x	_____ =	_____
4. Past Performance with the Village of Spencerville			
	_____ x	_____ =	_____
5. Current ODOT Pre-Qualification Status			
	_____ x	_____ =	_____
6. Current ODOT Design Evaluation Number			
	_____ x	_____ =	_____

TOTAL SCORE =

Rating*

0 = Unacceptable 3 = Good
 1 = Poor 4 = Excellent
 2 = Fair 5 = Superior

Weight**

(0 – 5) Weights vary for each criterion and also from project to project.

Firm's Number of Years in business

less than 1 year = 0 rating
 1 to 6 years = 1 rating
 7 to 8 years = 2 rating
 9 to 10 years = 3 rating
 11 to 13 years = 4 rating
 14 years or more = 5 rating

Proximity to the Village of Spencerville

Within the Village of Spencerville = 5 rating
 Within 25 miles = 4 rating
 Within 50 miles = 3 rating
 Within 75 miles = 2 rating
 Within 100 miles = 1 rating
 101 miles or more = 0 rating

Past Performance with the Village of Spencerville

Consideration will be given to any previous problems Encountered with a firm due to error in plans and/or completion of plans in a timely manner.

Technical Proposal Form

I. General Instructions

- a) Each item requires a complete answer. Wherever explanations are requested, they shall be provided in detail. Do not provide information which is not requested in this form. Replies shall be concise.
- b) Requests shall contain a Transmittal Letter on your firm's letterhead signed by the contractual officer.
- c) Technical Proposal shall meet the following requirements:
 - 1) Provide a minimum of 1 ½" top margin on all sheets.
 - 2) Page number shall be centered at the bottom of each page.
 - 3) Use bond weight paper only; including that used for dividers.
 - 4) Use 8 ½" x 11" paper only.
 - 5) All proposals shall be top punched, for ACCO 2-hole fastening systems; Center; 2 ¾" c/c holes.
 - 6) Bind proposals by stapling at the top upper left hand corner. **DO NOT** use any other binding system.
 - 7) **DO NOT** provide tabbed inserts or other features that may interfere with machine copying.
- d) Forward one (1) original and two (2) copies to the Village of Spencerville, 116 S. Broadway Street Spencerville, Ohio 45887.
- e) To be considered, proposals must be received at the above location no later than 3:00 p.m.

II. Technical Approach

Please explain your method for the project development. In addition, please explain any aspect of your method which is unique or innovative, and specify the economic benefits to the Village of Spencerville if such an approach is utilized. Consider any impact on the efficiency and effectiveness of accomplishing the required work.

III. Key Personnel

Indicate the key personnel, along with their work experience, who will be assigned to the project. Include any specialists outside the consultant's firm who will be employed for the project.

- a) Project Manager
- b) Other Key Personnel

IV. Availability and Capacity

Discuss your staff's availability and capacity in the required skill classes necessary to accomplish the work contemplated in the work elements as outlined in your technical approach.

V. Subcontracts

List any items of work which are proposed to be subcontracted for this project.

VI. Project Advancement Schedule

Considering the Village of Spencerville's proposed project completion date and the review time needed for the project development, provide and discuss your firm's schedule for the various elements of the work to meet the proposed project completion date.