

Summit County Engineer's Office Consultant Selection Process

(Revised 02/24/2020)

Ground Rules

- The procurement of professional services follows Summit County Ordinances Section 177.08.
- Only ODOT pre-qualified firms will be considered for selection.
- Firms seeking to provide professional services must submit two copies of their statement of qualifications (SOQ) to the Summit County Engineer's Office.
- SOQ may be submitted at any time and may be revised as often as the provider desires, but all firms are required to resubmit their SOQ during the month of July in odd numbered years.
- It is a goal of the Summit County Engineer's Office to utilize a diverse field of consultants.

Pre-selection Phase

Prior to the start of the Consultant Selection Process the following activities will have occurred:

- Identification of the project
- Identification of a funding source
- A detailed scope of services will have been prepared
- Any necessary legislative action authorizing the project will have occurred
- Any necessary partnering agreements will have been initiated.

Initial Selection Phase

- During the Pre-selection Phase it will have been determined if the estimated design fee will exceed \$50,000. By County Ordinance, professional services in excess of \$50,000 requires invitations be submitted to five providers. Professional services less than \$50,000 requires invitations be submitted to a minimum of three providers.
- Using the detailed scope of services, three primary areas of expertise required for the project will be identified. Attached is a listing of ODOT Pre-qualified Categories and other consultant provided services areas of expertise.
- Using the SOQ's previously provided by interested consultants, the list of ODOT prequalified consultants and their areas of expertise is sorted based on the needs of the current project.
- This list is further refined by previous experience with the Summit County Engineer' s projects and the consultant's current workload with the Summit County Engineer's office.
- This creates a "Long List" of consultants. This list is further reduced to attain the required five (or three) consultants. During this final reduction phase, any partners to the project will be contacted and their opinion of the final consultants to be considered will be solicited.

Procurement Phase

- A Request for Procurement form will be prepared for the project and submitted to the Executive's Office for approval. This form will have the final list of consultants and their contact information along with a description of the project, an estimate of the design and construction costs and an identification of the various funding sources.
- Once approved, the Division of Purchasing under the Department of Finance and Budget will notify the five selected firms. The notification to the firms will include a location map, the scope of services, the specifications for submitting the Request for Proposal and any other pertinent details such as former studies or old plans of the project area.
- The selected consultants will be provided a time period (usually 20 days) to submit their proposals at which time the RFP responses will be printed and evaluated.

Final Selection Phase

- This phase is the evaluation of the proposals. Three to five individuals will independently review the RFP's that are submitted.
- A weighted grading sheet containing up to twenty criteria will be utilized to determine a grade for each consultant. Each of the categories in the criteria are given a grade of 0 to 5 by the reviewer, and each of the criteria is assigned a weight factor of 0.5 to 2 depending on the importance of the criteria to the project's success. A sample of the criteria generally used is attached below.
- After each reviewer has rated and ranked each firm, a combined rating and ranking system will be prepared.
- The firm with the highest average weighted score will be identified.
- The firm with the highest average ranking will also be identified.
- Both of the scoring systems will be presented to the Summit County Engineer's Chief Deputy. See Example Scoring sheet
- If no clear selection is apparent, the Chief Deputy and the reviewers will meet to discuss the results and to determine if one or more of the reviewers feel an error or an oversight occurred. Reviewers are free to make corrections or adjustments to their scores following the meeting.
- If the choice is still not apparent, the top two candidate firms will be asked to make a short presentation to a review committee as to why they should be selected and how they will fulfill the needs of the project.

Fee Negotiation Phase

- Following the decision to award the project to a particular firm, the winner will be asked to submit a fee proposal and technical approach to the project.
- If the consultant and the County cannot reach agreement as to the cost of the work, the County reserves the right to select the second ranked firm to submit a fee proposal.