

REQUEST FOR QUALIFICATIONS

For professional services by an architect or architect firm, contract amount of < \$250,000 OR
For professional services by a person or firm other than an architect, contract amount of < \$500,000

The State has the option of considering annual statements of qualifications from eligible professionals when the anticipated contract amounts are within the limits above. Currently, this list is EPS090085-A1, Professional Services Annual Request for Qualifications (RFQ), which became effective August 1, 2009.

Professionals in certain categories were invited to submit qualifications. Those eligible professional services are as follows:

- Architect services,
- Assayer services,
- Construction-manager-at-risk construction services,
- Design-build construction services,
- Engineer services,
- Job-order-contracting construction services,
- Geologist services,
- Landscape architect services, and
- Land surveying services

The amount of procurement involvement will be at the discretion of the End-User's procurement office until Step 5.

Preparation:

A Statement of Work will be created and the qualifications submitted for firms that appear capable of providing the professional service needed will be reviewed. (See List located at http://spo.az.gov/Special_Services/AE_List/default.asp)

In order to comply with the rest of ARS 41-2578 C.1, Customer Agencies must pick up where EPS090085-A1 (List) leaves off. While the issuance of a full solicitation is not necessary when the expected fees are within the limits stated, a selection process must still be completed, as illustrated in the following steps:

Step 1: SELECTION COMMITTEE MEMBERS

A Selection Committee for each project must be created. The number of individuals on the Committee is not proscribed; however, at least three (3) is advisable. The Committee may consist of any appropriately qualified individuals.

Step 2: QUALIFICATIONS REVIEW

The Selection Committee shall evaluate current statements of qualifications and experience on file (EPS090085).

Step 3: INTERVIEWS

The Selection Committee should transmit the required documentation to the firms to be interviewed when coordinating the interviews. The Selection Committee shall conduct interviews with at least three (3) firms from the List regarding the relative methods of furnishing the required services. The format of the interviews is not otherwise proscribed, so they may be in person or by phone. As much as possible, it is advisable that all members of the Selection Committee participate in the interviews.

Step 4: FINAL LIST

The Selection Committee shall rank, in order of preference and, based on the project requirements, a separate Final List for each project of at least three (3) Professionals deemed to be the most qualified to provide the services required. The Project Manager will send the completed Professional Services Request to Negotiate Forms, or similar, and a Requisition to the Procurement Officer.

Per statute, the Selection Committee shall base the selection of interviewees and rankings on demonstrated competence and qualifications only. Nothing related to price shall be considered. This includes fees, price, man-hours or any other cost information.

Step 5:

For each project and per statute, the Procurement Officer shall enter into separate negotiations with the highest qualified person or firm on the final list. The negotiations process will consist of the Procurement Officer 1) coordinating a visit with the appropriate Customer individuals and the Professional and 2) soliciting a fee proposal from the Professional. Because the Procurement Officer may also negotiate terms at this time, commencement of negotiations would be an appropriate time to introduce the form of contract to the top-ranked firm if such introduction has not yet been made.

For all State agency users, the Procurement Officer will request that the Professional provide, along with their fee proposal, completed B201-2007 Article 3 and B201-2007 Exhibit B. The Procurement Officer and the End-User will review the fee proposal and complete the remaining required information in the necessary AIA document requests. The form of contract should consist of the following:

AIA B102-2007 (Formerly B141-1)
AIA B201-2007 (Formerly B141-2)
AIA B201-2007 (Exhibit A)
AIA B201-2007, Exhibit B
Exhibit C, "*Firm's*" Price Proposal
Exhibit D, Required Special Terms and Conditions
Exhibit E, Uniform Terms and Conditions

The Procurement Officer will send the document requests to ADOA General Services Division Building and Planning Services for creation of contract documents.

Step 6:

If the Procurement Officer is unable to negotiate a satisfactory contract with the highest qualified Professional for the contract at a price and on other contract terms the Procurement Officer determines to be fair and reasonable to this state, the Procurement Officer shall formally terminate negotiations with the Professional. The Procurement Officer may undertake negotiations with the next qualified Professional in sequence until an agreement is reached or a determination is made to reject all Professionals on the final list for the contract. Once negotiations have been terminated with a firm, they should not be resumed subsequently.



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Professional Services General Category Sought: <input type="checkbox"/> Architect services <input type="checkbox"/> Construction services <input type="checkbox"/> Engineer services <input type="checkbox"/> Environmental services	Project Manager: _____ Phone: _____ Date: _____ Project Name: _____ _____ Project Address: _____ Statement of Work attached? <input type="checkbox"/> Yes
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STEP 1: SELECTION COMMITTEE MEMBERS

Name	Title	Qualifications (briefly)

STEP 2: QUALIFICATIONS REVIEW

The Selection Committee has reviewed the Qualifications for the following firms under EPS090085. Strengths and weaknesses relevant to this Scope of Work are detailed in the attached pages in the following format:

- List Number (EPS090085 – X)
- Firm Title
- Strengths
- Weaknesses

Strengths and Weaknesses pages attached.

STEP 3: INTERVIEWS

Committee conducted interviews. Please fill out Page 3, Interviews Summary.

(Cont'd)



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Step 3: Interviews Summary

1	Firm's name:	Interview Participants:	
	Time/Date:	Method of Communication:	Items Discussed:
2	Firm's name:	Interview Participants:	
	Time/Date:	Method of Communication:	Items Discussed:
3	Firm's name:	Interview Participants:	
	Time/Date:	Method of Communication:	Items Discussed:
4	Firm's name:	Interview Participants:	
	Time/Date:	Method of Communication:	Items Discussed:

If additional interviews took place, please include the requested information on another page.