

## **REQUEST FOR QUALIFICATIONS**

For professional services by an architect or architectural 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.

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

- ❖ Architectural services,
- ❖ Assayer services,
- ❖ Construction-Manager-at-Risk construction services,
- ❖ Design-build construction services,
- ❖ Engineering services,
- ❖ Job-Ordering 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 services needed, will be reviewed.

See List located at: [http://www.spo.az.gov/Procurement\\_Services/AE\\_List\\_FY\\_2013/default.asp](http://www.spo.az.gov/Procurement_Services/AE_List_FY_2013/default.asp)

In order to comply with the rest of ARS §41-2578C.1, Customer Agencies must pick up where A/E List leaves off. While the issuance of a full solicitation is not necessary when the expected fees are within 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.

### **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 (in zero dollars). Procurement Officer (upon execution of all contract documents) will convert the Requisition into a PO to include the contracted dollar amount.

*The Selection Committee shall base the selection of interviews 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, 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 Project Manager and the Professional and 2) soliciting a fee proposal from the Professional.

The Procurement Officer will request that the Professional provide, along with their fee proposal, completed B201-2007 Article 3 and B201-2007 Exhibit B (AZ Edition). The Procurement Officer and the Project Manager will review the fee proposal and complete the remaining required information in the necessary AIA document requests. The Procurement Officer will send the document requests to BPS 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 or a determination is made to reject all Professionals on the final list for the contract.

Attached is Professional Services, Professional Services Request to Negotiate forms (and related documents).



**PROFESSIONAL SERVICES REQUEST TO NEGOTIATE**  
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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.** Conflict of Interest and Disclosure Statements

attached (See pages 6 and 7).  Yes  No

Name	Title	Qualifications (briefly)

**STEP 2: QUALIFICATIONS REVIEW**

The Selection Committee has reviewed the Qualifications for the following firms under the current A/E RFQ (listed on the Az State Procurement Office webpage) and found the following strengths and weaknesses relevant to this Scope of Work:

List Number	Firm Title	Strengths	Weaknesses

*If the qualifications of more firms were reviewed, please indicate the requested information for those firms on a separate page.*

**STEP 3: INTERVIEWS**

Committee conducted interviews. Please fill out Page 5, Interviews Summary.





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**Step 3: Interviews Summary**

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

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



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## SELECTION COMMITTEE MEMBER CONFLICT OF INTEREST AND DISCLOSURE STATEMENT

Solicitation # \_\_\_\_\_, Title \_\_\_\_\_

Dear Committee Member:

You have been selected to participate in the evaluation of persons or firms that have been responded to the above referenced solicitation. Your selection was based on your technical knowledge and expertise in this area and your ability to develop an objective/subjective analysis of each proposal.

It is essential that the integrity of the evaluation process be maintained to insure that each Submitter (also referred to as an offeror or a person or firm responding to the solicitation) is given fair and equal consideration. Your familiarity with particular brands, types of equipment, material, services, individuals or firms may tend to influence your evaluation; however, you are required in this specific instance to be particularly objective and guard against any tendency that might slant your evaluation in favor of a personal preference.

You are required to report to the Procurement Officer, who serves as the Committee Chairperson, any actual or potential conflict of interest as defined in A.R.S. 38-503 and 41-2616C. You are also subject to the Code of Ethics set forth in Section R2-5-501 of the Arizona Department of Administration, Personnel Division, Administrative Rules and Regulations.

An additional consideration is the legal mandate to maintain strict security and confidentiality regarding the proceedings of the Selection Committee (also known as Evaluation Committee) meetings during the evaluation process. Once the evaluation process has started, except for the required interviews, it is essential that any contact with Submitters be through, and by, the Chairperson of the Selection Committee.

In addition, the Selection Committee Member shall not communicate, except during formal Committee meetings, with any Submitter, or potential subcontractor to that Submitter, prior to award nor shall that Member discuss their evaluation with anyone other than the Chairperson and Selection Committee Members. This is mandatory.

To emphasize the importance of the above requirements, you are asked to sign the following statement: I have read and understand the above and agree to be bound by the rules and principles represented. I have also received, read and understand the Selection Committee Instructions for this procurement. I know of no conflict of interest on my part nor have I committed any indiscretion or accepted any gratuities or favors that would compromise my impartiality. I will maintain all deliberations of the Selection Committee in strict confidence during the evaluation process. My recommendations shall be based upon an objective/subjective review of the Submitter's response and the appropriate award criteria from the solicitation in accordance with the Arizona Procurement Code. I have read and understand Arizona Revised Statute 41-2616C (on the next page) and will fully comply with its requirements.

Please check the box below if applicable:

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency/Department

\_\_\_\_\_  
Telephone Number

