

Consultant Selection Guide
for Engineering Services (Construction Engineering) on LPA (LPA) projects

1. Review information received from BLP
 - Cover Letter
 - Attachment No. 1: *Consultant Selection Guide*
 - Attachment No. 2A: *Single-Step Advertisement (w/ Sample)*
 - Attachment No. 2B: *Multi-Step Advertisement (w/ Sample)*
 - Attachment No. 3: *Consultant Selection Flow Chart*
 - Attachment No. 4: *Code of conduct (for LPA signature)*
 - Attachment No. 5: *Prequalified list of consultants*
 - Attachment No. 5A: *Sample Request for Qualifications*
 - Attachment No. 5B: *Certification by Prospective Participants*
 - Attachment No. 5C: *Supplemental Data Sheet*
 - Attachment No. 6: *Preliminary Review Committee Report*¹
 - Attachment No. 6A: *Selection Committee Report (w/ Sample)*
 - Attachment No. 6B: *Sample Proposal Letter*
 - Attachment No. 6C: *Estimate of Inspection Hours*
 - Attachment No. 7: *Sample Proposal for Construction Engineering Services*
 - Attachment No. 7A: *Construction Engineering Fee*
 - Special Attachment No. 8: *List of KDOT Certified Inspectors*
 - Special Attachment No. 9: *Certification of Final Indirect Costs*
 - Special Attachment No. 10: *Tax Clearance Certificate*

2. Determine the criteria to use in evaluating consulting firms. Use established criteria in consultant review process and document results (Attachment No. 6 *Preliminary Review Committee Report* and Attachment No. 6A *Selection Committee Report (w/ Sample)*). **Note:** If you prefer to use alternate criteria, you must receive approval from BLP prior to beginning the review process.

¹Attachment No. 6 *Preliminary Review Committee Report* is only needed if the LPA needs to reduce the list of consultants to no fewer than three or no more than five.

3. Solicit for consultant interest. This can be done by a single-step process or a multi-step process.

Single-step process involves advertising for interested consultants in the LPA's official register of public notices. See Attachment No. 2A: *Single-Step Advertisement* (w/ Sample) for a template for the advertisement. Advertisement must indicate the project location, scope, and length. The advertisement also must include the criteria for evaluation that will be used to select the consultant. These criteria include:

- *Certification by Prospective Participants* (Attachment No. 5B)
- *Supplemental Data Sheet* (Attachment No. 5C)
- *Preliminary Review Committee Report* (Attachment No. 6)
- *Selection Committee Report* (w/Sample) (Attachment No. 6A)

It is suggested that the LPA also mail the advertisement information to a minimum of three qualified consultants on KDOT's prequalified consultant list (Attachment No. 5). The LPA shall allow a minimum **14 calendar days prior to the commencement of any evaluation** of respondents.

Multi-step process involves advertising for interested consultants in the LPA's official register of public notices. The LPA shall allow a minimum **14 calendar days for receipt** of the *Request for Qualifications*. See Attachment No. 2B: *Multi-Step Advertisement* (w/ Sample) for a template for the advertisement. Advertisement must indicate the project location, scope, and length. The criteria for evaluation will be sent after *Request for Qualifications* is received. The LPA will mail the following to the interested consultants.

- *Sample Request for Qualifications* (Attachment No. 5A)
- *Consulting Engineer Qualifications and Questionnaire* (KDOT form No. 1050 – Link: https://www.ksdot.org/Assets/wwwksdotorg/bureaus/divEngDes/Documents/Revised_Full_1050Form.doc)

It is suggested that the LPA also mail advertisement information to a minimum of three qualified consultants on KDOT's pre-qualified consultant list (Attachment No. 5).

After the initial deadline has passed, send the following items to all consultants who have responded to the advertisement. Interested consultants should reply **within two weeks**.

- *Certification by Prospective Participants* (Attachment No. 5B)
- *Preliminary Engineering Supplemental Data Sheet* (Attachment No. 5C)
- *Preliminary Review Committee Report* (Attachment No. 6)
- *Selection Committee Report* (w/ Sample) (Attachment No. 6A)
- *Project Location Map(s)*

4. Review letters of interest from consultants and the related information. Document the review of consultants. This review should take place **within two weeks** from receipt of consultants' response.

Optional: If more than 5 firms respond to the Request for Qualifications, **it is recommended** that a Preliminary Review Committee be utilized (using Attachment No. 6 as a template) to provide the Selection Committee, without recommendations or preference, with three to five firms for further review (see #5 below for committee's duties).

- Notify the consultants whose letters of interest were not forwarded to the Selection Committee that they were not selected for consideration.
5. Form a Selection Committee (may consist of same people as Preliminary Review Committee) who should perform the following duties:
- If determined necessary by the Selection Committee, the LPA may contact consultants for additional information. Note: all consultants on the final selection list must be contacted for additional information if any additional contact and questions need to be made.
 - Use pre-determined criteria to rank consultants in order of preference and document results (see Attachment No. 6A *Selection Committee Report (w/ Sample)*).
 - Notify the top three ranked consultants of their ranking as well as the consultants who were not selected for consideration. Scoring results must be provided to all interested parties, if requested.
6. **As soon as possible** KDOT will email the LPA and the selected firm with estimated Working Days to be used to complete Attachment No. 6C *Estimate of Inspection Hours*. The estimate must be returned by email to the LPA and KDOT. KDOT will develop an independent work estimate for hours (to be kept confidential) that may be used as a starting point by the LPA when negotiating the Consultant's proposed hours.
7. If the committee is unable to negotiate acceptable proposed hours, notify the firm that negotiations have ended and begin negotiations with next firm on the list. Send Attachment Nos. 6B and 6C to be filled out by the next selected firm. If needed, contact BLP for assistance.
8. Once the negotiated hours are acceptable to both the LPA and KDOT, send the following items to the selected firm to be completed and mailed to both the LPA and KDOT.
- Proposal for Construction Engineering Services* (Attachment No. 7)
 - Construction Engineering Fee* (Attachment 7A)
 - List of KDOT Certified Inspectors* (Special Attachment No. 8)
 - Certification of Final Indirect Costs Form* (Special Attachment No. 9)
 - Tax Clearance Certificate* (Special Attachment No. 10)
9. After receiving the fee documents from the selected firm, send the following items to BLP:
- Copy of the advertisement in your local official register of public notices
 - Copies of the five documents sent to each consultant who responded to the advertisement (see #3 for this list)
 - Copies of letters from consultants who replied
 - Copy of all scoring sheets the list of criteria used by Preliminary Review Committee (Attachment 6) and Selection Committee (Attachment 6A)
 - Copies of the documents sent to the selected consultant (see #5 for this list)

- A completed *Code of Conduct* form (see Attachment No. 4)
- Other items, if necessary

Once BLP has approved the submitted information, agreements will be prepared by KDOT and submitted to the consultant and LPA for signatures. The LPA and consultant should review, sign, and return the executed agreement for the Secretary's signature. KDOT will then transmit copies of the executed agreement to the LPA and the consultant who will also receive a Notice for the Consultant to Proceed.