CONSULTANT SELECTION GUIDE
FOR
CONSTRUCTION ENGINEERING ON LPA PROJECTS

1. Review information received from B.L.P.

a. Review letter with eleven attachments.
b. Review B.R.U.D. Memo 84-4 sent 1-16-84.
c. Fill out LPA Construction Engineering Supplemental Data Sheet (Attachment No. 5)
d. Review Prequalified Consulting Engineers List (Attachment No. 6).
e. Review Code of Conduct (Attachment No. 7).

2. Solicit interest from consulting engineers.

a. Complete and send a "Letter of Interest" (Attachment No. 4) to 5-10 consultants (minimum 5) which have been selected from the Prequalified Consulting Engineers List (Attachment No. 6) with attention to the specific category of Construction Inspection (Roadway and Bridge Construction Inspection (Category 241). Include a copy of the Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgements (Attachment No. 4A) and a completed Supplemental Data Sheet (Attachment No. 5).
b. Send to B.L.P. a copy of **each letter** sent to **each consultant** along with attachments. Do this at the time letters go out to consultants.
c. All firms which respond to the "letter of interest" and wish to be considered should have returned a signed and notarized copy of the debarment statement" (Attachment 4A). If not, have the firm provide it prior to the convening of the Selection Committee.

3. Short listing of firms by Selection Committee.

a. Provide for a Selection Committee of at least three persons and appoint a Chairperson.
b. Using Attachment No. 8, list all firms to whom letters were sent and place #7 (Reason for Exclusion) by all firms which did not respond (if any).
c. Pass to the Negotiating Committee, without recommendation or preference, a minimum of 3 firms by placing an X beside the firms. The only exception to the minimum occurs when fewer than 3 firms wish to be considered for selection.
d. Exclude other firms using the established criteria shown on Attachment No. 8.
e. Chairperson dates and signs Selection Committee Form (Attachment No. 8).

4. Selection of consultant by Negotiating Committee.

a. Provide for a Negotiating Committee of at least three persons and appoint a Chairperson. (May consist of same people as Selection Committee)
b. Using Attachment No. 9, list the firms passed by the Selection Committee.
c. If desired, apply a factor, on a scale of 0-10, to each of the criteria listed. Alternate criteria must receive **prior approval** from B.L.P.
d. Review qualifications of firms and rate each firm, on a scale of 0-10, for each of the listed criteria.
e. Based on steps (c) and (d), a ranking of the firms is developed, in order of preference. No tie in rank is allowed. A clear No. 1 ranked firm, a clear No. 2, etc., must be developed.
f. A single Negotiating Committee form (Attachment No. 9) representing the consensus of the Committee is dated and signed by Chairperson.

5. Request for Proposal

a. Request a detailed proposal (example letter is provided) from the **First Ranked Firm** which includes a completed Attachment No. 10 (Proposal for Construction Engineering Services), a detailed cost estimate (using format of Attachment 10-Exhibit A), Listing of KDOT Certified Inspectors (Special Attachment No. 5) and a copy of the consultant's most recent overhead rate calculation.

b. Review the proposal of the First Ranked Firm (Attachment 11 may be of use in this review) and either:
   1) Give preliminary acceptance to proposal or
   2) Negotiate costs further with the firm

c. If unable to negotiate an acceptable proposal with the first ranked firm:
   1) Notify the firm in writing that negotiations are being terminated
   2) Then, contact the **Second Ranked** firm, request a proposal and follow the same negotiating process outlined above. (Inform B.L.P. immediately when negotiations are terminated with a First Ranked firm.)

d. Notify all other firms that requested consideration that they were not selected.

6. Submit Supporting Documentation to B.L.P.

a. A signed "Code of Conduct/Certification of Project Applicant" (Attachment No. 7).

b. Copies of the "Letters of Interest" sent to each consultant (if not previously submitted).

c. Copies of all responses received from consultants who replied along with a copy of the "Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgements" (Attachment No. 4A) which must have been submitted by each consultant wishing to be considered for selection.

d. Dated and signed Selection Committee Form (Attachment No. 8).

e. Dated and signed Negotiating Committee Form (Attachment No. 9).

f. Two copies of the consultant's detailed proposal (Attachment No. 10), including cost estimate, Listing of KDOT Certified Inspectors (Special Attachment No. 5) and consultant's most recent overhead rate calculation.

7. Processing of Agreement

a. B.L.P. reviews and approves submitted documentation and proposal. If either is not acceptable, B.L.P. will advise L.P.A.

b. B.L.P. prepares "Contract for Federal-Aid Road Construction Engineering by Consultant (Cost Plus Net Fee Agreement)" and submits to consultant.

c. Consultant signs "State's Original", "City/County's Original" and "Consultant's Original" of agreement and sends to LPA along with one unmarked copy, retaining one unmarked copy for their file.

d. LPA signs the three "Originals" and sends to B.L.P., retaining one unmarked copy for their file.

e. The Secretary signs the three "Originals" and B.L.P. distributes executed agreement to consultant and LPA.