

APPENDIX D

DCM RECOMMENDED GUIDELINES FOR SELECTION OF ARCHITECTS, ENGINEERS, LAND SURVEYORS AND/OR TESTING SERVICES

These guidelines are recommended for implementation by any State Agency or Department, local school board, and public universities desiring to secure the services of professional architects, engineers, surveyors and testing services for any project within the jurisdiction of the Alabama Division of Construction Management (DCM). These guidelines apply to the selection of the Lead Design Professional, surveyor, or testing laboratory with whom the Awarding Authority/Owner will contract directly, not consulting professionals who will be selected by the primary professional.

1. The Awarding Authority/Owner shall notify the Division of Construction Management in writing of its interest in securing design professional services by emailing DCM a Request for Qualifications (RFQ) notification. This RFQ should include a description of the type and scope of the project to be designed, funds available, location and other pertinent data concerning the improvement. The RFQ should also include the name, address, telephone number and email address of the person to be contacted by interested design professionals and the date and time by which design professionals must submit their qualifications for consideration. An RFQ Template which includes required Code of Alabama references and suggested content is available on DCM's website www.dcm.alabama.gov.
2. The Division of Construction Management will advertise this information on DCM's website www.dcm.alabama.gov. Requests to post RFQs must be submitted to the DCM Director as a Word document sent via email to lee.desmond@rpm.alabama.gov; please allow five business days for review and posting of RFQs to website. RFQs must be posted a minimum of two weeks before the deadline for proposals.
3. Architects, engineers, surveyors and testing services will notify the Awarding Authority/Owner by letter of their interest in a specific project and give their general qualifications using GSA Standard Form (SF) 330 Architect-Engineer Qualifications.
4. Lead design professionals should be selected based on qualifications per Alabama Administrative Code chapter 100-X-5-.11. The Awarding Authority/Owner should form a Selection Committee to evaluate the letters of interest from the prospective architects, engineers, surveyors, and testing laboratories. Their evaluation should consider such items as those listed in Item 7 of these procedures to the extent possible and pertinent.

5. The Selection Committee should select at least three firms from those expressing interest for comprehensive interview, review and discussions.
6. The selected firms should be allowed the opportunity for an in-depth interview by the Selection Committee. In the event the Awarding Authority/Owner has no firm to express an interest, the Selection Committee should contact at least three firms of its own choosing.
7. The Selection Committee should evaluate those firms being interviewed for:
 - A. General experience and competence of the firm and its principals.
 - B. Past performance record on other projects as regards to quality of work, timely performance, diligence, ability to meet budgets and other related items.
 - C. Related experience on similar projects.
 - D. Principal or responsible architects, engineers, surveyors and testing services of the project team must have adequate experience in the fields that the proposed services are requested.
 - E. Familiarity with conditions, codes, and other ordinances where such knowledge is essential to the proper performance of the contract.
 - F. Firms must be operating on a sound financial basis.
 - G. Ability of the firm to provide the services needed in the length of time required in relation of other work loads in which the firm is engaged.
 - H. Economic considerations (where applicable):
 - (1) Accuracy of the professional's estimates compared to construction cost on recent projects of similar scope.
 - (2) Qualifications to determine alternative energy sources and prepare analyses.
 - (3) Consideration of energy conservation and energy management methods, with life-cycle cost analyses.
 - (4) Ability to design within budgets, considering logical choice of materials, efficiency of plan and systems and regard to aesthetics without ostentation.
 - (5) The professional shall address the subject of fee stating the basis of his fee as it is affected by the scope of the work considering the project size, complexity, cost, repetitions, etc., in accord with Chapter 4 Supplement of this manual or other documents controlling the Awarding Authority/Owner.

- (6) Ability of the professional to design within 10 percent of tentative budget allocation and agreement to redesign at no extra cost if construction bids exceed 10 percent of budget allocation.
 - (7) Basis of cost of special services not covered in basic fee described in H (1) above.
 - (8) Fees should not exceed the fee schedule of Chapter 4 Supplement. For projects to be administered by DCM, fees may not exceed the fee schedule of chapter 4 Supplement without advance approval of the Director.
 - I. Proximity to site improvements.
 - J. Qualifications of consulting engineers, architects, specialists, surveyors, or testing laboratories proposed to be employed by the firms under consideration.
 - K. In an effort to distribute work among all qualified firms, the Selection Committee should give consideration to the Awarding Authority's/Owner's current and past workload with the firms under consideration.
 - L. Familiarity with DCM procedures including plan review submittal requirements, forms, contract and other document preparation requirements. If not familiar, firm will contact DCM for proper guidance and assistance.
8. Based on the evaluation of the firms, considering the criteria deemed appropriate by the Selection Committee, including those criteria listed in Item 7 above, the Selection Committee should rank the firms. The most qualified firm will be selected based upon this ranking. The Selection Committee should notify the other firms interviewed, in writing, of the firm that has been selected for negotiation.
 9. If the Selection Committee is unable to negotiate an acceptable agreement, the Selection Committee should:
 - A. Terminate negotiations in writing.
 - B. Negotiate with the next best qualified firm originally interviewed (Item 6).
 - C. Upon failure to negotiate with any of the firms referred to in Item 6, select additional firms to interview.
 10. Exceptions:
 - A. Where federal funds are involved and procedures have been established consistent with federal guidelines of a particular federal agency, the federal guidelines prevail.

- B. A design professional without Request for Qualifications and/or a contractor without advertisement for bids may be retained when, due to a declared emergency, it is in the best interest of the public's safety to retain an architect, engineer, surveyor, laboratory, and/or contractor as rapidly as possible. Such retainage of services is limited to the extent necessary to meet the emergency.
- K-12 public schools: As soon as possible the local Board of Education's Declaration of Emergency, such as the Board's meeting minutes, must be sent to the DCM Director at lee.desmond@rpm.alabama.gov. The declaration must be included in any project manual and must be attached to any O/A Agreement and Construction Contract. Per the State Department of Education (SDE), it is not necessary for K-12 public schools to send a Declaration of Emergency to the Governor's office.
 - State Agency and Public Universities: As soon as possible the Awarding Authority/Owner must send a Declaration of Emergency letter to the Governor's office and a copy of the letter must be emailed to the DCM Director at lee.desmond@rpm.alabama.gov. The declaration must be included in any project manual and must be attached to any O/A Agreement and Construction Contract.
 - All owner entities: Regardless of the form type of declaration, as soon as possible DCM must be informed of a Declaration of Emergency in order for DCM to correctly administer a declared emergency project.
- C. Per Section 39-2-2(e) of the Code of Alabama, 1975, as amended, an emergency declaration allows the Awarding Authority/Owner to legally accept proposals for work without advertisement for bids. In the case of danger to the public or further damage to property, the area and equipment may be secured by a licensed professional at direct cost to the owner. Further repair and replacement must follow formal DCM procedures for plan submittals, owner/architect/engineer agreements, construction contracts, fees and inspections. If the project is not advertised for bid, use an Invitation to Bid (see DCM Form C-1A: Sample Invitation to Bid), and include the Invitation to Bid in any project manual. When a declared-emergency project is within DCM's jurisdiction, the only exceptions to requirements are the request for qualifications of design professionals and the advertisement for bids. All other project requirements in the Manual of Procedures must be met; for example, if a declared emergency project is **in excess of \$100,000.00**, sealed proposals are required and must be publicly opened and read.