

**CITY OF PHOENIX
STREET TRANSPORTION and PUBLIC TRANSIT DEPARTMENTS**

QUALIFIED VENDOR LIST SUBCONSULTANT SELECTION POLICY

PURPOSE

The purpose of this policy is to establish a uniform procedure for the subconsultant selection process utilizing the Street Transportation and Public Transit Departments Qualified Vendor List (QVL).

The QVL is a compilation of Statements of Qualifications submitted by interested firms in response to the **August 2016 solicitation** which identified the need for a variety of program management services in support of the Transportation 2050 (T2050) Multi-Modal Transportation Program. **Listed firms will contract directly with the T2050 Program Manager (PM), AECOM Technical Services, Inc.,** and provide services on an as- needed basis.

GENERAL SELECTION PROCEDURE

QVL subconsultant services shall be procured and approved in accordance with the following guidelines:

1. APPROVAL TO PROCEED WITH SELECTION PROCESS

The PM shall obtain approval from the Street Transportation Department Design and Construction Management (DCM) Deputy Director to conduct a selection process and secure QVL services. The following information shall be provided:

- A. TYPE OF FIRM: Identify the type of services requested.
- B. DESCRIPTION OF SERVICES: Provide a brief and clear description of the services required.
- C. SELECTION PROCESS: Specify the selection procedure to be utilized.
- D. ESTIMATED FEE: Estimate a fee for services.

2. SELECTION PROCESS

After receiving approval to proceed with the selection process, the PM will review the QVL and identify firms who have indicated the ability and desire to provide the needed services. In conducting its selection process, the PM will adhere to the approved specific selection process outlined below.

- A. MINOR - FOR SERVICES LESS THAN OR EQUAL TO \$250,000:

The PM shall:

- a. Review the QVL and prepare a list of firms to be considered for the services.

- b. Submit the list to the assigned DCM representative who will approve the list or recommend additional firms from the QVL for consideration.
- c. Assemble a selection committee consisting of a minimum of **two** members who shall review and rate the Statements of Qualifications (SOQs) according to pre-approved selection criteria.
- d. Develop a short list of up to three firms (in order of preference) and shall identify the highest qualified firm from the short list.
- e. Submit the recommendation of the highest qualified firm to the DCM Deputy Director for approval.
- f. Agreements/subcontracts between the PM and the selected firm(s) utilizing this selection process shall be limited to a total of \$250,000 for the specified Category services within a one-year period. Firms who have indicated multiple service categories will be eligible to perform work under the categories that have not reached the maximum dollar value for the period.

B. MAJOR - FOR SERVICES EXCEEDING \$250,000:

The PM shall:

- a. Review the QVL and prepare a list of firms to be considered for the services.
- b. Submit the list to the assigned DCM representative who will approve the list, recommend additional firms from the QVL for consideration and determine whether selection will be based on SOQs alone or include interviews.
- c. Organize a selection committee of a **minimum of three** members who may review and rate the Statements of Qualifications according to pre-approved selection criteria.
- d. Develop a short list of up to three firms (in order of preference) and shall identify the highest qualified firm from the short list. If interviews will be conducted, the PM will issue an interview letter providing pertinent interview information to the short listed firms. No scores are brought forward from the SOQ evaluation into the interview process. The firms will be evaluated on rating criteria established by the selection committee. The interview criteria and weighting of each evaluation area shall be distributed to the firms to be interviewed. Following the interviews, the PM shall develop a short list of three firms as determined by the interview selection committee (in order of preference) and shall identify the highest qualified firm from the short list.
- e. Submit the recommendation of the highest qualified firm to the DCM Deputy Director for approval.

- C. The DCM representative may elect to require interviews for projects less than or equal to \$250,000 if warranted by the services to be provided.

3. SELECTION COMMITTEES

A Selection Committee organized by the PM in conjunction with the DCM representative will evaluate the firms under consideration. Panel members may include, but are not limited to, representatives of the PM, DCM, Public Transit Department (PTD), the City Manager's Office, and the Street Transportation Department (STR) Contract Specialist. Representatives from other stakeholder groups may be included on this panel. A City employee shall participate in selection panels for services exceeding \$250,000.

4. EVALUATION CRITERIA

Standardized rating criteria (as advertised) shall be utilized when evaluating subconsultant SOQs. Using the criteria on a rating sheet, the Selection Committee will evaluate the SOQs. The Selection Committee must sign and submit a "Conflict of Interest Declaration" form. Alternate scoring methods may be used for a specific project if deemed appropriate by the STR Contract Specialist. The standardized rating criteria are as follows:

A. General information (10 points)

1. Provide a general description of the firm that is proposing to provide services for the project.
2. Provide the following information:
 - a. List the professional licenses held by the key personnel who will be assigned to this project. Identify the location of the lead firm's principal office and the home office location of key staff on this project.

B. Experience of the Prime Firm (10 points)

Firm's related experience and qualifications for City of Phoenix Public Transit and Street Transportation Department projects and/or programs. This experience may be established through work on similar projects done by the firm.

C. Education and Experience of Key Personnel (60 points)

Education, experience and capabilities of the staff proposed for the "as-needed" services. Qualifications to be considered include the length of time the individual has been employed by proposing firm, and their experience providing comparable services on similar projects and/or programs.

D. Overall evaluation of the firm and its perceived ability to provide the required services. (20 points)

Overall evaluation of the firm's capability to provide the required services as determined by the selection panel members. No additional submittal response is required.

5. SELECTION APPROVAL

The selection committee's final firm recommendations will be handled as follows:

- A. The PM will provide pertinent selection information to the DCM Deputy Director for review and approval. Pertinent information will include the selection process utilized, the selection criteria and a summary of the rating results from the evaluation.
- B. When the DCM Deputy Director has approved the final selection recommendation, the PM will notify the selected firm and begin the contracting process.

6. NEGOTIATION AND CONTRACT AWARD

After the QVL firm is selected and approved by the DCM Deputy Director, the PM is responsible for the following:

- A. Coordinating and conducting scope of work meetings as required.
- B. Participating and facilitating negotiations of final proposal costs. Negotiations shall be conducted with the highest ranking firm only. Unsuccessful negotiations with the selected firm may result in termination of negotiations and proceeding to the second rated firm. The unsuccessful firm will be notified of this termination in writing and will be ineligible for further negotiations on that project.
- C. Submitting the subconsultant's hourly rate schedule to the STR Contract Specialist for review and compliance with the approved STR rate schedule.
- D. Issuing a Notice to Proceed for the work.

7. SMALL BUSINESS ENTERPRISES (SBE)

The Street Transportation and Public Transit Departments strongly encourage the use of small business enterprises (SBE) certified with the City of Phoenix to provide professional services. The PM shall take the following approach to achieve SBE participation:

- A. Selection panelists are reminded throughout the selection process that Street Transportation and Public Transit Departments have a strong commitment to SBE participation.
- B. City of Phoenix SBE Directories shall be utilized to verify compliance. Information can be found on-line through the Equal Opportunity Department (go to City's internet webpage at "www.phoenix.gov", then click on "Departments" and go to Equal Opportunity Department).

8. ADDING FIRMS TO THE QUALIFIED VENDOR LIST

Additional category of services is required - If the Street Transportation or Public Transit Department identifies a need for an additional category of services (not to include design services) to support the T2050 Program that will be utilized on a continuing basis, the STR Contract Procurement staff may advertise for the additional services. Firms responding to the advertisement shall be added to the QVL for the remaining term of the QVL.

Specialized services - Specialized services are services that cannot be anticipated and are rarely utilized. When the QVL does not include firms to provide specialized services required by a T2050 project, a firm may be added to the QVL for those services by Street Transportation Department Procurement Section staff after ascertaining that there is limited availability of firms in the local area. The PM will recommend and request personnel qualifications in resume and reference form from a firm or firms to provide the services. If the PM and the DCM Deputy Director agree the consultant staff is qualified to perform the work, the PM will negotiate scope of services and direct labor, overhead and profit rates. The PM shall contract for the services as stated in Items 5 and 6.