





Transportation & Public Works Department Capital Delivery Division

Doc. Name:	Consultant Selection Guidelines	Date Issued:	July 28, 2020
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Division:	Capital Delivery Division	Approved:	 TPW Director

This document has been developed to provide guidance and direction in the performance of the activities described herein as relates to the TPW Capital Division work process. All rights to the content of this document and related process reside with the City of Fort Worth.

Rev. No.	Rev. Date	Ref. Section	Description
1	1/1/2021	3	Revised Procedure Section 3, for multiple consultant selection.

GUIDELINES FOR SELECTION OF PRE-QUALIFIED PROFESSIONAL ENGINEERING DESIGN AND CONSULTANT SERVICES FIRMS FOR SPECIFIC SCOPE OF WORK

PURPOSE	The purpose of these guidelines is to describe the process by which a Professional Engineering Firm (“Engineer”) or Consulting Services provider (“Consultant”) (collectively, “Professional Service Provider”) from the pre-qualified list of Professional Service Providers will be obtained. Nothing in these guidelines is intended to supersede or abrogate any City Issued Executive or Emergency Orders, City policies or state or federal public procurement laws and regulations. Members of the Department should contact the City Attorney’s Office with any questions regarding state or federal public bidding laws regarding the procurement of professional services.
APPLICATION	These guidelines are intended to be applicable to the pre-qualified Capital Delivery Professional Engineering Design and Consultant Services list for the Department, effective 7/9/2020 through 5/14/2024.
INTRODUCTION	These guidelines provide a systematic approach to selecting Professional Service Providers from the pre-qualified list of Professional Engineering Design and Consultant Services firms established to provide professional services as required by TPW to execute its projects/programs.
RESPONSIBILITY	<p>TPW Assistant Director. The TPW Assistant Director or their designee will be responsible for designating and confirming Professional Service Provider selections.</p> <p>TPW Senior Capital Projects Officer (Sr. CPO). The TPW Sr. CPO or their designee will serve as the TPW Professional Engineering Design and Consultant Services Manager. The TPW Professional Engineering Design and Consultant Services Manager will be responsible for tracking the status of Professional Service Providers on the pre-qualified list and providing the name of the highest ranked, available, and interested Professional Service Provider on the pre-qualified list to the TPW Assistant Director when professional services are required. The pre-qualified list will be posted on the TPW website and as Professional Service Providers are selected from the list, the list will be updated to reflect the current status and project assignments of all Professional Service Providers on the list.</p> <p>TPW Project Manager. The TPW Project Manager assigned to oversee the project/scope of work requiring professional services will be responsible for drafting the scope of work used to solicit additional information from the selected Professional Service Provider(s), negotiating with the Professional Service Provider, and facilitating the overall acquisition process.</p>
DESCRIPTION	The selection process for professional services utilizing the established list of pre-qualified Professional Engineering Design and Consultant Services firms is intended to streamline the acquisition process for TPW projects and engineering tasks.

<p>PROCEDURE</p>	<ol style="list-style-type: none"> 1. A pre-qualified list of Professional Engineering Design and Consultant Services Manager firms capable of providing the required professional services in a variety of categories (see below) has been established as of July 9, 2020 via a previously issued public call for qualifications. The number of qualified firms for each category is based on the anticipated work load as determined by TPW staff and the Selection Committee. 2. When professional services are required to execute a specific project or other engineering scope of work, the TPW Project Manager assigned to that project will draft a scope of work and, depending on the category, select a Professional Service Provider to perform the work, as described below. <p>Categories:</p> <ol style="list-style-type: none"> 1. Arterial Projects 2. Intersection Projects 3. Neighborhood/Pavement Maintenance Projects 4. Construction Management Support Contracts 5. Program/Project Management Support Contracts 6. Program Level and Project Planning Support Contracts 7. Project Management Peer Review/Process Improvement Support Contracts 8. Specialty Area – General Planning Activities Task Order Contracts 9. Specialty Area – Alignment/Feasibility Review Contracts 10. Specialty Area – Bridge Design Task Order Contracts 11. Specialty Area – Traffic Engineering Studies Task Order Contracts 12. Specialty Area – ITS Control Systems Task Order Contracts 13. Specialty Area – Street Light/Illumination Design Task Order Contracts 14. Specialty Area – Traffic Signalization Design Task Order Contracts 15. Specialty Area – Roadway-Rail Grade Crossing/Quiet Zone Task Order Contracts 16. Specialty Area – Pedestrian/Bicycle Facility Development Task Order Contracts 17. Specialty Area - Registered Accessibility Specialist Task Order Contracts 18. Specialty Area - Subsurface Utility Engineering Task Order Contracts 19. Specialty Area – Roundabout Design Task Order Contracts 20. Specialty Area – Asset Management Advanced Planning Contracts <p>Previously assigned work excludes work issued prior to July 9, 2020. A Professional Service Provider is deemed “available” for the assignment of work if:</p> <ol style="list-style-type: none"> a) No work has been previously assigned based on the July 9, 2020 pre-qualified list. b) No negotiations with TPW are underway for any new professional services. c) The Professional Service Provider has completed their assigned work through at least the original assignment (i.e., for design services and construction management services, final drawings and bid documents have been accepted by TPW; for construction management services only, the construction project is substantially complete) d) The Professional Service Provider has performed any assigned work for TPW with a rating of “Satisfactory” or better based on a forthcoming “report card” system.
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If all Professional Service Providers have been assigned work and no Professional Service Providers are deemed “available” at the time a Professional Service Provider needs to be selected, then Professional Service Providers with the lowest number of projects assigned will then be deemed “available” and the highest scored available Professional Service Provider selected.

3. The following is the professional services provider selection method designated for each category:

Top Down:

Category 7, 13, 17 and 18

Request for Additional Information:

Category 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 14, 15, 16, 19, 20

For the Top Down selection method, negotiations for the first project in a given category will commence with the highest scoring or 1st professional services provider on that category’s ***Pre-qualified TPW CDD Professional Services Provider List***. Negotiations for the second project in a given category will commence with the second highest scoring or 2nd professional services provider on that category’s list, and so on. This method will only be used in categories with few projects and few pre-qualified professional services providers.

For categories with many projects and many pre-qualified professional services providers, three or more top ranked pre-qualified professional services providers without assignments in a given category’s ***Pre-qualified TPW CDD Professional Services Provider List*** will be contacted to provide more information and/or interview to ascertain the Professional Service Provider’s ability to perform a specific scope of work. The response should provide the requested information relevant to the project or provide details on the provider’s quality plan, proposed personnel, approach, and schedule for the scope of work. The interview (if held) will provide an opportunity to further explore a professional service provider’s methodology for delivering the specific scope of work. The additional information and interviews will be evaluated and the firms ranked highest to lowest. Negotiations for a contract to perform the project will commence with the top ranked firm. If an agreement cannot be reached, negotiations will close and the next highest ranked provider will begin. If an agreement cannot be reached with any of the three ranked providers, if staff elects to continue with the project, the list will be revisited to establish the next three firms and the additional information process will begin anew.

Firms rejected for failure to reach a contract will be deemed “not available” until all others scored firms in the specified category have had an opportunity to provide more information for a specified scope of work.

Once a professional services agreement has been executed, the TPW Professional Engineering Design and Consultant Services Manager will update the status of the Professional Service Provider selected on the pre-qualified list.

An example of how this selection method would be used in practice is outlined, below:

Project	<i>Pre-qualified TPW CDD Professional Services Provider (PSP) List</i>	Negotiation/ Award
Proj#1	Professional Services Provider 1, 2, 3	PSP 2
Proj#2	Professional Services Provider 1, 3, 4	PSP 4
Proj#3	Professional Services Provider 1, 3, 5	PSP 5
Proj#4	Professional Services Provider 1, 3, 6	PSP 1
Proj#5	Professional Services Provider 3, 6, 7	PSP 3

Due to having a large number of contracts to award quickly, it may be necessary for some Additional Information categories to select multiple consultants simultaneously rather than consecutively. In that case, the consultant selection will follow the process above but with some required differences. First, the professional service providers will be asked to provide additional information for multiple projects in one response. In order to reduce the amount of project specific additional information required to be submitted, the multiple projects may be sent to different groups of professional service providers simultaneously. Second, the additional information submitted will be evaluated and the firms ranked highest to lowest for each project. Lastly, after negotiations commence with the highest ranked firm on each project, if agreement is not reached, the next highest ranked firm (if not already under negotiations for a different project) will be selected for negotiation. All other elements of the consultant selection are unaffected by this alternate multiple consultant selection method.

An example of how this multiple consultant selection method would be used in practice is outlined, below:

Project	<i>Pre-qualified TPW CDD Professional Services Provider (PSP) List</i>	Negotiation #1 / Award	Negotiation Alternate /Award
Proj#1	Professional Services Provider 1, 2, 3, 4	PSP 3	PSP 2
Proj#2	Professional Services Provider 1, 2, 3, 4	PSP 1	PSP 2
Proj#3	Professional Services Provider 5, 6, 7, 8, 9	PSP 6	7,8
Proj#4	Professional Services Provider 5, 6, 7, 8, 9	PSP 9	8,7
Proj#5	Professional Services Provider 5, 6, 7, 8, 9	PSP 5	7,8

Professional Service Providers that did not have a contract award result from this multiple consultant selection will remain at the top of the qualified consultant list and will receive subsequent request for additional information in the category.