

Design and Construction Procurement Policy Manual

AMENDMENT NO. 2

Approved by Board of Supervisors on April 25, 2017

Page 12

§3.3-105 Term of Contract

- (2) If the A-E services to be completed are not project-specific, the contract term shall not exceed ~~five years unless approved by the Board of Supervisors~~ three years with the option to renew for two additional years, upon Board of Supervisors approval.

Page 12-13

§3.3-107 Consultant Selection Methods

(1) Request for Qualifications (RFQ):

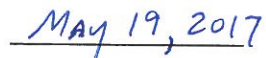
The RFQ method is used primarily for preselecting qualification-based professional A-E services when future capacities are necessary from numerous consultants. This is an effort to streamline the process as various undefined project scope of services are required of A-Es of the same discipline.

The consultant is required to submit a Statement of Qualifications (SOQ) in response to a Request for Qualifications (RFQ). An evaluation panel ranks the responding consultant proposals and develops a short list of qualified consultants. At the discretion of the evaluation panel, these consultants may be invited for interviews to determine the final QVL. ~~The Board of Supervisors will approve the QVL and~~ The Director will use the QVL for various services as required. The QVL is typically renewed at least once every three years to give additional consultants the opportunity to be evaluated and participate. At the time A-E services are required, a contract up to \$100,000 may be issued to a QVL consultant by negotiating fees and scope of work independently upon each contract approval. A contract over \$100,000 will also be awarded to a QVL consultant, negotiating fee and scope independently upon each award, but will require Board of Supervisors approval.

The QVL can be utilized as the first step of the two-step process defined below. An invitation to submit proposals on a specific scope of work can be sent to all vendors within the ranked list and the proposals will be evaluated based on the established criteria set forth in the invitation.

Authorized for distribution:


Shane L. Silsby, Director of OC Public Works


Date