

<b>Port of Tacoma</b>	<b>Facilities Development Policies And Procedures</b>	
<b>Division</b>	<b>Facilities Development</b>	<b>Title:</b>  <b>Architecture and Engineering Contracting Procedures</b>
<b>Category</b>	<b>Procurement</b>	
<b>Procedure No:</b>		

<b>I. Policy</b>	In the procurement of Architect/Engineering (A/E) services the Port follows Chapter 39.80 RCW which requires selection of the most qualified firm after competitive solicitation. The Port maintains a roster of firms qualified according to specialty. The Port negotiates a contract with the most qualified firm at a price that the Port considers fair and reasonable. If the Port is unable to negotiate a contract with the most qualified firm, negotiations are terminated. The Port then negotiates a contract with the second most qualified firm.
<b>II. Definitions</b>	<p><u>A. ENGINEER” OR “PROFESSIONAL ENGINEER.</u> A person, who, by reason of special knowledge of the mathematical and physical sciences and the principles and methods of engineering analysis and design, acquired by professional education and practical experience, is qualified to practice engineering, as hereinafter defined, as attested by his or her legal registration as a professional engineer. RCW 18.43.020 (2)</p> <p><u>B. PRACTICE OF ENGINEERING.</u> Any professional service or creative work requiring engineering education, training and experience and the application of special knowledge of the mathematical, physical and engineering sciences to such professional services or creative work as consultation, investigation, evaluation, planning, design and supervision of construction for the purpose of assuring compliance with specifications and design, in connection with any public or private utilities, structures, buildings, machines, equipment, processes, works, or projects. RCW 18.43.020 (5).</p> <p><u>C. PRACTICE OF ARCHITECTURE.</u> Means the rendering services in connection with the art and science of building design for construction of any structure or grouping of structures and the use of space within and surrounding the structures or the design for construction of alteration or additions to the structures, including but not specifically limited to schematic design, design development, preparation of construction contract documents, and administration of the construction contract. RCW 18.08.320 (10).</p>

Approved by Sr. Director Facilities Development: s/s Jeffrey A. Lincoln

Effective Date: 3/2/04

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<b>III. Environmental Services</b>	Depending on the nature of service required, environmental services may be procured based on qualifications criteria only, or a combination of qualifications and price criteria. All other elements of this procedure apply to the selection of consultants for environmental services.
<b>IV. Examples of A/E service providers</b>	<p>A. The A/E selection process may be used not only for services which can only be performed by a licensed A/E but also for related services where the Port wishes to rely on the established standard of care for provision of services by licensed A/E's.</p> <p>B. Examples of A/E services include:</p> <ol style="list-style-type: none"> <li>1. Architects</li> <li>2. Civil Engineers</li> <li>3. Corrosion Engineers</li> <li>4. Geologists</li> <li>5. Electrical Engineers</li> <li>6. Environmental Engineers</li> <li>7. Hydrologists</li> <li>8. Landscape Architects</li> <li>9. Interior Designers</li> <li>10. Mining Engineers</li> <li>11. Soils Engineers</li> <li>12. Surveyors</li> </ol> <p>C. Services performed by:</p> <ol style="list-style-type: none"> <li>1. Specification Writers</li> <li>2. Cost Estimators</li> <li>3. Economists</li> <li>4. Construction Inspectors</li> </ol> <p>can be provided as part of a larger contract for A/E services even though the services themselves are not A/E services.</p>

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<b>V. A/E Roster</b>	<p>A The Contracts Specialist maintains an A/E roster for the disciplines used by the Port. When renewing their submittals, A/E firms should replace their Standard Form (SF) 254 statements of qualifications with the new SF 330 Architect-Engineering Qualifications, Part II, General Qualifications. The Port may continue to rely on the 254 forms until renewed. When soliciting qualifications for a particular project, the project manager should request that the A/E's submit SF 330 Part I, Contract-Specific Qualifications. The Port uses the SF330 form as a convenience and for consistency among public agencies; separate qualifications submittals may also be used.</p>
<b>VI. Scope Of Work</b>	<p>A For A/E selection purposes the project manager should consider the full scope of immediate and potential future services. The project manager shall develop a written scope of work, incorporating the Port's standard Terms and Conditions.</p> <p>B While the immediate need may be for a preliminary feasibility study, if the study would likely lead to design and construction services, firms should be evaluated based on the full potential scope. If firms are evaluated based only on a feasibility study scope of work, a separate selection process may be required later to select a firm to perform design and construction services.</p>
<b>VII. Verify Authorization Level</b>	<p>The Commission delegations require Commission authorization of an A/E agreement if the total compensation to the A/E exceeds \$50,000 for different assignments of a similar nature for any single project. Consult with the Capital Program Manager to determine if there are other contracts already awarded to candidate firms and whether other consultant selection processes are underway for similar services.</p>
<b>VIII. Determine source of funds</b>	<p>If federal or state funds are involved consult the Director of Contracts and Risk Management to identify any additional selection or contract requirements</p>
<b>IX. Selection criteria</b>	<p>The project manager should prepare a selection criteria worksheet consistent with the scope of work. Identify whether the criteria are weighted or weighed equally. Identify which professional specialty will be used from the roster to select finalists.</p>

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<p><b>X. Qualifications Review Process</b></p>	<p>A. Ensure that all finalist firms:</p> <ol style="list-style-type: none"> <li>1. receive the same information at the same time;</li> <li>2. have the same opportunity to respond to the solicitation;</li> <li>3. are evaluated based on the same criteria</li> </ol> <p>B. The specific review steps vary with the estimated fee and are set forth in paragraphs XI through XV below.</p>
<p><b>XI. A/E fee estimated not to exceed \$25,000:</b></p>	<p>A. After consulting with the Chief Engineer, the project manager reviews the 254's of at least three firms on the roster.</p> <p>B. If needed, the project manager may request information from one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. If information is requested, the project manager shall include the scope of work and Port's standard Terms and Conditions for their response.</p> <p>C. The project manager shall rank the firms according to qualifications and provide written comments on the selection criteria worksheet in support of the ranking.</p> <p>D. The project manager shall request a proposal from the selected firm.</p>

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<p><b>XII.A/E fee is estimated not to exceed \$50,000:</b></p>	<p>A. After consulting with the Chief Engineer, the project manager shall assemble a selection panel of at least the project manager and one other person.</p> <p>B. The selection panel shall develop selection criteria based on the written scope of work.</p> <p>C. The selection panel shall review the 254's and select at least three firms from the Roster. A request for qualifications may be requested from the three firms, requesting information regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. The project manager shall include the scope of work and Port's standard Terms and Conditions and Guidelines for Reimbursable Expenses for their response.</p> <p>D. The selection panel may rank the firms based on the written material or may elect to conduct interviews with the three firms before selection.</p> <p>E. The selection panel shall rank the firms according to qualifications and provide written comments on the selection criteria worksheet in support of the ranking.</p> <p>F. The project manager shall request a proposal from the selected firm.</p>
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<p><b>XIII. A/E fee is estimated to be more than \$50,000:</b></p>	<p>A. The Chief Engineer, or Director of Environmental Affairs, as appropriate, shall appoint a selection panel of the project manager and at least two other persons.</p> <p>B. The selection panel shall develop selection criteria based on the written scope of work.</p> <p>C. A request for qualifications should be requested from three firms, requesting information regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. The project manager shall include the scope of work and Port's standard Terms and Conditions and Guidelines for Reimbursable Expenses for their response. The Chief Engineer or Director of Environmental Affairs may elect to publish a request for qualifications in at least one newspaper of general circulation. Firms on the roster may also receive the request for qualifications.</p> <p>D. If the RFQ is advertised, the Contracts Specialist will maintain a document holder list and distribute the RFQ and any addenda.</p> <p>E. The panel may consider qualifications from firms on the roster as well as those submitted in response to an advertisement.</p> <p>F. The panel shall review submittals and select finalists. The panel may elect to conduct interviews with one or more finalists or to rank the firms based solely on submittals.</p> <p>G. The selection panel shall rank the firms according to qualifications and provide written comments on the selection criteria worksheet in support of the ranking.</p> <p>H. The project manager shall request a proposal from the selected firm.</p>
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<p><b>XIV. Completion of Authorization Process</b></p>	<p>A. Once the proposal is received, the project manager negotiates fees with the most qualified firm. The project manager should consider total fee and hourly rates recently negotiated for comparable projects. Revisions to the scope of work or Port's standard Terms and Conditions shall require review with the Chief Engineer, Director of Environmental Affairs, or Director of Contracts and Risk Management as appropriate.</p> <p>B. If the project manager is unable to negotiate fees with the most qualified firm, the project manager obtains approval of the Chief Engineer or Director of Environmental Affairs to terminate negotiations, sends written notice of termination to the candidate firm stating the reasons for termination, and then commences negotiation with the second most qualified firm.</p> <p>C. Once fee negotiations are successfully completed, the project manager prepares Executive Authorization Request or Commission Agenda Memorandum. A summary of the selection process or completed selection criteria worksheet shall accompany the Request or Memorandum during review by the Senior Director of Facilities Development or Executive Director.</p> <p>D. If the project scope is sufficiently defined to anticipate A/E services in excess of \$50,000.00, Commission authorization to award shall be obtained at this initial authorization stage.</p> <p>E. Once authorization is received, the project manager sends notification to the other firms considered, advising them of the selected firm.</p> <p>F. The consultant selection records are maintained by the contracts administrator as part of the Port's project files.</p>
<p><b>XV. Forms</b></p>	<p>Examples of forms used in this procedure include:</p> <p>A Request for Qualifications <a href="..\..\..\BlairWidening\RFQWIDEN.doc">..\..\..\BlairWidening\RFQWIDEN.doc</a></p> <p>B Selection criteria worksheet <a href="..\..\..\BlairWidening\MATRIX.DOC">..\..\..\BlairWidening\MATRIX.DOC</a></p> <p>C Executive Authorization <a href="..\..\..\ENG-PROJECT-ADMIN\AUTH\1999\P8223LMN.DOC">..\..\..\ENG-PROJECT-ADMIN\AUTH\1999\P8223LMN.DOC</a></p>