

ATTACHMENT D – ROSTER SELECTION PROCESS

Engineering firms will be requested to submit a Statement of Qualifications (SOQ) package for Mid Sound to review and consideration every 2 years. Mid Sound's Executive Director, Operations Director and at least one Board Member will review the responses and select the 5-7 firms that best fit the needs described in this RFQ.

Proposal Evaluation: Mid Sound will evaluate proposals using the criteria below. Responses will be evaluated and ranked.

Initial Screening: Mid Sound will review proposals for responsiveness and responsibility. Those found responsive and responsible based on an initial review shall proceed to the next step. Equal Benefits, Minimum Qualifications, satisfactory financial responsibility and other elements are screened in this Step. Mid Sound will review all responses, initially ignoring the Consultant Questionnaire and Inclusion Plan. Once the roster has been filled with the most qualified 5-7 firms, we will evaluate, score and rank the Seattle-specific requirements and develop a subset of firms to be considered for work within the City of Seattle. A significant failure to perform on past Mid Sound projects may also be considered in determining the responsibility of a firm.

Interviews: Mid Sound is not conducting interviews as part of this solicitation. Mid Sound may contact consultants for clarification and or additional information in accordance with the procedures outlined in this solicitation.

References: Mid Sound may contact one or more references. Mid Sound may use references named or not named by the Consultant.

Use of Roster/Project Assignments: For individual engineering projects with an anticipated cost of less than \$15,000 Mid Sound can select and negotiate cost and scope of work with any one of the Pre-Qualified firms on the small projects roster provided that they demonstrate specific expertise, ability, and the necessary qualifications needed to design the project and/or types of projects.

For projects with an estimated engineering cost of between \$10,000 and \$99,999 Mid Sound will utilize an informal competitive Request for Proposal (RFP) approach to solicit proposals from the top 3 firms on the list that have expressed interest in that project type. Informal proposals will focus on 1) interest in doing the project; 2) availability of key staff; and 3) proposed approach and timeline. Responses may consist of an e-mail, letter or submittal that is no more than 3 pages. The proposals will be ranked by a selection committee (see below). In this case, Mid Sound is not required to receive 3 responses, so long as a good faith effort to obtain at least 3 responses is made.

Proposals for projects that require specialized expertise or have an estimated design or cost of more than \$100,000 will be solicited separately from this engineering roster. For these larger projects Mid Sound will request proposals from firms on our distribution list (that may or may

not be on the pre-qualified small projects engineering roster) and/or advertise in a regional paper to solicit public bids.

For all projects greater than \$10,000 a selection committee consisting of Mid Sound's Executive Director, Operations Director and at least one Board Member will review proposals, rank the responses and negotiate a contract for the project with the top ranked firm. If we are not able to negotiate a mutually acceptable contract with the top-ranked firm we will offer the project to the second-ranked company, etc.

Engineer selection is not made on cost. Selection shall be determined by qualifications, scope of work, availability and services to be provided.

The selection process for EVERY PROJECT will be documented and maintained in the official project files.

Repeat of Evaluation: If no Consultant is selected at the conclusion of all the steps, Mid Sound may return to any step in the process to repeat the evaluation with those proposals active at that step. Mid Sound shall then sequentially step through all remaining steps as if conducting a new evaluation process. Mid Sound reserves the right to terminate the process if no proposals meet its requirements.

Checklist of Final Submittals Prior to Roster Assignment.

Successful Consultant(s) should anticipate a Letter of Roster Assignment notifying the firm of its placement on our roster. Consultants are encouraged to prepare and submit any documents that will be required for award of specific contracts as soon as possible, to eliminate risks of late compliance. These submittals include, but may not be limited to:

- Municipal business license is current and all taxes due have been paid.
- State of Washington Business License.
- Certificate of Insurance (if required)
- Special Licenses (if any)
- Taxpayer ID number & W-9

Consultants can find the blank W-9 form at the following link:

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>