



**PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY**

Subject: Contracting for Architectural and Engineering Related Professional Services and Alternative Project Delivery Methods Under A.R.S. Title 34	Policy Number	Page
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Purpose

This policy defines Pima County's process for the selection and contracting of architectural and engineering related professional services and alternative project delivery methods for all departments. Nothing in this policy shall prevent the County from complying with the terms and conditions of any grant, gift, bequest or intergovernmental agreement.

Policy

This Policy defines the qualifications-based evaluation process to be used in the acquisition of architectural and engineering services.

This Policy sets forth the process for the creation and use of Qualified Consultants Lists for professional service categories. Consultants on these lists may receive contracts for professional services not to exceed \$250,000 per project. Qualified consultants may be on more than one Qualified Consultants List and may enter into more than one contract with the County.

This Policy provides separate processes for acquiring professional services exceeding \$250,000 per project and for categories of work not included in the Qualified Consultants Lists.

This Policy provides a performance evaluation process which is intended to provide an incentive for Consultants to enhance the quality, timeliness, responsiveness, and cost effectiveness of consulting services provided to the County. The performance evaluation completed by the individual departments shall be used countywide in the performance evaluation process.

This Policy provides procedures to be used in procuring Alternative Project Delivery Method construction services under Chapter 6 of A.R.S. Title 34.

This Policy implements Ordinance Number 2012-10 which establishes a preference for small, local architectural and engineering firms in the award of County architectural and engineering contracts.

Definitions

Administering Department – The department requesting professional or APDM services as defined by this policy and responsible for the day to day administration of the contract.

Alternative Project Delivery Methods (APDM) – For the purpose of this Policy, the term "alternative Project delivery methods" includes design-build, construction manager at risk, and job order contracting as defined in A.R.S. Title 34.

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A.R.S. – the Arizona Revised Statutes

Board – the Pima County Board of Supervisors

Local Office – For purposes of this Policy, “local office” means a permanent office located within Pima County for at least two years that employs at least one professional that is a current Arizona Registrant in the discipline proposed and capable of performing the required professional services.

Professional Services – For purposes of this Policy, professional services are consulting services falling within the scope of architectural and/or engineering disciplines covered by “Standard Form 330” (GSA SF 330, available from the United States General Services Administration Forms Library at www.gsa.gov/forms), Exhibit 1, technical registrants as defined in A.R.S. Title 32 and the Rules of the Board of Technical Registration, and additional categories defined by the Procurement Director.

General Provisions

- Emergency acquisition of professional services shall be made in accordance with Procurement Code Section 11.12.060 AND A.R.S. § 34-606.
- Amendments and contracts shall be processed in accordance with the Board Policy D29.4.
- Protests shall be handled in accordance with Pima County Procurement Code, 11.20.010.
- The solicitation and award of multiple contracts under a single solicitation issued pursuant to this policy shall comply with the requirements of A.R.S. § 34-102.
- In certain unique circumstances, projects may require the selection of a consultant in a manner outside the provisions of this policy. With the written approval of the Procurement Director, selection of such consultants shall be in accordance with State Law.

Section A: Qualifications-Based Selection Procedure

I. General

All solicitations and procurements of Architectural and Engineering Services and Alternative Project Delivery Method contracts shall comply with the requirements of A.R.S. Title 34.

II. Advertisement

The Procurement Department shall place a Request for Qualifications advertisement in the official legal newspaper of Pima County briefly describing the project or projects and specifying the closing date for receipt of the required Statement of Qualifications (SOQ) and may also use the Internet to notice and distribute documents intended to initiate the procurement process for services. Federally-funded solicitations shall also be advertised in the Daily Star in accordance with the Publication Requirements Procurement Procedure.

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III. The Solicitation

- A. The Request for Qualifications (RFQ) shall include a request for a Statement of Qualifications (SOQ) consisting of:
 1. Standard Form 330, Architect-Engineer Qualifications (See Exhibit 1), or
 2. A qualifications statement based on a questionnaire specifically developed by the requesting department(s), or
 3. Narratives responsive to evaluation criteria or questions stated in the RFQ, or
 4. Any combination of the above.
- B. The RFQ must include a description of the project and scope of work, instructions on how to respond, and clearly identify any necessary certifications or other documents that must accompany the response. Administrative requirements, such as the number of copies, page limits and related items must be specified.
- C. The RFQ must state a definite location, date and time for submission of SOQ's after which submissions shall not be accepted. Inadvertently accepted late submissions shall be returned unopened, unless it is necessary to open the submission to identify the respondent.
- D. The RFQ shall clearly identify the evaluation criteria and their relative weight. Subcriteria will relative weights may be used to further clarify main criteria. Subcriteria stated without relative weights are presumed to be equal in value and must be applied in that manner.

IV. Selection Procedure

- A. Selection shall be based on an evaluation of the SOQ using the evaluation criteria published in the solicitation and may include interviews. The selection process for professional services, other than architectural services, not exceeding \$500,000, or for professional architect services not exceeding \$250,000, may include the evaluation of interviews with the competing consultants if the solicitation provided for interviews. Interviews are required for projects over \$500,000, and for architect services in excess of \$250,000, but may be waived with the approval of the Procurement Director. The evaluation criteria and relative weights shall be stated in the solicitation.
- B. 1. A competent evaluation committee shall be established in accordance with this Policy and the "Evaluation Committee Selection and Administration" procurement procedure. For contracts expected to exceed \$2,000,000 in value, the evaluation committee shall, if practicable, have seven members comprised of four members nominated by the department director, two members from other departments or jurisdictions, and one member from a qualified professional services firm. For APDM, the private sector representative on the panel must be a senior management official from a licensed contractor.

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2. For the Qualified Consultants List, the evaluation committee shall have at least three members (not including the Chair), including, if practicable, at least one member from a qualified professional services firm not participating in the procurement. Additional representatives from qualified professional services firms may be added to panels or substituted for department or other public members, subject to the limitation that an evaluation panel for APDM may not exceed seven members unless in compliance with A.R.S. § 34-603(C)(3).
 3. All panel members must possess the technical qualifications, experience and competence necessary for the evaluation, such determination to be at the sole discretion of the Procurement Director. Direct supervisor-employee relationships between or among evaluation committee members are not allowable unless approved in writing by the Procurement Director. All panel members must execute a no-conflict and confidentiality statement before serving on a panel.
 4. Appointees from outside Pima County shall not receive compensation for performing this service; however, the administering department may elect to reimburse outside appointees for travel and lodging expenses incurred in connection with service on the consultant selection panel. The Procurement Director will appoint the consultant selection evaluation panel members and a Procurement Department Contract Officer shall serve as the non-scoring chair of the panel. No individual employed by any of the competitors within the twelve months preceding the beginning of the selection process may participate as an evaluator for Pima County.
- C. Evaluation criteria points shall include SBE points as set forth in Pima County Code Chapter 20.04.030 and 20.20.010 and Small Local Business preference points as set forth in Pima County Code Chapter 11.12.030.D, for A&E procurements. Notice of the preference(s) must be included prominently in the solicitation.
- Neither SBE nor Small Local Business preference points may be applied in a Federally-funded competitive solicitation for a contract that exceeds or will exceed the Federal simplified acquisition threshold (SAT) defined in subpart 2.1 of the Federal Acquisition Regulation, 48 C.F.R. § 2.101. With the approval of the granting agency, SBE and Small Local Business preference points may be applied in a Federally-funded competitive qualifications-based procurement for a contract that will not exceed the SAT.
- D. RFQ responses must be assessed for compliance with the administrative requirements of the solicitation (format, page count and limitations, signature, etc.) before being transmitted to the selection panel for evaluation. Responses that do not conform to the administrative requirements shall be rejected and not evaluated.
- E. Evaluation panel members shall independently score the Statements of Qualifications using only the criteria stated in the solicitation. The scores shall be in whole numbers and must be accompanied by explanatory comments supporting the score. The evaluation panel members shall provide their scores and comments to the panel Chair who shall collate the scores. If no interviews are held, the rank order of the respondents will be determined by the average of

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their evaluation scores on the written submission, with the firm having the highest average score (including applicable SBE and Small Local Business preference points) being the highest ranked. To avoid the loss of information in the case of close scores, averages will be computed to two decimal places.

- F. If interviews are to be held, the Procurement Director shall extend the invitation for interviews to respondents in accordance with A.R.S. 34-603(C)(2)(c)(i). Firms to be interviewed must be provided with specific questions, issues or topics to address in the interview and advised of the specific criteria applicable to the interviews in the invitation, unless the criteria are stated in the solicitation. The number of firms specified in the solicitation receiving the highest scores on the evaluation of the Statements of Qualifications shall be invited to participate. Interviews shall be scored based only on the applicable criteria. Scores shall be in whole numbers and must be accompanied by explanatory comments supporting the score. The interview score and written score shall be equally weighted in determining final rank order, with the respondent with the highest average score (including applicable SBE and Small Local Business preference points) being the highest ranked. To avoid the loss of information in the case of close scores, averages will be computed to two decimal places.
- G. If the difference between the highest score and the second highest score is less than one percent (1 %) of the total available points, the evaluation shall be presented to the Procurement Director for approval and/or direction.
- H. If the scores for two or more consultants are tied and one consultant maintains a local office, the consultant maintaining the local office shall be ranked higher. If both firms maintain local offices and one of the firms is a local Tucson firm not affiliated with a national firm, then the latter shall be higher ranked. If both firms maintain local offices and are not affiliated with a national firm, then the firm awarded the lesser value of work from the County in the immediately preceding twelve months shall be ranked highest.
- I. The Procurement Director shall provide a recommendation to the Board for award of the contract(s) based on the ranking by the evaluation panel. Upon award, the selected firm or firms shall be contacted by the Procurement Department and contract negotiations shall commence. If an agreement cannot be reached, the Procurement Department shall terminate negotiations with that firm and proceed to negotiate with the next ranked firm until the final list is exhausted.
- J. In accordance with A.R.S. §§ 34-603(H), 604(H) only the names of the firms on the final list may be disclosed until award of the contract. The disclosure of procurement information after award shall be in accordance with the applicable cited section. Additional disclosure may be provided in support of the protest process.
- K. The County may cancel a Request for Qualifications or a Request for Proposals or reject in whole or in part any or all proposals as specified in the solicitation if it is in the best interests of the County. The County shall make the reasons for cancellation or rejection part of the procurement file.

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Section B: Contracts with Consultants on Qualified Consultant Lists for Professional Services Not Exceeding \$250,000 Per Project

I. Creation of Qualified Consultants List(s)

- A. The County desires to introduce competition into the direct selection of consultants under A.R.S. § 34-103 for small projects to ensure that only qualified consultants are retained for County projects. Therefore, the Procurement Director may establish, using the following procedures, lists by discipline of the most qualified consultants from among respondents to openly competitive qualifications-based solicitations in accordance with Section A that shall be known as "Qualified Consultants Lists."
- B. Using the list of work categories in Standard Form 330 (Exhibit 1), technical registrants as defined in A.R.S. Title 32 and the Rules of the Board of Technical Registration, or other categories approved by the Procurement Director, each administering department shall identify the categories of work for which professional services will be retained, estimate the annual dollar amount for each work category identified and submit the information to the Procurement Department.
- C. On such schedule as the Procurement Director determines appropriate, the Procurement Department shall place an advertisement in the official legal newspaper of Pima County requesting SOQs from consultants in one or more disciplines. Notice of the RFQ shall also be made available to interested consultants and all certified SBE firms qualified to perform the types of work listed in the advertisement by posting on the County website. Unless earlier disestablished, an individual Qualified Consultants List will expire five (5) years from the date of its most recent competition for a replacement list.
- D. The RFQ shall state the number (or maximum number) of firms that the County intends to place on the qualified list for each category covered by the RFQ.
- E. QCL lists shall be reviewed at least annually to ascertain the extent of use. Lists that are not used or rarely used may be disestablished upon written determination by the Procurement Director that they are no longer needed. For years in which there is sufficient growth in anticipated workload to support a reasonable expectation that additional firms might be assigned work, or in which one or more firms have been eliminated from a specific list for any reason, the Procurement Director may provide a competitive opportunity for additional firms to be added to the list. Individual Qualified Consultants Lists need not be refreshed in this manner for any year in which little or no additional work is expected.

II. Competitive Selection Process and Assignment of Consultants to Qualified Consultants Lists

- A. There shall be a Qualified Consultants List for each category of work or discipline for which professional services will be retained in sufficient amount to offset participation in the competitive procurement. A solicitation will be issued for each category of work and an evaluation panel will be convened to evaluate the responses submitted for each category of work.

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- B. The evaluation panel shall be established in accordance with this Policy and the "Evaluation Committee Selection and Administration" procurement procedure. Each administering department director or designee shall appoint at least one qualified senior staff member to the evaluation panel. The Procurement Department Commodity/Contracts Officer (CCO) shall serve as the non-scoring chair of the panel. No member of the evaluation panel may have a pecuniary interest in the outcome of the consultant selection process, or be an employee or agent in any capacity to any consultant whose qualifications will be evaluated by the panel.
1. Statements of Qualifications submitted in response to the RFQ will be evaluated in accordance with the provisions of Section A: Qualifications-Based Selection Procedure above. Firms shall be placed on the qualified list in rank order, up to the number specified in the RFQ.
 2. Evaluation criteria points shall include SBE points as set forth in Pima County Code Chapters 20.04.030 and 20.20.010 and Small Local Business preference points as provided in Chapter 11.12.030 (D).
 3. The Commodities/Contracts Officer shall submit the evaluation results and copies of the recommended Qualified Consultants List to the Procurement Director who shall review the list and confirm that each consultant meets the County's requirements. Once approved by the Procurement Director, the Qualified Consultants Lists are available to be used by the administering departments in the consultant selection process.
- C. The information considered and documents generated by the evaluation panel are confidential during the evaluation period. After the Qualified Consultants List has been approved by the Procurement Director, all information considered and documents generated during the evaluation process will be maintained by the Procurement Department as public records.
- D. The Procurement Department shall send the list of Qualified Consultants to each consultant that submitted a qualifications statement and each administering department. Consultants that submitted qualifications statements may file a protest regarding any aspect of this consultant selection process within five business days after the consultant knew or should have known of the establishment of the Qualified Consultants List.
- E. To simplify the contracting process, the Procurement Department may, whenever appropriate, establish an agreement on terms and conditions that incorporates the terms under which services may be ordered, the terms and conditions applicable to such services, and the Consultant's agreed rates. An Administering Department may establish a contract for services by issuing a Delivery Order that incorporates the previously agreed terms and conditions, plus scope and fee for the specific services to be rendered.
- F. The County cannot guarantee that consultants on the Qualified Consultants Lists will be assigned projects. The County reserves the right to use any approved consultant selection process for any project.

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The County may set a maximum fee schedule for professional services.

III. Selection of Consultants for QCL Projects Not to Exceed \$250,000.

- A. As the need arises, the administering department shall prepare a draft scope of work and an estimated budget for the contract. The Administering Department shall set forth the reasons in writing for selection of the particular consultant. Those reasons may include, but not necessarily be limited to, the highest qualified firm for the category or categories of work required, satisfactory performance on similar projects, special skills or experience, or SBE participation. The QCL may be used for federally-funded projects up to the Federal simplified acquisition threshold defined in subpart 2.1 of the Federal Acquisition Regulation, 48 C.F.R. § 2.101, with the approval of the granting agency. For Federally-funded projects, the highest-ranked firm will be selected unless the granting agency approves otherwise.
- B. The selected consultant will be given an opportunity to review the scope of work and prepare a fee estimate. The administering department's project manager and the consultant will negotiate a final scope of work and fee. Fees shall be consistent as possible across the consultants on the Qualified Consultants List. If the selected consultant is not available to perform the work within the County's cost and time requirements, the Administering Department may terminate negotiations with another consultant on the Qualified Consultants List. The Administering Department may not return to or reopen negotiations with a firm after it has terminated negotiations with that firm.
- C. After agreement on the scope of work and fee, the Administering Department shall establish a contract for the work by issuing a Delivery Order under the applicable Master Agreement. The Scope of Work, Fee Agreement, and written explanation for selection of the consultant shall be attached to the Delivery Order.
- D. No consultant shall be awarded more than \$500,000 per twelve month period per Qualified Consultant List.
- E. No individual contract may exceed \$250,000. Projects may not be split to avoid the \$250,000 limit on individual QCL contracts.
- F. Final approval of the contract shall be in the Procurement Department.

IV. Contract Term and Value

Each QCL contract shall be awarded for a term not to exceed one year. The Procurement Director may extend the contract for up to two additional one-year periods to complete the project, but the total contract shall not exceed \$250,000.

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Section C: Direct Selection for Professional Services

I. Use of Direct Selection Authority Under A.R.S. § 34-103

In certain instances, projects may require a consulting specialty that a consultant on a Qualified Consultants List cannot reasonably provide, there may be exigent circumstances, or there may be a consultant available that is possessed of such particular expertise or experience necessary for a particular project that their direct selection would be in the public interest. In this situation, the administering department may request the Procurement Director's approval to direct select the recommended consultant. The request shall set forth the basis for the recommendation. The selection shall be in accordance with State Law.

II. Limitations on Use of Authority

This authority may only be used for projects that do not exceed the dollar limits for the direct selection of Architects and Engineers in A.R.S. § 34-103.

Section D: Selection of Procurement Method

- A. The Qualified Consultants List shall be the preferred method for the procurement of consulting services for all projects up to \$250,000.
- B. The Qualifications-Based Selection Process in Section A is the preferred method for the procurement of consulting services for all projects in excess of \$250,000.
- C. Subject to the dollar limitations in A.R.S. § 34-103, Direct Selection may be used in lieu of either A or B above where its use will benefit the County.

Section E: Performance Evaluation

I. Non-Design Consulting Contracts

During the initial phases of a capital or other type of project, Consultants may be retained to perform any number of tasks, such as cultural or geotechnical analyses or biological or environmental assessments, that are important to the initiation of a project. Upon completion of any of these non-design consulting tasks that exceed \$50,000 the department's project manager shall evaluate the consultant's performance by completing a Department of Defense Form 2631 (DD Form 2631, Exhibit 2) available on the Procurement intranet site. The project manager shall send the completed evaluation form to the Procurement Department Design and Construction Division within 10 business days of the completion of the design or consulting task. The Procurement Department shall send a copy of the form to the consultant who will have ten (10) business days from date of receipt to provide any comments, rebuttals or additional information. If the Consultant does not provide comments within the prescribed time period, the evaluation shall be considered final.

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The final evaluation form and the Consultant's response shall be maintained in the Procurement Department to document the consultant's performance on Pima County projects. This information will be applied in accordance with this policy.

II. Design Consultants

- A. Upon completion of a design exceeding \$100,000 associated with a capital project, the department's project manager shall evaluate the consultant's performance by completing a DD2631 and following the process for Non-Design Consulting Tasks.
- B. During construction and other post-design activities, the Department's PM will track the impact the design has on the work and conduct a final evaluation at the end of construction that takes into account the impact on construction of design errors or omissions, owner requested changes, and changed conditions, including consideration of disruption or delays in construction, the number of change orders and additional costs attributable to each, and the consultant's response to design errors and omissions. The Project Manager shall complete a DD Form 2631 in conjunction with project closeout and send a copy to the Design and Construction Division.

III. Using Consultant Evaluations

Completed consultant evaluations will provide an additional source of past performance information in qualifications-based selections and may also be considered as one factor in the selection of Consultants from the Qualified Consultants List. All other factors being equal, the Consultant with the better performance history will be higher-ranked. So as not to penalize Consultants that have no prior experience with Pima County in qualifications-based selections, performance evaluations will be given no greater weight than past performance information from other sources, such as references.

Section F: Alternative Project Delivery Methods (APDM) for Construction Contracts – Contracts for Design Build and Construction Manager at Risk Projects and Job Order Contracting

I. Purpose

This Policy adds Pima County-specific requirements to the provisions in A.R.S., Title 34, for APDM procurement and contracts.

II. SBE

- A. APDM Contracts are subject to the requirements of Title 20 of the Pima County Code, Small Business Enterprise Code. The Procurement Director shall establish an appropriate goal and procedure for each APDM Contract, unless precluded by Federal participation.
- B. It shall be a requirement in each solicitation for an APDM contract for which a subcontractor selection plan is required under A.R.S. § 34-603 that the subcontractor selection plan address how the respondent will meet any applicable SBE goal.

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III. Applicable Procedure

A. Initiating APDM Procurements

1. Departments desiring to establish an APDM Contract shall submit a requisition to the Procurement Department requesting the establishment of an APDM contract. The request shall be accompanied by the proposed scope of work and must identify the applicable center and fund numbers. The request must identify and explain the basis for the selection of the project delivery method or demonstrate that the delivery method was approved through an Exit Gate proceeding. For Job-Order-Contracts, the request may also propose a maximum amount for individual Job Orders for approval by the Procurement Director.
2. Any department requesting the establishment of an APDM contract for construction services, the procurement of which may obligate the County to pay a stipend, fee, or any other form of compensation for proposal preparation or design to any unsuccessful competitor, must notify the Board of Supervisors by memorandum of such request at least 30 days prior to the first date of publication of the solicitation.

B. Procurement Procedures

The Procurement Department shall follow the procedures and adhere to the requirements of A.R.S. Title 34 in all respects in the procurement of APDM contracts. Nothing in this Policy shall be deemed to authorize deviation from the requirements of A.R.S. Title 34.

C. Evaluations

1. The Procurement Director and the administering department shall agree upon a weighting of the scores to be assigned to each evaluation criterion. The evaluation criteria and relative weights shall be stated in the solicitation. The evaluation shall be conducted under the procedures in Section A: Qualifications-Based Selection Procedure of this Policy.
2. The number and qualifications of the members of the evaluation committee shall be in accordance with the requirements of A.R.S. Title 34, the "Evaluation Committee Selection and Administration" procurement procedure and this Policy. The administering department shall nominate qualified members to the Evaluation Committee who are subject to approval and appointment by the Procurement Director. An employee of the Procurement Department shall serve as the non-scoring chair of the evaluation committee.
3. For each solicitation for which a subcontractor selection plan is required under A.R.S. §§ 34-603 or 604, the subcontractor selection plan shall be evaluated separately by the Contracts Officer, a representative from the SBE Program, and the Department Program/Project Manager. The score from the subcontractor selection plan evaluation shall be added to the technical evaluation score from the evaluation of proposals to arrive at the total evaluation score.

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D. Recommendation for Award

The Procurement Department shall compile and verify the results of the evaluation. Based on the results of the evaluation, the Procurement Director shall prepare the recommendation for award of the contract(s) for APDM construction services.

E. Contracts for APDM Construction Services

To the extent practicable, contracts for APDM construction services shall be based on approved County standard construction contracts. Contracts for APDM construction services shall comply in all respects with the requirements of A.R.S. Title 34.

F. Performance Tracking

The department shall evaluate the APDM contractor's performance by completing a Performance Evaluation (Construction) form after completion (or termination) of each APDM project. Upon completion, the form shall be sent to the Procurement Department and attached to the procurement record. The Procurement Department will provide the form through its website.

IV. Job Order Contracts

A. Job Order Contract Type

Job Order Contracts will normally be multiple-award with provision for the Job Order Contractors to compete for job orders that exceed the threshold established in the contract. Other structures, such as single-award or single-award with price book are available with the approval of the Procurement Director.

B. Responsibility

The Director of the department administering a Job Order Contract is responsible for ensuring that the Job Order Contract is properly administered and not misused. For example:

- Job orders may not exceed the limit for individual job orders in the contract.
- Jobs may not be split or divided between two (or more) job orders to stay under the job order limit.
- Job orders may not be used to purchase or otherwise acquire equipment or materials of any nature that are not to be used in a construction project performed under the same job order.

Departments desiring to use any Job Order Contract administered by another department must make arrangements for doing so through the Director of the administering department.

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C. Bonding

All job orders must be 100% covered by performance and payment bonds issued in the form prescribed in A.R.S. Title 34. The department Director is responsible for ensuring that each job order has adequate bonding coverage before work ensues under the job order. If a JOC Contractor bonds on a job order by job order basis, bonds will be scanned and attached to the Delivery Order for the job order to which they pertain. Hardcopy bonds shall be retained in the administering department's job order file.

D. Issuing Job Orders

A.R.S. Title 34 requires agreement on price before any work begins. A final negotiated Delivery Order authorizing the scope and the not to exceed job order cost must be issued from the County enterprise business system before any work takes place under the job order.

E. Job Order Contents

The objective of the job order documents is to provide the contractual basis for the work and payment and ensure transparency, accountability and an auditable transaction. Specifications, bonds, schedules, and other documents or information describing the work and the obligations of the parties shall be scanned and linked to the Delivery Order in the procurement file so that the documents will provide a complete description of the job order. If the documents are too voluminous for scanning and electronic storage, the physical file must be identified in the record. In the case of a job order awarded under a multiple-award job order contract, the documents should contain evidence of the competition conducted to award the job order. Administering Departments are responsible for maintaining job order documents.

F. Application of Job Order Limits

The amount that can be awarded in a single job order is limited to either one-million dollars or a lesser amount stated in the job order contract. These limits are strictly enforced. The PM must assess the risk of changes in a job and limit any associated job order to an amount that will provide reasonable room for changes. Jobs shall not be split to avoid the dollar limitation on job orders or to bring a job within the job order limits to avoid the requirement for competition outside the Job Order Contract.

G. Projects Identified in Advance

Where projects are known sufficiently in advance of the required completion date to allow for use of the design-bid-build method of project delivery, departments must consider use of that method. Departments shall periodically bid potential job order projects to provide a basis for comparison with job order contractor pricing and performance. The department must have a basis for comparison to establish the reasonableness of the JOC's pricing before recommending contract renewal.

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H. JOC Performance Tracking

Unless otherwise approved by the Procurement Director, the department shall evaluate the job order contractor's performance by completing a Department of Defense Form 2626 (DD Form 2626, Exhibit 3) after completion (or termination) of each job order of \$100,000 or more. Upon completion, the form shall be sent to the Procurement Department and attached to the job order record. The Procurement Department will provide the form through its website. The Contractor's performance and pricing shall be a consideration in determining whether to renew the JOC.

I. Renewals

Requests to renew JOC contracts must be supported by assurances that the job order contractor has performed satisfactorily and that the job order contractor's work is reasonably priced. The Procurement Department may request and review the supporting evidence underlying the assurances.

J. Review

Departmental use of JOCs is subject to review by the Procurement Department. Departments shall cooperate fully with all such reviews. The Procurement Director, with the approval of the County Administrator, may withdraw, modify or curtail the authority of any department or any staff member of any department that has been determined on the basis of such review to have misapplied, abused or misused a JOC.

Implementation

This Policy shall apply to all solicitations for architectural and engineering related professional services and alternative project delivery method contracts advertised after the revision date below.

The performance evaluation requirements of this Policy are effective on the revision date for all existing and future contracts for A&E or APDM.

Effective Date: Adopted March 18, 2003
Revised Date: November 19, 2013

EXHIBIT 1

STANDARD FORM 330 INSTRUCTIONS AND FORM HERE (14 PAGES)

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157
Expires: 10/31/2014

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
		E13	Environmental Testing and Analysis
B01	Barracks; Dormitories	F01	Fallout Shelters; Blast-Resistant Design
B02	Bridges	F02	Field Houses; Gyms; Stadiums
C01	Cartography	F03	Fire Protection
C02	Cemeteries (<i>Planning & Relocation</i>)	F04	Fisheries; Fish ladders
C03	Charting: Nautical and Aeronautical	F05	Forensic Engineering
C04	Chemical Processing & Storage	F06	Forestry & Forest products
C05	Child Care/Development Facilities	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C06	Churches; Chapels	G02	Gas Systems (Propane; Natural, Etc.)
C07	Coastal Engineering	G03	Geodetic Surveying: Ground and Air-borne
C08	Codes; Standards; Ordinances	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C09	Cold Storage; Refrigeration and Fast Freeze	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G06	Graphic Design
C11	Community Facilities	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C12	Communications Systems; TV; Microwave	H02	Hazardous Materials Handling and Storage
C13	Computer Facilities; Computer Service	H03	Hazardous, Toxic, Radioactive Waste Remediation
C14	Conservation and Resource Management	H04	Heating; Ventilating; Air Conditioning
C15	Construction Management	H05	Health Systems Planning
C16	Construction Surveying	H06	Highrise; Air-Rights-Type Buildings
C17	Corrosion Control; Cathodic Protection; Electrolysis	H07	Highways; Streets; Airfield Paving; Parking Lots
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H08	Historical Preservation
C19	Cryogenic Facilities	H09	Hospital & Medical Facilities
D01	Dams (<i>Concrete; Arch</i>)	H10	Hotels; Motels
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D03	Desalinization (<i>Process & Facilities</i>)	H12	Hydraulics & Pneumatics
D04	Design-Build - Preparation of Requests for Proposals	H13	Hydrographic Surveying
D05	Digital Elevation and Terrain Model Development		
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION *(City and State)*16. EDUCATION *(DEGREE AND SPECIALIZATION)*17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)***19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
		<input type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

21. TITLE AND LOCATION *(City and State)*

22. YEAR COMPLETED

PROFESSIONAL SERVICES

CONSTRUCTION *(If applicable)*

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

b. POINT OF CONTACT NAME

c. POINT OF CONTACT TELEPHONE NUMBER

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

1. SOLICITATION NUMBER (If any)

(If a firm has branch offices, complete for each specific branch office seeking work.)

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work		2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

a. SIGNATURE	b. DATE
c. NAME AND TITLE	

EXHIBIT 2

DD FORM 2631 (2 PAGES)

PERFORMANCE EVALUATION (ARCHITECT-ENGINEER)				A-E CONTRACTOR I.D. NUMBER <i>(For ACASS use only)</i>	
				1. A-E CONTRACT NUMBER	
				2. CONSTRUCTION CONTRACT NUMBER	
IMPORTANT: Be sure to complete back of form. If additional space is necessary for any item, use Remarks section on back.					
3. TYPE OF EVALUATION				4. PROJECT NUMBER	5. DELIVERY ORDER NO.(S) <i>(if applicable)</i>
a. PHASE OF COMPLETION <input type="checkbox"/> INTERIM (%) <input type="checkbox"/> FINAL		b. COMPLETION (X one) <input type="checkbox"/> DESIGN <input type="checkbox"/> ENGINEERING SERVICES <input type="checkbox"/> CONSTRUCTION		c. X IF APPLICABLE <input type="checkbox"/> TERMINATION <i>(Explain in Remarks)</i>	
6. NAME AND ADDRESS OF A-E CONTRACTOR			7a. PROJECT TITLE AND LOCATION		
			7b. DESCRIPTION OF PROJECT IF NOT EXPLAINED BY TITLE		
8. NAME, ADDRESS AND PHONE NUMBER OF OFFICE RESPONSIBLE FOR:					
a. SELECTION OF A-E CONTRACTOR			b. NEGOTIATION/AWARD OF A-E CONTRACT		
c. ADMINISTRATION OF A-E CONTRACT			d. ADMINISTRATION OF CONSTRUCTION CONTRACT		
9. A-E CONTRACT DATA <i>(Items 9d thru 9g are not applicable during construction unless there are modifications to the A-E contract.)</i>					
a. TYPE OF WORK <i>(Design, study, etc.)</i>		b. TYPE OF CONTRACT <input type="checkbox"/> FIRM FIXED-PRICE <input type="checkbox"/> COST-REIMBURSEMENT		<input type="checkbox"/> INDEFINITE DELIVERY/INDEFINITE QUANTITY (ID/IQ)	
				<input type="checkbox"/> TASK ORDER UNDER ID/IQ	
				<input type="checkbox"/> OTHER <i>(Specify)</i>	
c. PROJECT COMPLEXITY <input type="checkbox"/> DIFFICULT <input type="checkbox"/> ROUTINE		d. CONTRACT OR TASK ORDER AMOUNT			
		(1) INITIAL FEE \$		(2) CONTRACT OR TASK ORDER MODIFICATIONS NO. AMOUNT	
				(3) TOTAL FEE \$ 0.00	
e. CONTRACT OR TASK ORDER AWARD DATE		f. NEGOTIATED CONTRACT OR TASK ORDER COMPLETION DATE <i>(or number of days) (Including extensions)</i>		g. ACTUAL CONTRACT OR TASK ORDER COMPLETION DATE <i>(or number of days)</i>	
10. CONSTRUCTION CONTRACT DATA <i>(Not applicable at completion of design or engineering services not involving construction.)</i>					
a. CONSTRUCTION COSTS		(1) AUTHORIZED CONSTRUCTION COST \$		(2) A-E ESTIMATE FOR BID ITEMS AWARDED \$	
b. DATA AT TIME OF CONSTRUCTION COMPLETION <i>(Completion date)</i>		NUMBER		TOTAL COST	
(1) CONSTRUCTION MODIFICATIONS				\$	
(2) CONSTRUCTION MODIFICATIONS ARISING FROM DESIGN DEFICIENCIES				\$	
11. A-E LIABILITY		<input type="checkbox"/> NONE <input type="checkbox"/> UNDETERMINED <input type="checkbox"/> PENDING \$		<input type="checkbox"/> SETTLEMENT \$	
12. OVERALL RATING <input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY <input type="checkbox"/> VERY GOOD <input type="checkbox"/> MARGINAL			13. RECOMMENDED FOR FUTURE CONTRACTS? <input type="checkbox"/> YES <input type="checkbox"/> CONDITIONALLY <input type="checkbox"/> NO <i>(Explain "No" or "Conditionally" in Remarks.)</i>		
14a. NAME, TITLE AND OFFICE OF RATING OFFICIAL			15a. NAME, TITLE AND OFFICE OF REVIEWING OFFICIAL		
TELEPHONE NUMBER:			TELEPHONE NUMBER:		
b. SIGNATURE		c. DATE	b. SIGNATURE		c. DATE <i>(Official Report date)</i>
AGENCY USE: <i>(Distribution, etc.)</i>					

16. QUALITY OF A-E SERVICES BY DISCIPLINE <i>(Completion mandatory for both DESIGN and CONSTRUCTION phases and Engineering Services)</i>										
a. DISCIPLINES <i>(If applicable)</i>	DESIGN/SERVICES					CONSTRUCTION				
	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY
Architectural										
Structural										
Civil										
Mechanical										
Electrical										
Fire Protection										
Surveying, Mapping, & Geospatial Information Svcs.										
Cost Estimating										
Value Engineering										
Environmental Engineering										
Geotechnical Engineering										
Master Planning										
Hydrology										
Chemical Engineering										
Geology										
Chemistry										
Risk Assessment										
Safety/Occupational Health										
Hydrographic Surveying										

17. DESIGN PHASE OR ENGINEERING SERVICES <i>(Quality of A-E Services Evaluation)</i>						16b. DISCIPLINE, NAME AND ADDRESS OF KEY CONSULTANT(S) <i>(If applicable)</i>
ATTRIBUTES <i>(If applicable)</i>	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY	
Thoroughness of Site Investigation/Field Analysis						
Quality Control Procedures and Execution						
Plans/Specs Accurate and Coordinated						
Plans Clear and Detailed Sufficiently						
Management and Adherence to Schedules						
Meeting Cost Limitations						
Suitability of Design or Study Results						
Solution Environmentally Suitable						
Cooperativeness and Responsiveness						
Quality of Briefing and Presentations						
Innovative Approaches/Technologies						
Implementation of Sm. Business Subcontracting Plan						

18. HOW MANY 100% FINAL RESUBMITTALS WERE REQUIRED BECAUSE OF POOR A-E PERFORMANCE?					

19. CONSTRUCTION PHASE <i>(Quality of A-E Services Evaluation)</i>					
ATTRIBUTES <i>(If applicable)</i>	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY
Plans Clear and Detailed Sufficiently					
Drawings Reflect True Conditions					
Plans/Specs Accurate and Coordinated					
Design Constructibility					
Cooperativeness and Responsiveness					
Timeliness and Quality of Processing Submittals					
Product & Equipment Selections Readily Available					
Timeliness of Answers to Design Questions					
Field Consultation and Investigations					
Quality of Construction Support Services					

20. REMARKS <i>(Attach additional sheet(s) or documentation if necessary)</i>					

EXHIBIT 3

DD FORM 2626 (2 PAGES)

FOR OFFICIAL USE ONLY (WHEN COMPLETED)

PERFORMANCE EVALUATION
(CONSTRUCTION)

1. CONTRACT NUMBER

2. CEC NUMBER

IMPORTANT: Be sure to complete Part III - Evaluation of Performance Elements on reverse.

PART I - GENERAL CONTRACT DATA

3. TYPE OF EVALUATION (X one)

☐ INTERIM (List percentage %)☐ FINAL☐ AMENDED

4. TERMINATED FOR DEFAULT

5. CONTRACTOR (Name, Address, and ZIP Code)

6.a. PROCUREMENT METHOD (X one)

☐ SEALED BID☐ NEGOTIATED

b. TYPE OF CONTRACT (X one)

☐ FIRM FIXED PRICE☐ COST REIMBURSEMENT☐ OTHER (Specify)

7. DESCRIPTION AND LOCATION OF WORK

8. TYPE AND PERCENT OF SUBCONTRACTING

9. FISCAL DATA

a. AMOUNT OF BASIC
CONTRACT
\$b. TOTAL AMOUNT OF
MODIFICATIONS
\$c. LIQUIDATED
DAMAGES ASSESSED
\$d. NET AMOUNT PAID
CONTRACTOR
\$10. SIGNIFICANT
DATES

a. DATE OF AWARD

b. ORIGINAL CONTRACT
COMPLETION DATEc. REVISED CONTRACT
COMPLETION DATEd. DATE WORK
ACCEPTED

PART II - PERFORMANCE EVALUATION OF CONTRACTOR

11. OVERALL RATING (X appropriate block)

☐ OUTSTANDING☐ ABOVE AVERAGE☐ SATISFACTORY☐ MARGINAL☐ UNSATISFACTORY (Explain
in Item 20 on reverse)

12. EVALUATED BY

a. ORGANIZATION (Name and Address (Include ZIP Code))

b. TELEPHONE NUMBER (Include Area
Code)

c. NAME AND TITLE

d. SIGNATURE

e. DATE

13. EVALUATION REVIEWED BY

a. ORGANIZATION (Name and Address (Include ZIP Code))

b. TELEPHONE NUMBER (Include Area
Code)

c. NAME AND TITLE

d. SIGNATURE

e. DATE

14. AGENCY USE (Distribution, etc.)

FOR OFFICIAL USE ONLY (WHEN COMPLETED)

PART III - EVALUATION OF PERFORMANCE ELEMENTS

N/A = NOT APPLICABLE O = OUTSTANDING A = ABOVE AVERAGE S = SATISFACTORY M = MARGINAL U = UNSATISFACTORY

15. QUALITY CONTROL							N/A	O	A	S	M	U	16. EFFECTIVENESS OF MANAGEMENT							N/A	O	A	S	M	U
a. QUALITY OF WORKMANSHIP													a. COOPERATION AND RESPONSIVENESS												
b. ADEQUACY OF THE CQC PLAN													b. MANAGEMENT OF RESOURCES/ PERSONNEL												
c. IMPLEMENTATION OF THE CQC PLAN													c. COORDINATION AND CONTROL OF SUBCONTRACTOR(S)												
d. QUALITY OF QC DOCUMENTATION													d. ADEQUACY OF SITE CLEAN-UP												
e. STORAGE OF MATERIALS													e. EFFECTIVENESS OF JOB-SITE SUPERVISION												
f. ADEQUACY OF MATERIALS													f. COMPLIANCE WITH LAWS AND REGULATIONS												
g. ADEQUACY OF SUBMITTALS													g. PROFESSIONAL CONDUCT												
h. ADEQUACY OF QC TESTING													h. REVIEW/RESOLUTION OF SUBCONTRACTOR'S ISSUES												
i. ADEQUACY OF AS-BUILTS													i. IMPLEMENTATION OF SUBCONTRACTING PLAN												
j. USE OF SPECIFIED MATERIALS																									
k. IDENTIFICATION/CORRECTION OF DEFICIENT WORK IN A TIMELY MANNER																									
17. TIMELY PERFORMANCE													18. COMPLIANCE WITH LABOR STANDARDS												
a. ADEQUACY OF INITIAL PROGRESS SCHEDULE													a. CORRECTION OF NOTED DEFICIENCIES												
b. ADHERENCE TO APPROVED SCHEDULE													b. PAYROLLS PROPERLY COMPLETED AND SUBMITTED												
c. RESOLUTION OF DELAYS													c. COMPLIANCE WITH LABOR LAWS AND REGULATIONS WITH SPECIFIC ATTENTION TO THE DAVIS-BACON ACT AND EEO REQUIREMENTS												
d. SUBMISSION OF REQUIRED DOCUMENTATION																									
e. COMPLETION OF PUNCHLIST ITEMS													19. COMPLIANCE WITH SAFETY STANDARDS												
f. SUBMISSION OF UPDATED AND REVISED PROGRESS SCHEDULES													a. ADEQUACY OF SAFETY PLAN												
g. WARRANTY RESPONSE													b. IMPLEMENTATION OF SAFETY PLAN												
													c. CORRECTION OF NOTED DEFICIENCIES												

20. REMARKS (Explanation of unsatisfactory evaluation is required. Other comments are optional. Provide facts concerning specific events or actions to justify the evaluation. These data must be in sufficient detail to assist contracting officers in determining the contractor's responsibility. Continue on separate sheet(s), if needed.)



**PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY**

Subject: Selection and Contracting of FOR Architectural and Engineering Related Professional Services and Alternative Project Delivery Methods Under A.R.S. Title 34	Policy Number	Page
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Purpose

This policy defines Pima County's process for the selection and contracting of architectural and engineering related professional services and alternative project delivery methods for all departments. Nothing in this policy shall prevent the County from complying with the terms and conditions of any grant, gift, bequest or intergovernmental agreement.

Policy

This Policy defines the qualifications-based evaluation process to be used in the acquisition of architectural and engineering services.

This Policy sets forth the process for the creation AND USE of a Qualified Consultants ListS for each professional service categoryIES. Consultants on these lists may receive contracts for professional services not to exceed \$250,000 per project. Qualified consultants may be on more than one Qualified Consultants List and may enter into more than one contract with the County.

This Policy provides separate processes for acquiring professional services exceeding \$250,000 per project and for categories of work not included in the Qualified Consultants Lists.

This Policy provides a performance evaluation process which is intended to provide an incentive for Consultants to enhance the quality, timeliness, responsiveness, and cost effectiveness of consulting services provided to the County. The performance evaluation completed by the individual departments shall be used countywide in the performance evaluation process.

This Policy provides procedures to be used in procuring Alternative Project Delivery Method construction services under Chapter 6 of A.R.S. Title 34.

THIS POLICY IMPLEMENTS ORDINANCE NUMBER 2012-10 WHICH ESTABLISHES A PREFERENCE FOR SMALL, LOCAL ARCHITECTURAL AND ENGINEERING FIRMS IN THE AWARD OF COUNTY ARCHITECTURAL AND ENGINEERING CONTRACTS.

Definitions

Administering Department – The department requesting professional or APDM services as defined by this policy and responsible for the day to day administration of the contract.

Alternative Project Delivery Methods (APDM) – For the purpose of this Policy, the term "alternative Project delivery methods" includes design-build, construction manager at risk, and job order

Selection and Contracting of FOR Architectural and Engineering Related Professional Services and Alternative Project Delivery Methods Under A.R.S. Title 34	Policy Number	Page
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contracting as defined in A.R.S. Title 34.

A.R.S. – the Arizona Revised Statutes

Board – the Pima County Board of Supervisors

Local Office – For purposes of this Policy, “local office” means a permanent office located within Pima County for at least ~~one year~~ TWO YEARS that employs at least one professional that is a current Arizona Registrant in the discipline proposed and capable of performing the required professional services.

Professional Services – For purposes of this Policy, professional services are consulting services falling within the scope of architectural and/or engineering disciplines covered by “Standard Form 330” (GSA SF 330, available from the United States General Services Administration Forms Library at www.gsa.gov/forms), Exhibit 1, technical registrants as defined in A.R.S. Title 32 and the Rules of the Board of Technical Registration, and additional categories defined by the Procurement Director.

General Provisions

- Emergency acquisition of professional services shall be made in accordance with Procurement Code Section 11.12.060 AND A.R.S. § 34-606.
- Amendments and contracts shall be processed in accordance with the Board Policy D29.4.
- Protests shall be handled in accordance with Pima County Procurement Code, 11.20.010.
- The solicitation and award of multiple contracts under a single solicitation issued pursuant to this policy shall comply with the requirements of A.R.S. § 34-102.
- In certain unique circumstances, projects may require the selection of a consultant in a manner outside the provisions of this policy. With the written approval of the Procurement Director, selection of such consultants shall be in accordance with State Law.

Section A: Qualifications-Based Selection Procedure

I. General

All solicitations and procurements of Architectural and Engineering Services and Alternative Project Delivery Method contracts shall comply with the requirements of A.R.S. Title 34.

II. Advertisement

The Procurement Department shall place a Request for Qualifications advertisement in the official legal newspaper of Pima County briefly describing the project or projects and specifying the closing date for receipt of the required Statement of Qualifications (SOQ) and may also use the Internet to notice and distribute documents intended to initiate the procurement process for ~~professional~~

Selection and Contracting of <u>FOR</u> Architectural and Engineering Related Professional Services and Alternative Project Delivery Methods Under A.R.S. Title 34	Policy Number	Page
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~~services. If multiple contracts are to be awarded from a single solicitation, the contracts shall be for projects that are of similar magnitude and similar in the type of work to be performed (e.g., landscape design, sanitary sewer design, pavement overlay design, building HVAC design).~~
FEDERALLY-FUNDED SOLICITATIONS SHALL ALSO BE ADVERTISED IN THE DAILY STAR IN ACCORDANCE WITH THE PUBLICATION REQUIREMENTS PROCUREMENT PROCEDURE.

III THE SOLICITATION

A The Request for Qualifications (RFQ) shall include a request for a Statement of Qualifications (SOQ) consisting of:

1. Standard Form 330, Architect-Engineer Qualifications (See Exhibit 1), or
2. A qualifications statement based on a questionnaire specifically developed by the requesting department(s), or
3. Narratives responsive to evaluation criteria or questions stated in the RFQ, or
4. Any combination of the above.

B THE RFQ MUST INCLUDE A DESCRIPTION OF THE PROJECT AND SCOPE OF WORK, INSTRUCTIONS ON HOW TO RESPOND, AND CLEARLY IDENTIFY ANY NECESSARY CERTIFICATIONS OR OTHER DOCUMENTS THAT MUST ACCOMPANY THE RESPONSE. ADMINISTRATIVE REQUIREMENTS, SUCH AS THE NUMBER OF COPIES, PAGE LIMITS, AND RELATED ITEMS MUST BE SPECIFIED.

C THE RFQ MUST STATE A DEFINITE LOCATION, DATE AND TIME FOR SUBMISSION OF SOQS AFTER WHICH SUBMISSIONS SHALL NOT BE ACCEPTED. INADVERTENTLY ACCEPTED LATE SUBMISSIONS SHALL BE RETURNED UNOPENED, UNLESS IT IS NECESSARY TO OPEN THE SUBMISSION TO IDENTIFY THE RESPONDENT.

D. THE RFQ SHALL CLEARLY IDENTIFY -THE EVALUATION CRITERIA AND THEIR RELATIVE WEIGHT. SUBCRITERIA WITH RELATIVE WEIGHTS MAY BE USED TO FURTHER CLARIFY MAIN CRITERIA. SUBCRITERIA STATED WITHOUT RELATIVE WEIGHTS ARE PRESUMED TO BE EQUAL IN VALUE AND MUST BE APPLIED IN THAT MANNER.

III-IV. Selection Procedure

~~A. Consultant s~~Selection shall be based on an evaluation of the SOQ using the evaluation criteria published in the solicitation and may include interviews. The ~~consultant~~ selection process for professional services, other than architectural services, not exceeding \$500,000, or for professional architect services not exceeding \$250,000, may include the evaluation of interviews with the competing consultants if the solicitation provided for interviews. Interviews are required for projects over \$500,000, and for architect services in excess of \$250,000, but may be waived with the approval of the Procurement Director. The evaluation criteria and relative weights shall be stated in the solicitation.

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B. 1. ~~The A~~ COMPETENT evaluation committee shall be established in accordance with this Policy and the "Evaluation Committee Selection and Administration" procurement procedure. For contracts expected to exceed \$2,000,000 in value, the evaluation committee shall, if practicable, have seven members comprised of four members nominated by the department director, two members from other departments or jurisdictions, and one member from a qualified professional services firm. For APDM, the private sector representative on the panel must be a senior management official from a licensed contractor.

2. For the Qualified Consultants List, the evaluation committee shall have at least three members (not including the Chair), including, if practicable, at least one member from a qualified professional services firm not participating in the procurement. Additional representatives from qualified professional services firms may be added to panels or substituted for department or other public members, subject to the limitation that an evaluation panel for APDM may not exceed seven members unless in compliance with A.R.S. § 34-603(C)(3).

3. All panel members must possess the technical qualifications, experience and competence necessary for the evaluation, such determination to be at the sole discretion of the Procurement Director. Direct supervisor-employee relationships between or among evaluation committee members are not allowable unless approved in writing by the Procurement Director. All panel members must execute a no-conflict and confidentiality statement before serving on a panel.

4. Appointees from outside Pima County shall not receive compensation for performing this service; however, the administering department may elect to reimburse outside appointees for travel and lodging expenses incurred in connection with service on the consultant selection panel. The Procurement Director will appoint the consultant selection evaluation panel members and a Procurement Department Contract Officer shall serve as the non-scoring chair of the panel. No individual employed by any of the ~~competing consultants~~ COMPETITORS within the twelve months preceding the beginning of the consultant selection process may participate as an evaluator for Pima County.

C. Evaluation criteria points shall include SBE points as set forth in Pima County Code Chapter 20.04.030 and 20.20.010 AND SMALL LOCAL BUSINESS PREFERENCE POINTS AS SET FORTH IN PIMA COUNTY CODE CHAPTER 11.12.030.D, FOR A&E PROCUREMENTS. NOTICE OF THE PREFERENCE(S) MUST BE INCLUDED PROMINENTLY IN THE SOLICITATION.

NEITHER SBE NOR SMALL LOCAL BUSINESS PREFERENCE POINTS MAY BE APPLIED IN A FEDERALLY-FUNDED COMPETITIVE SOLICITATION FOR A CONTRACT THAT EXCEEDS OR WILL EXCEED THE FEDERAL SIMPLIFIED ACQUISITION THRESHOLD (SAT) DEFINED IN SUBPART 2.1 OF THE FEDERAL ACQUISITION REGULATION, 48 C.F.R. § 2.101. WITH THE APPROVAL OF THE GRANTING AGENCY, SBE AND SMALL LOCAL BUSINESS PREFERENCE POINTS MAY BE APPLIED IN A FEDERALLY-FUNDED COMPETITIVE QUALIFICATIONS-BASED PROCUREMENT FOR A CONTRACT THAT WILL NOT EXCEED THE SAT.

D. RFQ RESPONSES MUST BE ASSESSED FOR COMPLIANCE WITH THE ADMINISTRATIVE REQUIREMENTS OF THE SOLICITATION (FORMAT, PAGE COUNT AND LIMITATIONS, SIGNATURE,

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ETC.) BEFORE BEING TRANSMITTED TO THE SELECTION PANEL FOR EVALUATION. RESPONSES THAT DO NOT CONFORM TO THE ADMINISTRATIVE REQUIREMENTS SHALL BE REJECTED AND NOT EVALUATED.

~~D. E.~~ The evaluation panel members shall independently score the consultants' Statements of Qualifications using only the criteria stated in the solicitation, ~~including past performance.~~ The scores shall be in whole numbers and must be accompanied by explanatory comments supporting the score. The evaluation panel members shall provide their scores and comments to the panel Chair who shall collate the scores. If no interviews are held, the rank order of the respondents will be determined by the average of their evaluation scores on the written submission, with the firm having the highest average score (including applicable SBE AND SMALL LOCAL PREFERENCE points) being the highest ranked. To avoid the loss of information in the case of close scores, averages will be computed to two decimal places.

~~E. F.~~ If interviews are to be held, the Procurement Director shall extend the invitation for interviews to ~~consultants~~ RESPONDENTS in accordance with A.R.S. 34-603(C)(2)(c)(i). Firms to be interviewed must be provided with specific questions, issues or topics to address in the interview and advised of the SPECIFIC criteria applicable to the interviews in the invitation, unless the criteria are stated in the solicitation. The number of firms specified in the solicitation receiving the highest scores on the evaluation of the Statements of Qualifications shall be invited to participate. Interviews shall be scored based only on the applicable criteria. Scores shall be in whole numbers and must be accompanied by explanatory comments supporting the score. The interview score and written score shall be equally weighted in determining final rank order, with the respondent with the highest average score (including applicable SBE AND SMALL LOCAL PREFERENCE points) being the highest ranked. To avoid the loss of information in the case of close scores, averages will be computed to two decimal places.

~~F. G.~~ If the difference between the highest score and the second highest score is less than one percent (1%) of the total available points, the evaluation shall be presented to the Procurement Director for approval and/or direction.

~~G. H.~~ If the scores for two or more consultants are tied and one consultant maintains a local office, the consultant maintaining the local office shall be ranked higher. If both firms maintain local offices and one of the firms is a local Tucson firm not affiliated with a national firm, then the latter shall be higher ranked. If both firms maintain local offices and are not affiliated with a national firm, then the firm awarded the lesser value of work from the County in the immediately preceding twelve months shall be ranked highest.

~~H. I.~~ The Procurement Director shall provide a recommendation to the Board for award of the contract(s) based on the ranking by the evaluation panel. Upon award, the selected firm or firms shall be contacted by the Procurement Department and contract negotiations shall commence. If an agreement cannot be reached, the Procurement Department shall terminate negotiations with that firm and proceed to negotiate with the next ranked firm until the final list is exhausted.

~~I. J.~~ In accordance with A.R.S. §§ 34-603(H), 604(H) only the names of the firms on the final list may be disclosed until award of the contract. The disclosure of procurement information after award

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shall be in accordance with the applicable cited section. Additional disclosure may be provided in support of the protest process.

J. K. The County may cancel a Request for Qualifications or a Request for Proposals or reject in whole or in part any or all proposals as specified in the solicitation if it is in the best interests of the County. The County shall make the reasons for cancellation or rejection part of the procurement file.

Section B: Contracts with Consultants on Qualified Consultant Lists for Professional Services Not Exceeding \$250,000 Per Project

I. Creation of Qualified Consultants List(s)

- A. The County desires to introduce competition into the direct selection of consultants under A.R.S. § 34-103 for small projects to ensure that only qualified consultants are retained for County projects. Therefore, the Procurement Director may establish, using the following procedures, lists by discipline of the most qualified consultants from among respondents to openly competitive qualifications-based solicitations in accordance with Section A that shall be known as "Qualified Consultants Lists."
- B. Using the list of work categories in Standard Form 330 (Exhibit 1), technical registrants as defined in A.R.S. Title 32 and the Rules of the Board of Technical Registration, or other categories approved by the Procurement Director, each administering department shall identify the categories of work for which professional services will be retained, estimate the annual dollar amount for each work category identified and submit the information to the Procurement Department.
- C. On such schedule as the Procurement Director determines appropriate, the Procurement Department shall place an advertisement in the official legal newspaper of Pima County requesting SOQs from consultants in one or more disciplines. Notice of the RFQ shall also be made available to interested consultants and all certified SBE firms qualified to perform the types of work listed in the advertisement by posting on the County website. Unless earlier disestablished, an individual Qualified Consultants List will expire five (5) years from the date of its most recent competition for a replacement list.
- ~~D. The evaluation panel shall determine the minimum acceptable score for consultants to be placed on the Qualified Consultants List. The RFQ shall include the evaluation criteria and minimum acceptable score to be applied for each category of work identified in the advertisement.~~
- ~~E. If the requesting department(s) intend to limit the number of firms on the Qualified Consultants List, the RFQ shall also state the number (or maximum number) of firms that the County intends to place on the qualified list for each category covered by the RFQ.~~
- ~~F. E. QCL lists shall be reviewed at least annually to ascertain the extent of use. Lists that are not used or rarely used may be disestablished upon written determination by the Procurement Director that they are no longer needed. For years in which there is sufficient growth in~~

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anticipated workload to support a reasonable expectation that additional firms might be assigned work, or in which one or more firms have been eliminated from a specific list FOR ANY REASON, the Procurement Director may provide a competitive opportunity for additional firms to be added to the list. Individual Qualified Consultants Lists need not be refreshed in this manner for any year in which little or no additional work is expected.

II. Competitive Selection Process and Assignment of Consultants to Qualified Consultants Lists

- A. There shall be a Qualified Consultants List for each category of work OR DISCIPLINE for which professional services will be retained IN SUFFICIENT AMOUNT TO OFFSET PARTICIPATION IN THE COMPETITIVE PROCUREMENT. A solicitation will be issued for each category of work and an evaluation panel will be convened to evaluate the responses submitted for each category of work.
- B. The evaluation panel shall be established in accordance with this Policy and the "Evaluation Committee Selection and Administration" procurement procedure. Each administering department director or designee shall appoint at least one qualified senior staff member to the evaluation panel. The Procurement Department Commodity/Contracts Officer (CCO) shall serve as the non-scoring chair of the panel. No member of the evaluation panel may have a pecuniary interest in the outcome of the consultant selection process, or be an employee or agent in any capacity to any consultant whose qualifications will be evaluated by the panel.
 1. Statements of Qualifications submitted in response to the RFQ will be evaluated in accordance with the provisions of Section A: Qualifications-Based Selection Procedure above. ~~Only consultants with the minimum acceptable score or better shall be placed on the Qualified Consultants List for that category of work. If more than the number of firms to be placed on the qualified list specified in the RFQ receive passing scores, then f~~Firms shall be placed on the qualified list in rank order, up to the number specified in the RFQ.
 2. Evaluation criteria points shall include SBE points as set forth in Pima County Code Chapter S 20.04.030 and 20.20.010 AND SMALL LOCAL BUSINESS PREFERENCE POINTS AS PROVIDED IN CHAPTER 11.12.030(D).
 3. The Commodities/Contracts Officer shall submit the evaluation results and copies of the recommended Qualified Consultants List to the Procurement Director who shall review the list and confirm that each consultant meets the County's requirements. Once approved by the Procurement Director, the Qualified Consultants Lists are available to be used by the administering departments in the consultant selection process.
- C. The information considered and documents generated by the evaluation panel are confidential during the evaluation period. After the Qualified Consultants List has been approved by the Procurement Director, all information considered and documents generated during the evaluation process will be maintained by the Procurement Department as public records.
- D. The Procurement Department shall send the list of Qualified Consultants to each consultant that submitted a qualifications statement and each administering department. Consultants that

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submitted qualifications statements may file a protest regarding any aspect of this consultant selection process within five business days after the consultant knew or should have known of the ESTABLISHMENT OF THE Qualified Consultants List.

- E. To simplify the contracting process, the Procurement Department may, whenever appropriate, establish an agreement on terms and conditions that incorporates the terms under which services may be ordered, the terms and conditions applicable to such services, and the Consultant's agreed rates. ~~The County~~ AN ADMINISTERING DEPARTMENT may establish a contract for services by issuing ~~an encumbering~~ A DELIVERY ORDER document that incorporates the previously agreed terms and conditions, plus scope and fee for the specific services to be rendered.
- F. The County cannot guarantee that consultants on the Qualified Consultants Lists will be assigned projects. The County reserves the right to use any approved consultant selection process for any project.

The County may set a maximum fee schedule for professional services.

III. Selection of Consultants for QCL Projects Not to Exceed \$250,000.

- A. As the need arises, the administering department shall prepare ~~and submit to the Procurement Department~~ a draft scope of work and an estimated budget for the contract. ~~The administering department may recommend one or up to three qualified consultants for the project, THE ADMINISTERING DEPARTMENT SHALL~~ setting forth the reasons in writing FOR SELECTION OF THE PARTICULAR CONSULTANT. Those reasons may include, but not necessarily be limited to, the highest qualified firm for the category or categories of work required, satisfactory performance on similar projects, special skills or experience, or SBE participation. The QCL may be used for federally-funded projects UP TO THE FEDERAL SIMPLIFIED ACQUISITION THRESHOLD DEFINED IN SUBPART 2.1 OF THE FEDERAL ACQUISITION REGULATION, 48 C.F.R. § 2.101, with the approval of the granting agency. For Federally-funded projects, the highest-ranked firm will be selected unless the granting agency approves otherwise.
- B. ~~If the administering department recommends multiple firms, or if the Procurement Director determines that the department's justification for the selection of an individual firm is inadequate, the administering department shall review the SOQs for at least three firms and recommend a firm from among those three for the performance of the work. The recommendation shall be submitted in writing and shall state the comparative basis for the recommendation.~~
- C. ~~The Procurement Director shall review the administering department's recommendation. The Procurement Director may approve the consultant for the proposed project or reject the department's recommended consultant and request that the department review additional SOQs, or reject and return the proposed project to the department for clarification/correction. The decision to reject the department's recommended consultants(s) shall be based on sound business judgment. Acceptable reasons to reject the department's consultants(s) include but are not limited to qualifications, performance on County projects, capacity, availability, and~~

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~~SBE participation.~~

BD. The selected consultant will be given an opportunity to review the scope of work and prepare a fee estimate. The ~~Procurement Department, the administering department's project manager and the consultant will negotiate a final scope of work AND FEE. Authority to negotiate the consultant's fee lies with the Procurement Department.~~ The fees shall be consistent as possible across the consultants on the Qualified Consultants List. If the selected consultant is not available to perform the work within the County's cost and time requirements, the ADMINISTERING DEPARTMENT County shall MAY TERMINATE NEGOTIATIONS WITH THAT CONSULTANT AND begin negotiations with another consultant on the Qualified Consultants List. THE ADMINISTERING DEPARTMENT MAY NOT RETURN TO OR REOPEN NEGOTIATIONS WITH A FIRM AFTER IT HAS TERMINATED NEGOTIATIONS WITH THAT FIRM.

CE. ~~The Procurement Director shall prepare a contract for each individual project. The awarded value of any contract under this section shall not exceed \$250,000.~~ AFTER AGREEMENT ON THE SCOPE OF WORK AND FEE, THE ADMINISTERING DEPARTMENT SHALL ESTABLISH A CONTRACT FOR THE WORK BY ISSUING A DELIVERY ORDER UNDER THE APPLICABLE MASTER AGREEMENT. THE SCOPE OF WORK, FEE AGREEMENT, AND WRITTEN EXPLANATION FOR SELECTION OF THE CONSULTANT SHALL BE ATTACHED TO THE DELIVERY ORDER.

DE. ~~No consultant shall be awarded more than \$500,000 per calendar year~~ PER TWELVE MONTH PERIOD per Qualified Consultant List.

EE. NO INDIVIDUAL CONTRACT MAY EXCEED \$250,000. Projects may not be split to avoid the \$250,000 limit on individual QCL contracts.

F. FINAL APPROVAL OF THE CONTRACT SHALL BE IN THE PROCUREMENT DEPARTMENT.

IV. Contract Term and Value

Each QCL contract shall be awarded for a term not to exceed one year. The Procurement Director may extend the contract for up to two additional one-year periods to complete the project, but the total contract shall not exceed \$250,000.

Section C: Direct Selection for Professional Services

I. Use of Direct Selection Authority Under A.R.S. § 34-103

In certain instances, projects may require a consulting specialty that a consultant on a Qualified Consultants List cannot reasonably provide, there may be exigent circumstances, or there may be a consultant available that is possessed of such particular expertise or experience necessary for a particular project that their direct selection would be in the public interest. In this situation, the administering department may request the Procurement Director's approval to direct select the recommended consultant. The request shall set forth the basis for the recommendation. The

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selection shall be in accordance with State Law.

II. Limitations on Use of Authority

This authority may only be used for projects that do not exceed the dollar limits for the direct selection of Architects and Engineers in A.R.S. § 34-103.

Section D: Selection of Procurement Method

- A. The Qualified Consultants List shall be the preferred method for the procurement of consulting services for all projects up to \$250,000.
- B. The Qualifications-Based Selection Process in Section A is the preferred method for the procurement of consulting services for all projects in excess of \$250,000.
- C. Subject to the dollar limitations in A.R.S. § 34-103, Direct Selection may be used in lieu of either A or B above where its use will benefit the County.

Section E: Performance Evaluation

I. Non-Design Consulting Contracts

During the initial phases of a capital or other type of project, Consultants may be retained to perform any number of tasks, such as cultural or geotechnical analyses or biological or environmental assessments, that are important to the initiation of a project. Upon completion of any of these non-design consulting tasks that exceed ~~\$250,000~~ \$50,000 the department's project manager shall evaluate the consultant's performance by completing a Department of Defense Form 2631 (DD Form 2631, Exhibit 2) available on the Procurement intranet site. The project manager shall send the completed evaluation form to the Procurement Department Design and Construction Division within 10 business days of the completion of the design or consulting task. The Procurement Department shall send a copy of the form to the consultant who will have ten (10) business days from date of receipt to provide any comments, rebuttals or additional information. If the Consultant does not provide comments within the prescribed time period, the evaluation shall be considered final.

The final evaluation form and the Consultant's response shall be maintained in the Procurement Department to document the consultant's performance on Pima County projects. This information will be applied in accordance with this policy.

II. Design Consultants

- A. Upon completion of a design exceeding ~~\$250,000~~ \$100,000 associated with a capital project, the department's project manager shall evaluate the consultant's performance by completing a DD2631 and following the process for Non-Design Consulting Tasks.

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- B. During construction and other post-design activities, the Department's PM will track the impact the design has on the work and conduct a final evaluation at the end of construction that takes into account the impact on construction of design errors or omissions, owner requested changes, and changed conditions, including consideration of disruption or delays in construction, the number of change orders and additional costs attributable to each, and the consultant's response to design errors and omissions. The Project Manager shall complete a DD Form 2631 in conjunction with project closeout and send a copy to the Design and Construction Division.

III. Using Consultant Evaluations

Completed consultant evaluations will provide an additional source of past performance information in qualifications-based selections and may also be considered as one factor in the selection of Consultants from the Qualified Consultants List. All other factors being equal, the Consultant with the better performance history will be higher-ranked. So as not to penalize Consultants that have no prior experience with Pima County in qualifications-based selections, performance evaluations will be given no greater weight than past performance information from other sources, such as references.

Section F: Alternative Project Delivery Methods (APDM) for Construction Contracts – Contracts for Design Build and Construction Manager at Risk Projects and Job Order Contracting

I. Purpose

This Policy adds Pima County-specific requirements to the provisions in A.R.S., Title 34, for APDM procurement and contracts.

II. SBE

- A. APDM Contracts are subject to the requirements of Title 20 of the Pima County Code, Small Business Enterprise Code. The Procurement Director shall establish an appropriate goal and procedure for each APDM Contract, UNLESS PRECLUDED BY FEDERAL PARTICIPATION.
- B. It shall be a requirement in each solicitation for an APDM contract for which a subcontractor selection plan is required under A.R.S. § 34-603 that the subcontractor selection plan address how the respondent will meet any applicable SBE goal.

III. Applicable Procedure

A. Initiating APDM Procurements

1. Departments desiring to establish an APDM Contract shall submit a ~~memorandum of requisition through the Director of the requesting Department to the Design and Construction Division of the Procurement Department~~ requesting the establishment of an APDM contract. The request shall be accompanied by the proposed scope of work and must identify the applicable center and fund numbers. The request must identify and explain the basis for the

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selection of the project delivery method or demonstrate that the delivery method was approved through an Exit Gate proceeding. For Job-Order-Contracts, the request may also propose a maximum amount for individual Job Orders for approval by the Procurement Director.

2. Any department requesting the establishment of an APDM contract for construction services, the procurement of which may obligate the County to pay a stipend, fee, or any other form of compensation for proposal preparation or design to any unsuccessful competitor, must notify the Board of Supervisors by memorandum of such request at least 30 days prior to the first date of publication of the solicitation.

B. Procurement Procedures

The Procurement Department shall follow the procedures and adhere to the requirements of A.R.S. Title 34 in all respects in the procurement of APDM contracts. Nothing in this Policy shall be deemed to authorize deviation from the requirements of A.R.S. Title 34.

C. Evaluations

1. The Procurement Director and the administering department shall agree upon a weighting of the scores to be assigned to each evaluation criterion. The evaluation criteria and relative weights shall be stated in the solicitation. The evaluation shall be conducted under the procedures in Section A: Qualifications-Based Selection Procedure of this Policy.
2. The number and qualifications of the members of the evaluation committee shall be in accordance with the requirements of A.R.S. Title 34, the "Evaluation Committee Selection and Administration" procurement procedure and this Policy. The administering department shall nominate qualified members to the Evaluation Committee who are subject to approval and appointment by the Procurement Director. An employee of the Procurement Department shall serve as the non-scoring chair of the evaluation committee.
3. For each solicitation for which a subcontractor selection plan is required under A.R.S. §§ 34-603 or 604, the subcontractor selection plan shall be evaluated separately by the Contracts Officer, a representative from the SBE Program, and the Department Program/Project Manager. The score from the subcontractor selection plan evaluation shall be added to the technical evaluation score from the evaluation of proposals to arrive at the total evaluation score.

D. Recommendation for Award

The Procurement Department shall compile and verify the results of the evaluation. Based on the results of the evaluation, the Procurement Director shall prepare the recommendation for award of the contract(s) for APDM construction services.

E. Contracts for APDM Construction Services

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To the extent practicable, contracts for APDM construction services shall be based on approved County standard construction contracts. Contracts for APDM construction services shall comply in all respects with the requirements of A.R.S. Title 34.

F. Performance Tracking

The department shall evaluate the APDM contractor's performance by completing a Performance Evaluation (Construction) form after completion (or termination) of each APDM project. Upon completion, the form shall be sent to the Procurement Department and attached to the procurement record. The Procurement Department will provide the form through its website.

IV. Job Order Contracts

A. Job Order Contract Type

Job Order Contracts will normally be multiple-award with provision for the Job Order Contractors to compete for job orders that exceed the threshold established in the contract. Other structures, such as single-award or single-award with price book are available with the approval of the Procurement Director.

B. Responsibility

The Director of the department administering a Job Order Contract is responsible for ensuring that the Job Order Contract is properly administered and not misused. For example:

- Job orders may not exceed the limit for individual job orders in the contract.
- Jobs may not be split or divided between two (or more) job orders to stay under the job order limit.
- Job orders may not be used to purchase or otherwise acquire equipment or materials of any nature that are not to be used in a construction project performed under the same job order.

Departments desiring to use any Job Order Contract administered by another department must make arrangements for doing so through the Director of the administering department.

C. Bonding

All job orders must be 100% covered by performance and payment bonds issued in the form prescribed in A.R.S. Title 34. The department Director is responsible for ensuring that each job order has adequate bonding coverage before work ensues under the job order. If a JOC Contractor bonds on a job order by job order basis, bonds will be scanned and attached to the DELIVERY ORDER for the job order to which they pertain. Hardcopy bonds shall be retained in the administering department's job order file.

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D. Issuing Job Orders

A.R.S. Title 34 requires agreement on price before any work begins. A final negotiated job ~~DELIVERY~~ order ~~encumbering document~~ authorizing the scope and the not to exceed job order cost must be issued from the County enterprise business system before any work takes place under the job order.

E. Job Order Contents

The objective of the job order documents is to provide the contractual basis for the work and payment and ensure transparency, accountability and an auditable transaction. Specifications, bonds, schedules, and other documents or information describing the work and the obligations of the parties shall be scanned and linked to the DELIVERY ORDER ~~encumbering document~~ in the procurement file so that the documents will provide a complete description of the job order. If the documents are too voluminous for scanning and electronic storage, the physical file must be identified in the record. In the case of a job order awarded under a multiple-award job order contract, the documents should contain evidence of the competition conducted to award the job order. Administering Departments are responsible for maintaining job order documents.

F. Application of Job Order Limits

The amount that can be awarded in a single job order is limited to either one-million dollars or a lesser amount stated in the job order contract. These limits are strictly enforced. The PM must assess the risk of changes in a job and limit any associated job order to an amount that will provide reasonable room for changes. Jobs shall not be split to avoid the dollar limitation on job orders or to bring a job within the job order limits to avoid the requirement for competition outside the Job Order Contract.

G. Projects Identified in Advance

Where projects are known sufficiently in advance of the required completion date to allow for use of the design-bid-build method of project delivery, departments must consider use of that method. Departments shall periodically bid potential job order projects to provide a basis for comparison with job order contractor pricing and performance. The department must have a basis for comparison to establish the reasonableness of the JOC's pricing before recommending contract renewal.

H. JOC Performance Tracking

Unless otherwise approved by the Procurement Director, the department shall evaluate the job order contractor's performance by completing a Department of Defense Form 2626 (DD Form 2626, Exhibit 3) after completion (or termination) of each job order of \$100,000 or more. Upon completion, the form shall be sent to the Procurement Department and attached to the job order record. The Procurement Department will provide the form through its website. The

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Contractor's performance and pricing shall be a consideration in determining whether to renew the JOC.

I. Renewals

Requests to renew JOC contracts must be supported by assurances that the job order contractor has performed satisfactorily and that the job order contractor's work is reasonably priced. The Procurement Department may request and review the supporting evidence underlying the assurances.

J. Review

Departmental use of JOCs is subject to review by the Procurement Department. Departments shall cooperate fully with all such reviews. The Procurement Director, with the approval of the County Administrator, may withdraw, modify or curtail the authority of any department or any staff member of any department that has been determined on the basis of such review to have misapplied, abused or misused a JOC.

Implementation

This Policy shall apply to all solicitations for architectural and engineering related professional services and alternative project delivery method contracts advertised after the revision date below.

The performance evaluation requirements of this Policy are effective on the revision date for all existing and future contracts for A&E or APDM.

Effective Date: Adopted March 18, 2003
Revised Date: ~~April 1, 2011~~ NOVEMBER 19, 2013

EXHIBIT 1

STANDARD FORM 330 INSTRUCTIONS AND FORM HERE (14 PAGES)

ARCHITECT-ENGINEER QUALIFICATIONS

OMB No.: 9000-0157

Expires: 10/31/2014

Public reporting burden for this collection of information is estimated to average a total of 29 hours per response (25 hours for Part 1 and 4 hours for Part 2), including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (MVA), Regulatory and Federal Assistance Publications Division, GSA, Washington, DC 20405.

PURPOSE

Federal agencies use this form to obtain information from architect-engineer (A-E) firms about their professional qualifications. Federal agencies select firms for A-E contracts on the basis of professional qualifications as required by the Brooks A-E Act (40 U.S.C. 1101 - 1104) and Part 36 of the Federal Acquisition Regulation (FAR).

The Brooks A-E Act requires the public announcement of requirements for A-E services (with some exceptions provided by other statutes), and the selection of at least three of the most highly qualified firms based on demonstrated competence and professional qualifications according to specific criteria published in the announcement. The Act then requires the negotiation of a contract at a fair and reasonable price starting first with the most highly qualified firm.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the agency, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. An A-E firm may submit Part II to the appropriate central, regional or local office of each Federal agency to be kept on file. A public announcement is not required for certain contracts, and agencies may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. Firms are encouraged to update Part II on file with agency offices, as appropriate, according to FAR Part 36. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

2. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

INDIVIDUAL AGENCY INSTRUCTIONS

Individual agencies may supplement these instructions. For example, they may limit the number of projects or number of

pages submitted in Part I in response to a public announcement for a particular project. Carefully comply with any agency instructions when preparing and submitting this form. Be as concise as possible and provide only the information requested by the agency.

DEFINITIONS

Architect-Engineer Services: Defined in FAR 2.101.

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Defined in FAR 36.102.

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information.

1. Title and Location. Enter the title and location of the contract for which this form is being submitted, exactly as shown in the public announcement or agency request.

2. Public Notice Date. Enter the posted date of the agency's notice on the Federal Business Opportunity website (FedBizOpps), other form of public announcement or agency request for this contract.

3. Solicitation or Project Number. Enter the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request for this contract.

Section B. Architect-Engineer Point of Contact.

- 4-8. Name, Title, Name of Firm, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the prime contractor or joint venture that the agency can contact for additional information.

Section C. Proposed Team.

9-11. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the prime contractor or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the contracting officer. (See FAR Part 52 Clause "Subcontractors and Outside Associates and Consultants (Architect-Engineer Services)".) Attach an additional sheet in the same format as Section C if needed.

Section D. Organizational Chart of Proposed Team.

As an attachment after Section C, present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C.

Section E. Resumes of Key Personnel Proposed for This Contract.

Complete this section for each key person who will participate in this contract. Group by firm, with personnel of the prime contractor or joint venture partner firms first. The following blocks must be completed for each resume:

12. Name. Self-explanatory.

13. Role in This Contract. Self-explanatory.

14. Years Experience. Total years of relevant experience (block 14a), and years of relevant experience with current firm, but not necessarily the same branch office (block 14b).

15. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.

16. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.

17. Current Professional Registration. Provide information on current relevant professional registration(s) in a State or possession of the United States, Puerto Rico, or the District of Columbia according to FAR Part 36.

18. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration, publications, organizational memberships, certifications, training, awards, and foreign language capabilities.

19. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (3)).

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract.

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Present ten projects, unless otherwise specified by the agency. Complete the following blocks for each project:

20. Example Project Key Number. Start with "1" for the first project and number consecutively.

21. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.

22. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).

23a. Project Owner. Project owner or user, such as a government agency or installation, an institution, a corporation or private individual.

23b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.

23c. Point of Contact Telephone Number Self-explanatory.

24. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. Discuss the relevance of the example project to this contract. Enter any other information requested by the agency for each example project.

25. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Key Personnel Participation in Example Projects.

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

26. and 27. Names of Key Personnel and Role in This Contract. List the names of the key personnel and their proposed roles in this contract in the same order as they appear in Section E.

28. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.

29. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section H. Additional Information.

30. Use this section to provide additional information specifically requested by the agency or to address selection criteria that are not covered by the information provided in Sections A-G.

Section I. Authorized Representative.

31. and 32. Signature of Authorized Representative and Date. An authorized representative of a joint venture or the prime contractor must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.

33. Name and Title. Self-explanatory.

SAMPLE ENTRIES FOR SECTION G (MATRIX)

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below first, before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jane A. Smith	Chief Architect	X		X							
Joseph B. Williams	Chief Mech. Engineer	X	X	X	X						
Tara C. Donovan	Chief Elec. Engineer	X	X		X						

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Federal Courthouse, Denver, CO	6	XYZ Corporation Headquarters, Boston, MA
2	Justin J. Wilson Federal Building, Baton Rouge, LA	7	Founder's Museum, Newport RI

Part II - General Qualifications

See the "General Instructions" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices.

1. Solicitation Number. If Part II is submitted for a specific contract, insert the agency's solicitation number and/or project number, if applicable, exactly as shown in the public announcement or agency request.

2a-2e. Firm (or Branch Office) Name and Address. Self-explanatory.

3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.

4. DUNS Number. Insert the Data Universal Numbering System number issued by Dun and Bradstreet Information Services. Firms must have a DUNS number. See FAR Part 4.6.

5. Ownership.

a. Type. Enter the type of ownership or legal structure of the firm (sole proprietor, partnership, corporation, joint venture, etc.).

b. Small Business Status. Refer to the North American Industry Classification System (NAICS) code in the public announcement, and indicate if the firm is a small business according to the current size standard for that NAICS code (for example, Engineering Services (part of NAICS 541330), Architectural Services (NAICS 541310), Surveying and Mapping Services (NAICS 541370)). The small business categories and the internet website for the NAICS codes appear in FAR Part 19. Contact the requesting agency for any questions. Contact your local U.S. Small Business Administration office for any questions regarding Business Status.

6a-6c. Point of Contact. Provide this information for a representative of the firm that the agency can contact for additional information. The representative must be empowered to speak on contractual and policy matters.

7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.

8a-8c. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. Insert the year that this corporate name change was

effective and the associated DUNS Number. This information is used to review past performance on Federal contracts.

9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. If Part II is prepared for a firm (including all branch offices), enter the number of employees by disciplines in column c(1). If Part II is prepared for a branch office, enter the number of employees by discipline in column c(2) and for the firm in column c(1).

10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.

11. Annual Average Professional Services Revenues of Firm for Last 3 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the professional services revenues received annually (averaged over the last 3 years) by the firm or branch office. Indicate Federal work (performed directly for the Federal Government, either as the prime contractor or subcontractor), non-Federal work (all other domestic and foreign work, including Federally-assisted projects), and the total. If the firm has been in existence for less than 3 years, see the definition for "Annual Receipts" under FAR 19.101.

12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	E01	Ecological & Archeological Investigations
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	E02	Educational Facilities; Classrooms
A03	Agricultural Development; Grain Storage; Farm Mechanization	E03	Electrical Studies and Design
A04	Air Pollution Control	E04	Electronics
A05	Airports; Navais; Airport Lighting; Aircraft Fueling	E05	Elevators; Escalators; People-Movers
A06	Airports; Terminals and Hangars; Freight Handling	E06	Embassies and Chanceries
A07	Arctic Facilities	E07	Energy Conservation; New Energy Sources
A08	Animal Facilities	E08	Engineering Economics
A09	Anti-Terrorism/Force Protection	E09	Environmental Impact Studies, Assessments or Statements
A10	Asbestos Abatement	E10	Environmental and Natural Resource Mapping
A11	Auditoriums & Theaters	E11	Environmental Planning
A12	Automation; Controls; Instrumentation	E12	Environmental Remediation
		E13	Environmental Testing and Analysis
B01	Barracks; Dormitories	F01	Fallout Shelters; Blast-Resistant Design
B02	Bridges	F02	Field Houses; Gyms; Stadiums
C01	Cartography	F03	Fire Protection
C02	Cemeteries (<i>Planning & Relocation</i>)	F04	Fisheries; Fish ladders
C03	Charting: Nautical and Aeronautical	F05	Forensic Engineering
C04	Chemical Processing & Storage	F06	Forestry & Forest products
C05	Child Care/Development Facilities	G01	Garages; Vehicle Maintenance Facilities; Parking Decks
C06	Churches; Chapels	G02	Gas Systems (Propane; Natural, Etc.)
C07	Coastal Engineering	G03	Geodetic Surveying: Ground and Air-borne
C08	Codes; Standards; Ordinances	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C09	Cold Storage; Refrigeration and Fast Freeze	G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting
C10	Commercial Building (<i>low rise</i>) ; Shopping Centers	G06	Graphic Design
C11	Community Facilities	H01	Harbors; Jetties; Piers, Ship Terminal Facilities
C12	Communications Systems; TV; Microwave	H02	Hazardous Materials Handling and Storage
C13	Computer Facilities; Computer Service	H03	Hazardous, Toxic, Radioactive Waste Remediation
C14	Conservation and Resource Management	H04	Heating; Ventilating; Air Conditioning
C15	Construction Management	H05	Health Systems Planning
C16	Construction Surveying	H06	Highrise; Air-Rights-Type Buildings
C17	Corrosion Control; Cathodic Protection; Electrolysis	H07	Highways; Streets; Airfield Paving; Parking Lots
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	H08	Historical Preservation
C19	Cryogenic Facilities	H09	Hospital & Medical Facilities
D01	Dams (<i>Concrete; Arch</i>)	H10	Hotels; Motels
D02	Dams (<i>Earth; Rock</i>); Dikes; Levees	H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)
D03	Desalinization (<i>Process & Facilities</i>)	H12	Hydraulics & Pneumatics
D04	Design-Build - Preparation of Requests for Proposals	H13	Hydrographic Surveying
D05	Digital Elevation and Terrain Model Development		
D06	Digital Orthophotography		
D07	Dining Halls; Clubs; Restaurants		
D08	Dredging Studies and Design		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar, Sonar, Radio & Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems & Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (Parks, Marinas, Etc.)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (Buildings; Structures; Facilities)
L05	Lighting (Interior; Display; Theater, Etc.)	R07	Remote Sensing
L06	Lighting (Exteriors; Streets; Memorials; Athletic Fields, Etc.)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining & Mineralogy	S02	Security Systems; Intruder & Smoke Detection
M07	Missile Facilities (Silos; Fuels; Transport)	S03	Seismic Designs & Studies
M08	Modular Systems Design; Pre-Fabricated Structures or Components	S04	Sewage Collection, Treatment and Disposal
N01	Naval Architecture; Off-Shore Platforms	S05	Soils & Geologic Studies; Foundations
N02	Navigation Structures; Locks	S06	Solar Energy Utilization
N03	Nuclear Facilities; Nuclear Shielding	S07	Solid Wastes; Incineration; Landfill
O01	Office Buildings; Industrial Parks	S08	Special Environments; Clean Rooms, Etc.
O02	Oceanographic Engineering	S09	Structural Design; Special Structures
O03	Ordnance; Munitions; Special Weapons	S10	Surveying; Platting; Mapping; Flood Plain Studies
P01	Petroleum Exploration; Refining	S11	Sustainable Design
P02	Petroleum and Fuel (Storage and Distribution)	S12	Swimming Pools
P03	Photogrammetry	S13	Storm Water Handling & Facilities
P04	Pipelines (Cross-Country - Liquid & Gas)	T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
P05	Planning (Community, Regional, Areawide and State)	T02	Testing & Inspection Services
P06	Planning (Site, Installation, and Project)	T03	Traffic & Transportation Engineering
P07	Plumbing & Piping Design	T04	Topographic Surveying and Mapping
P08	Prisons & Correctional Facilities	T05	Towers (<i>Self-Supporting & Guyed Systems</i>)
		T06	Tunnels & Subways

List of Experience Categories (Profile Codes)

Code	Description
U01	Unexploded Ordnance Remediation
U02	Urban Renewals; Community Development
U03	Utilities (Gas and Steam)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouses & Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

5. NAME OF FIRM

6. TELEPHONE NUMBER

7. FAX NUMBER

8. E-MAIL ADDRESS

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☐ (Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER
21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

[illegible]

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1		6	
2		7	
3		8	
4		9	
5		10	

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

33. NAME AND TITLE

1. SOLICITATION NUMBER (If any)

(If a firm has branch offices, complete for each specific branch office seeking work.)

[illegible]

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work		1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work		2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work		3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

AUTHORIZED FOR LOCAL REPRODUCTION

EXHIBIT 2

DD FORM 2631 (2 PAGES)

PERFORMANCE EVALUATION (ARCHITECT-ENGINEER)				A-E CONTRACTOR I.D. NUMBER <i>(For ACASS use only)</i>	
				1. A-E CONTRACT NUMBER	
				2. CONSTRUCTION CONTRACT NUMBER	
IMPORTANT: Be sure to complete back of form. If additional space is necessary for any item, use Remarks section on back.					
3. TYPE OF EVALUATION				4. PROJECT NUMBER	
a. PHASE OF COMPLETION		b. COMPLETION (<i>X one</i>)		c. X IF APPLICABLE	
<input type="checkbox"/> INTERIM (%) <input type="checkbox"/> FINAL <input type="checkbox"/> DESIGN <input type="checkbox"/> ENGINEERING SERVICES <input type="checkbox"/> CONSTRUCTION		<input type="checkbox"/> TERMINATION <i>(Explain in Remarks)</i>			
6. NAME AND ADDRESS OF A-E CONTRACTOR			7a. PROJECT TITLE AND LOCATION		
			7b. DESCRIPTION OF PROJECT IF NOT EXPLAINED BY TITLE		
8. NAME, ADDRESS AND PHONE NUMBER OF OFFICE RESPONSIBLE FOR:					
a. SELECTION OF A-E CONTRACTOR			b. NEGOTIATION/AWARD OF A-E CONTRACT		
c. ADMINISTRATION OF A-E CONTRACT			d. ADMINISTRATION OF CONSTRUCTION CONTRACT		
9. A-E CONTRACT DATA <i>(Items 9d thru 9g are not applicable during construction unless there are modifications to the A-E contract.)</i>					
a. TYPE OF WORK <i>(Design, study, etc.)</i>			b. TYPE OF CONTRACT		<input type="checkbox"/> INDEFINITE DELIVERY/INDEFINITE QUANTITY (ID/IQ)
			<input type="checkbox"/> FIRM FIXED-PRICE		<input type="checkbox"/> TASK ORDER UNDER ID/IQ
			<input type="checkbox"/> COST-REIMBURSEMENT		<input type="checkbox"/> OTHER <i>(Specify)</i>
c. PROJECT COMPLEXITY		d. CONTRACT OR TASK ORDER AMOUNT			
<input type="checkbox"/> DIFFICULT <input type="checkbox"/> ROUTINE		(1) INITIAL FEE		(2) CONTRACT OR TASK ORDER MODIFICATIONS	
		NO. AMOUNT		(3) TOTAL FEE	
		\$ \$		\$ 0.00	
e. CONTRACT OR TASK ORDER AWARD DATE		f. NEGOTIATED CONTRACT OR TASK ORDER COMPLETION DATE <i>(or number of days)</i> <i>(Including extensions)</i>		g. ACTUAL CONTRACT OR TASK ORDER COMPLETION DATE <i>(or number of days)</i>	
10. CONSTRUCTION CONTRACT DATA <i>(Not applicable at completion of design or engineering services not involving construction.)</i>					
a. CONSTRUCTION COSTS		(1) AUTHORIZED CONSTRUCTION COST		(2) A-E ESTIMATE FOR BID ITEMS AWARDED	
\$		\$		(3) AWARD AMOUNT	
				\$	
b. DATA AT TIME OF CONSTRUCTION COMPLETION <i>(Completion date)</i>				NUMBER	
				TOTAL COST	
(1) CONSTRUCTION MODIFICATIONS				\$	
(2) CONSTRUCTION MODIFICATIONS ARISING FROM DESIGN DEFICIENCIES				\$	
11. A-E LIABILITY		<input type="checkbox"/> NONE <input type="checkbox"/> UNDETERMINED <input type="checkbox"/> PENDING \$		<input type="checkbox"/> SETTLEMENT \$	
12. OVERALL RATING				13. RECOMMENDED FOR FUTURE CONTRACTS?	
<input type="checkbox"/> EXCEPTIONAL <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY				<input type="checkbox"/> YES <input type="checkbox"/> CONDITIONALLY	
<input type="checkbox"/> VERY GOOD <input type="checkbox"/> MARGINAL				<input type="checkbox"/> NO <i>(Explain "No" or "Conditionally" in Remarks.)</i>	
14a. NAME, TITLE AND OFFICE OF RATING OFFICIAL				15a. NAME, TITLE AND OFFICE OF REVIEWING OFFICIAL	
TELEPHONE NUMBER:				TELEPHONE NUMBER:	
b. SIGNATURE		c. DATE		b. SIGNATURE	
				c. DATE <i>(Official Report date)</i>	
AGENCY USE: <i>(Distribution, etc.)</i>					

16. QUALITY OF A-E SERVICES BY DISCIPLINE <i>(Completion mandatory for both DESIGN and CONSTRUCTION phases and Engineering Services)</i>										
a. DISCIPLINES <i>(If applicable)</i>	DESIGN/SERVICES					CONSTRUCTION				
	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY
Architectural										
Structural										
Civil										
Mechanical										
Electrical										
Fire Protection										
Surveying, Mapping, & Geospatial Information Svcs.										
Cost Estimating										
Value Engineering										
Environmental Engineering										
Geotechnical Engineering										
Master Planning										
Hydrology										
Chemical Engineering										
Geology										
Chemistry										
Risk Assessment										
Safety/Occupational Health										
Hydrographic Surveying										
17. DESIGN PHASE OR ENGINEERING SERVICES <i>(Quality of A-E Services Evaluation)</i>						16b. DISCIPLINE, NAME AND ADDRESS OF KEY CONSULTANT(S) <i>(If applicable)</i>				
ATTRIBUTES <i>(If applicable)</i>	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY					
Thoroughness of Site Investigation/Field Analysis										
Quality Control Procedures and Execution										
Plans/Specs Accurate and Coordinated										
Plans Clear and Detailed Sufficiently										
Management and Adherence to Schedules										
Meeting Cost Limitations										
Suitability of Design or Study Results										
Solution Environmentally Suitable										
Cooperativeness and Responsiveness										
Quality of Briefing and Presentations										
Innovative Approaches/Technologies										
Implementation of Sm. Business Subcontracting Plan										
18. HOW MANY 100% FINAL RESUBMITTALS WERE REQUIRED BECAUSE OF POOR A-E PERFORMANCE?										
19. CONSTRUCTION PHASE <i>(Quality of A-E Services Evaluation)</i>										
ATTRIBUTES <i>(If applicable)</i>	EXCEP- TIONAL	VERY GOOD	SATIS- FACTORY	MARGINAL	UNSATIS- FACTORY					
Plans Clear and Detailed Sufficiently										
Drawings Reflect True Conditions										
Plans/Specs Accurate and Coordinated										
Design Constructibility										
Cooperativeness and Responsiveness										
Timeliness and Quality of Processing Submittals										
Product & Equipment Selections Readily Available										
Timeliness of Answers to Design Questions										
Field Consultation and Investigations										
Quality of Construction Support Services										
20. REMARKS <i>(Attach additional sheet(s) or documentation if necessary)</i>										

EXHIBIT 3

DD FORM 2626 (2 PAGES)

FOR OFFICIAL USE ONLY (WHEN COMPLETED)

PERFORMANCE EVALUATION (CONSTRUCTION)				1. CONTRACT NUMBER	
				2. CEC NUMBER	
IMPORTANT: Be sure to complete Part III - Evaluation of Performance Elements on reverse.					
PART I - GENERAL CONTRACT DATA					
3. TYPE OF EVALUATION (<i>X one</i>) <input type="checkbox"/> INTERIM (<i>List percentage _____ %</i>) <input type="checkbox"/> FINAL <input type="checkbox"/> AMENDED				4. TERMINATED FOR DEFAULT <input type="checkbox"/>	
5. CONTRACTOR (<i>Name, Address, and ZIP Code</i>)				6.a. PROCUREMENT METHOD (<i>X one</i>) <input type="checkbox"/> SEALED BID <input type="checkbox"/> NEGOTIATED b. TYPE OF CONTRACT (<i>X one</i>) <input type="checkbox"/> FIRM FIXED PRICE <input type="checkbox"/> COST REIMBURSEMENT <input type="checkbox"/> OTHER (<i>Specify</i>)	
7. DESCRIPTION AND LOCATION OF WORK					
8. TYPE AND PERCENT OF SUBCONTRACTING					
9. FISCAL DATA ▶		a. AMOUNT OF BASIC CONTRACT \$	b. TOTAL AMOUNT OF MODIFICATIONS \$	c. LIQUIDATED DAMAGES ASSESSED \$	d. NET AMOUNT PAID CONTRACTOR \$
10. SIGNIFICANT DATES ▶		a. DATE OF AWARD	b. ORIGINAL CONTRACT COMPLETION DATE	c. REVISED CONTRACT COMPLETION DATE	d. DATE WORK ACCEPTED
PART II - PERFORMANCE EVALUATION OF CONTRACTOR					
11. OVERALL RATING (<i>X appropriate block</i>) <input type="checkbox"/> OUTSTANDING <input type="checkbox"/> ABOVE AVERAGE <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> MARGINAL <input type="checkbox"/> UNSATISFACTORY (<i>Explain in Item 20 on reverse</i>)					
12. EVALUATED BY					
a. ORGANIZATION (<i>Name and Address (Include ZIP Code)</i>)				b. TELEPHONE NUMBER (<i>Include Area Code</i>)	
c. NAME AND TITLE		d. SIGNATURE		e. DATE	
13. EVALUATION REVIEWED BY					
a. ORGANIZATION (<i>Name and Address (Include ZIP Code)</i>)				b. TELEPHONE NUMBER (<i>Include Area Code</i>)	
c. NAME AND TITLE		d. SIGNATURE		e. DATE	
14. AGENCY USE (<i>Distribution, etc.</i>)					

FOR OFFICIAL USE ONLY (WHEN COMPLETED)

PART III - EVALUATION OF PERFORMANCE ELEMENTS

N/A = NOT APPLICABLE O = OUTSTANDING A = ABOVE AVERAGE S = SATISFACTORY M = MARGINAL U = UNSATISFACTORY

15. QUALITY CONTROL							16. EFFECTIVENESS OF MANAGEMENT						
N/A	O	A	S	M	U		N/A	O	A	S	M	U	
a. QUALITY OF WORKMANSHIP							a. COOPERATION AND RESPONSIVENESS						
b. ADEQUACY OF THE CQC PLAN							b. MANAGEMENT OF RESOURCES/ PERSONNEL						
c. IMPLEMENTATION OF THE CQC PLAN							c. COORDINATION AND CONTROL OF SUBCONTRACTOR(S)						
d. QUALITY OF QC DOCUMENTATION							d. ADEQUACY OF SITE CLEAN-UP						
e. STORAGE OF MATERIALS							e. EFFECTIVENESS OF JOB-SITE SUPERVISION						
f. ADEQUACY OF MATERIALS							f. COMPLIANCE WITH LAWS AND REGULATIONS						
g. ADEQUACY OF SUBMITTALS							g. PROFESSIONAL CONDUCT						
h. ADEQUACY OF QC TESTING							h. REVIEW/RESOLUTION OF SUBCONTRACTOR'S ISSUES						
i. ADEQUACY OF AS-BUILTS							i. IMPLEMENTATION OF SUBCONTRACTING PLAN						
j. USE OF SPECIFIED MATERIALS													
k. IDENTIFICATION/CORRECTION OF DEFICIENT WORK IN A TIMELY MANNER													
17. TIMELY PERFORMANCE							18. COMPLIANCE WITH LABOR STANDARDS						
a. ADEQUACY OF INITIAL PROGRESS SCHEDULE							a. CORRECTION OF NOTED DEFICIENCIES						
b. ADHERENCE TO APPROVED SCHEDULE							b. PAYROLLS PROPERLY COMPLETED AND SUBMITTED						
c. RESOLUTION OF DELAYS							c. COMPLIANCE WITH LABOR LAWS AND REGULATIONS WITH SPECIFIC ATTENTION TO THE DAVIS-BACON ACT AND EEO REQUIREMENTS						
d. SUBMISSION OF REQUIRED DOCUMENTATION													
e. COMPLETION OF PUNCHLIST ITEMS							19. COMPLIANCE WITH SAFETY STANDARDS						
f. SUBMISSION OF UPDATED AND REVISED PROGRESS SCHEDULES							a. ADEQUACY OF SAFETY PLAN						
g. WARRANTY RESPONSE							b. IMPLEMENTATION OF SAFETY PLAN						
							c. CORRECTION OF NOTED DEFICIENCIES						

20. REMARKS (Explanation of unsatisfactory evaluation is required. Other comments are optional. Provide facts concerning specific events or actions to justify the evaluation. These data must be in sufficient detail to assist contracting officers in determining the contractor's responsibility. Continue on separate sheet(s), if needed.)