

# Georgetown Utility Systems Selection of Professional Engineering Services

## Current Process

1. A request for Engineering Services by Customer department is provided to Systems Engineering.
2. Systems Engineering evaluates and develops the preliminary Scope of Work statement, coordinating with the Requestor and/or the Customer. *The request can be for one of many different projects, a planned capital improvement, planned maintenance, regulatory compliance, meeting operational demands, or other separate reasons.*
3. Based on the preliminary scope of work, we evaluate the qualifications of the Consultant Engineers that currently have Masters Services Agreements executed with the City. *It is the initial intent to assign the project to a firm currently on this list of qualified engineers.* The Consultant Engineer selection is performed by following city staff: the Systems Engineering Director, the representative project manager(s), and the representative engineer(s) of the Customer department. If it is determine that we have no firms qualified to perform the scope of work, a Request for Qualifications (RFQ) is prepared and advertised in accordance to city and state rules. *Some of the critical projects require a much more specific qualification statement. We will require the potential firm to outline their approach to the project, the project team, and the schedule. Ultimately, the selection group will make every attempt to select the best qualified firm for the project through thorough evaluations of the qualification statements, provided by each firm.*
4. Once the group makes a selection, that consultant engineer is notified and asked to develop scope of work and schedule specific to it project, in coordination with the city's representative project manager and customer department.
5. The Systems Engineering Director and the project manager determine the appropriate contract terms and enter into negotiations with the consultant engineer. *If both parties cannot come to agreement on costs negotiations seize with this firm and the next qualified firm is approached.*
6. Contract is finalized by both parties and the contract moved forward to approval.
7. City actions are detailed below:
  - If the consultant services contract fee is less than \$15,000 the agreement is signed and executed by authorized city staff and work begins.
  - If the consultant services contract fee is between \$15,000 and \$50,000 then the contract is presented to the city council for approval.
  - If the consultant services contract fee is greater than \$50,000 the contract goes first to the appropriate advisory board for recommendation to take to council. The item is then presented to the city council for approval.
8. Upon completion of the scope and schedule the project costs are refined by the consultant and provided to the city's representative project manager for review and approval.

## **Proposed modification to the Engineering Selection Process**

Once a year have a general RFQ to create a lists of firms to be used on future planned capital improvement, maintenance, regulatory, operational, or others projects.

### **General Engineering Services Selection Process**

- Identify engineers firms to be solicited using the purchasing lists.
- The RFQ's will be evaluated by a selection committee of no less than eight people consisting of at least two (2) members from Systems Engineering; one (1) member from the using departments (Transportation, Energy, Water, and Facilities), and one GUS Board member and one GTAB Board Member.
- The evaluation process will consist of an evaluation completed by each team member for each RFQ submitted. These evaluations will have preselected questions that will determine the experience/qualification level of the firms for the general scope of work. The team will select firms for transportation, structural, drainage, telecommunications, SCADA, pipe lines (water, wastewater, drainage, etc.), water and wastewater treatment, streets maintenance, electric distribution, substation, surveying, construction material testing, geotechnical, environmental, and utility master planning.
- In the process the references will be check for each firm.
- The RFQ's will be ranked by score. The committee will decide if interviews are needed.
- Approximately 20 firms will then be selected by the team to be used on upcoming fiscal year Transportation, Drainage, Energy, and Water projects.
- The firm with the highest scores will be submitted to the GTAB, GUS, and City Council for final approval.
- The current process above will be used for project specific task orders