

**SOLICITATIONS FOR ARCHITECT/ENGINEER SERVICES AND PROCEDURE FOR PREQUALIFICATION**

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1. **Solicitation:** A Solicitation for architectural or engineering services shall comply with the provisions of KRS 45A.825 and may include the following evaluation factors:

a. **Experience and ability:**

1. Number of professionals in the firm including consultant disciplines.
2. Number of technical, administrative and other personnel in the firm.
3. Number of years the firm has been in the business.
4. Types of projects on which the firm or key personnel have been the prime design professional or provided significant professional design services.
5. Qualifications and experience of the proposed project team.
6. Availability of technical equipment.
7. Volume of design work in the last three (3) years.

b. **Past performance:**

1. For the prior three (3) year period, the ability to design projects within specific project budgets and schedules.
2. Average percentage by which construction bids deviated from the estimated construction cost.
3. Change orders as a percentage of the bid construction amount.
  - a. Change orders caused by errors and omissions of the architect or engineer.
  - b. Change orders requested by the Commonwealth.
  - c. Change orders caused by found conditions or regulatory decisions.
4. Design performance and experience of firm and key personnel with prior projects of similar scope.
5. Construction supervision services and post construction services.
6. Record of compliance with:
  - a. Regulatory agencies.
  - b. Environmental regulations.
  - c. Equal employment opportunity regulations, policies and procedures.
  - d. Building codes.
- c. Existing workload relative to the size of the firm and capacity to perform the project.
- d. Geographical location with respect to the project:
  1. Location of offices of persons that will perform the work.

2. Size of the staff, including professional personnel, in the offices that will perform the work.

e. Payment of sub-consultants.

**2. Prequalification:**

- a. In order to submit a response to a request for proposal, an architectural or engineering firm shall be prequalified by DFSS.
- b. An architectural or engineering firm shall prequalify by filing with DFSS a completed current Federal Standard Form 330. This form may be submitted concurrently with a response to a request for proposals.
- c. The prime consultant shall be registered in the Commonwealth with the appropriate professional governing body.

**3. Receipt of Proposals:**

- a. Proposals shall be received at the designated location prior to the closing time and date for receipt of proposals indicated in the solicitation or any extension thereof made by addendum. Proposals received after the closing time and date for receipt of bids shall be considered for evaluation and award only if:
  - 1. No other bids were received;
  - 2. The re-advertisement time delay would affect the operations of the using agency; and
  - 3. In the reasonable judgment of the purchasing officer, the bid was finalized prior to the official closing time and date for the receipt of bids.
- b. Submittals received that do not conform with the requirements of the solicitation may be deemed non-responsive.

**4. Selection Committee Project Evaluation Sheets:**

- a. Each member of an architectural or engineering services selection committee shall use the project evaluation sheet provided by DFSS in evaluating a firm's proposal.
- b. Upon completion of evaluation of all the responses to a request for proposals, each evaluation committee member shall sign his/her individual project evaluation sheet and shall submit the sheet to the chairperson of the committee. The chairperson of the selection committee shall record the composite score from each individual evaluation sheet on the evaluation summary sheet for the project. The evaluation summary sheet shall be signed by each participating member of the selection committee. This procedure shall also apply to project interview evaluation sheets used during the interview process as required by KRS 45A.825(8).
- c. All evaluation sheets and evaluation summaries for a project shall be maintained by DFSS.

Relates to: KRS 45A.825