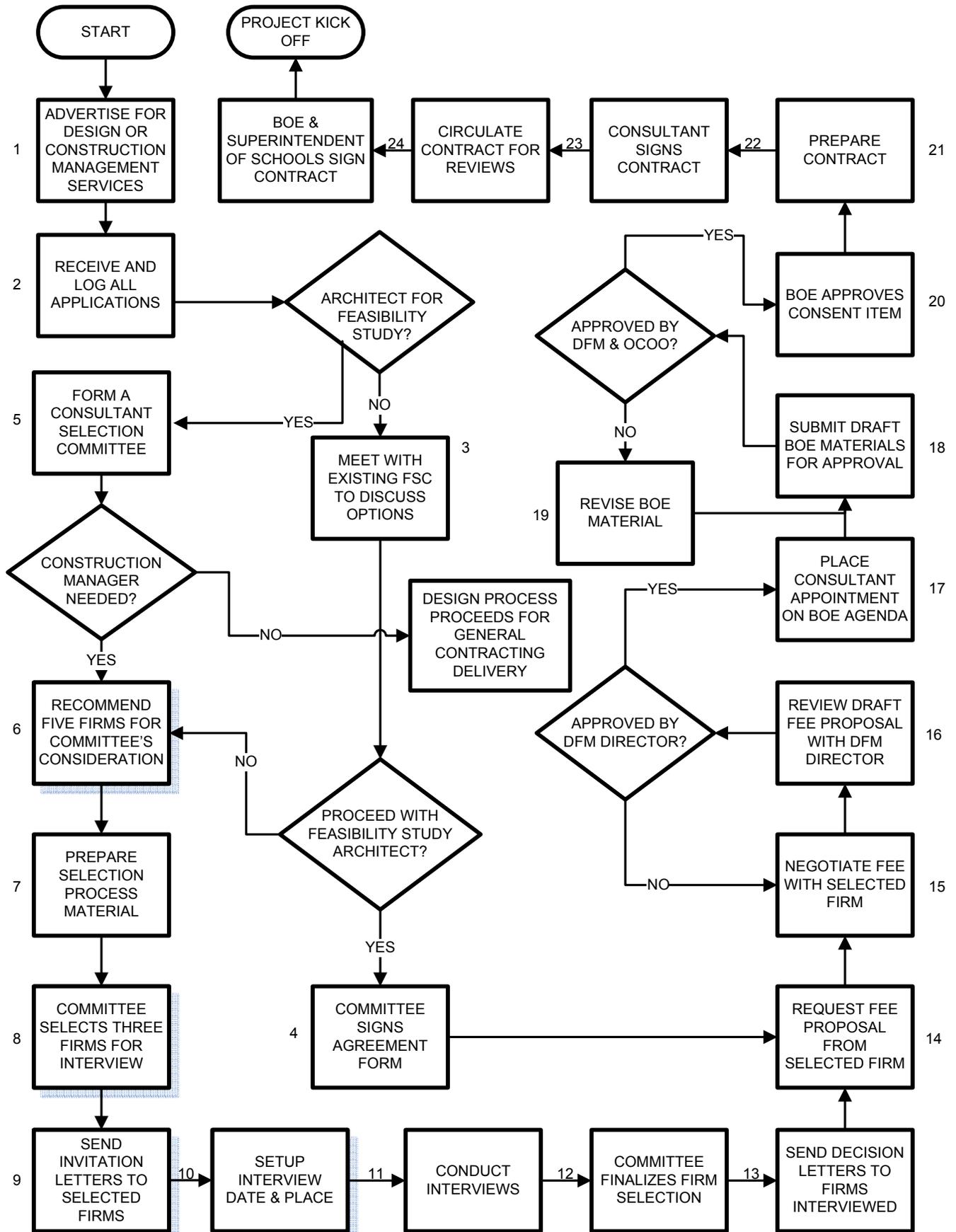


# Consultant Selection Process



## **CONSULTANT SELECTION PROCESS**

1. Advertise for design or construction management services in January of each year.
2. Receive and log all applications.
3. If an architectural selection is needed for project design rather than a feasibility study, meet with the existing Feasibility Study Committee to discuss options of whether to use the architect who provided the feasibility study for their project or if for some reason they do not choose to continue with that architect, the committee elects to select another architectural firm.
4. If the FSC decides to proceed with the feasibility study architect, they must sign the form signifying their agreement.
5. If the selection is for a feasibility study architect, a FSC for project needs to be formed. The make-up of this committee is usually, the facility planner, the DOC project manager, the architect for school facilities, the director of construction, the school principal, a school staff member and a representative of the PTA.
  - If the selection is for a construction manager, the Facilities Advisory Committee for the project will follow the selection process below.
6. Based on all applications received, five firms will be recommended by the Division of Construction for the committee's consideration.
7. Selection process materials which consist of the firm's application and the selection criteria are distributed to committee members. The criteria for selection are:
  - a. General competence, including that of proposed consultants.
  - b. Geographic location of firm and consultants.
  - c. Past performance on MCPS projects or on similar work elsewhere, especially with regard to adherence to budget and schedule limitations.
  - d. Compatibility of the size of the firm with the size of the proposed project.
  - e. Indications of the firm's recent total workload and capacity to accomplish the proposed work in the required time.
  - f. Indications of the firm's understanding of the project's requirements.
  - g. Special experience, design approach, or other special qualifications.
  - h. Originality and quality of design of previous work.
  - i. Firm's financial responsibility.
  - j. Measure of protection for MCPS against errors and omissions.

8. After review of the material the committee will select three firms to be interviewed.
9. An invitation will be sent to the selected firms to prepare a presentation. This presentation is usually held in the Division of Construction.
10. Interviews will be set up for the firms to present their qualifications to the committee.
11. The firms will make their presentations and will respond to questions from the FSC regarding the project.
12. The committee votes using the established criteria to make their selection. The ballots are tallied and the firm with the greatest point value is selected.
13. Letters are sent to the firms who made a presentation to notify them of the results of the balloting.
14. A fee proposal is requested from the selected firm.
15. After review of the proposal, the DOC director negotiates the fee with the selected firm based on the scope of the project and historical cost data.
16. The draft fee proposal is reviewed with the Director of the Department of Facilities Management (DFM) for concurrence.
17. The consultant appointment is placed on the next Board of Education agenda.
18. Board material is drafted for approval by DFM and the Office of the Chief Operating Officer.
19. If the draft requires revision, it goes through the process for resubmission.
20. The consultant selection is presented to the Board of Education for approval.
21. The fiscal team prepares the standard contract for services for an architect or a purchase order for pre-construction services for a construction manager.
22. The letter is sent to the consultant advising them of the award. The architectural contract is included for signature to be returned to MCPS.
23. The signed contract is circulated within MCPS for review.
24. The Superintendent of Schools and the President of the Board of Education sign the contract and a completed copy is sent to the architect. One copy is kept for the DOC files.

# IGOE

