

Monmouth County Selection of Architectural and Engineering Consultants

Guidelines to Select Architectural and
Engineering Consultants for Professional
Service Contracts Based On Qualifications
and Costs

July 12, 2017



Quality Based Selection Process

- Monmouth County's Board of Chosen Freeholders are committed to a Quality Based Selection (QBS) process when it retains the services of professional architectural or engineering firms.
- The County's objective is to select firms and organizations that will provide high quality and cost effective services for the citizens of Monmouth County.
- The County does not award professional service contracts solely on the basis of lowest price; but, does evaluate if the proposal cost and man hours are fair and reasonable for the anticipated services.



Fair & Open Process

- State's Pay to Play Laws effective January 1, 2006 led to Freeholder Resolution 06-178 establishing a "Fair and Open Process" as the preferred method for awarding contracts by County of Monmouth
- Request for Proposals posted publicly on the County's Website, to which any interested firm may respond
- Established a scoring system to determine the best proposal based on technical and cost criteria
- Does not apply to State/Federal Grant/Funded projects



Current Quality Based Two Step Process

- Step 1: RFPO
 - Request for Qualifications on specific project basis
 - Limit qualifications write up to four (4) pages, plus relevant resumes
 - Score responders based on qualifications
 - Select 3 or 4 firms to submit Step 2 proposals



Current Quality Based Two Step Process

- Step 2: RFP
 - Request for Proposals
 - From only the selected 3 or 4 firms
 - Score the proposals based on technical and cost criteria
 - Award to highest scored proposer

- Proposals submitted by consultants for professional services are rated according to criteria

- Does not apply to State/Federal Grant/Funded projects



Step 1: RFPQ

Proposed Qualifications Evaluation Form

No.	CRITERIA	WEIGHT	POINTS (1 to 5)	MAXIMUM TOTAL POINTS	FIRM NAME					
					POINTS	TOTAL	POINTS	TOTAL	POINTS	TOTAL
1	LOCATION (Proximity to the project and County Seat)	10	1 to 5	50						
2	QUALIFICATIONS / EXPERIENCE OF FIRM IN SIMILAR WORK	30	1 to 5	150						
3	CURRENT MONMOUTH COUNTY OPEN CONTRACTS (Billable Balance)	25	1 to 5	125						
4	PAST MONMOUTH COUNTY PROJECT PERFORMANCE	35	1 to 5	175						
TOTAL SCORE		100		500						

POINT LEGEND:

- 1 – POOR
- 2 – FAIR
- 3 – SATISFACTORY
- 4 – GOOD
- 5 – EXCELLENT

EVALUATED BY: _____

AGENCY: _____

DATE: _____



Step 2: RFP Proposed Proposals Evaluation Form

No.	CRITERIA	WEIGHT	POINTS (1 to 5)	MAXIMUM TOTAL POINTS	FIRM NAME					
					POINTS	TOTAL	POINTS	TOTAL	POINTS	TOTAL
1	UNDERSTANDING OF SCOPE OF WORK AND PROJECT NEEDS	25	1 to 5	125						
2	APPROACH TO PROJECT (Efficiency, Thoroughness, Innovation)	25	1 to 5	125						
3	COST & MAN HOUR / LUMP SUM (Reasonableness)	50	1 to 5	250						
TOTAL SCORE		100		500						

POINT LEGEND:

- 1 – POOR
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- 3 – SATISFACTORY
- 4 – GOOD
- 5 – EXCELLENT

EVALUATED BY: _____

AGENCY: _____

DATE: _____



Proposed Performance Evaluation

- Evaluate consultant's performance at 50% and after project completion based on:
 - Quality of Work Product
 - Project Management
 - On Budget
 - On Schedule



Proposed Consultant Performance Evaluation Form

NO.	CRITERIA	WEIGHT	POINTS (1 to 5)	MAXIMUM TOTAL POINTS	FIRM		COMMENTS
					POINTS	TOTAL	
1	QUALITY OF WORK PRODUCT	30	1 to 5	150			
2	PROJECT MANAGEMENT (Efficiency & Responsiveness)	30	1 to 5	150			
3	ON BUDGET	30	1 to 5	150			
4	ON SCHEDULE	10	1 to 5	50			
TOTAL SCORE		100		500			

POINT LEGEND:

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EVALUATED BY: _____

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Anticipated Schedule for Advertising RFPQs

Proposed Professional Engineering & Architectural Services Contracts (7-1-2017)				
Proj	Project Name	Scope	Professional Services Contract Type	Proposed Avertisement
1	SCAT Building Additions, Freehold	Building Additions	Arch/Eng Design	Jul-2017
2	Monmouth County Courthouse Fire Alarm Replacement, Freehold	Building Renovation	Arch/Eng Design	Jul-2017
3	CR14 (West Park Ave)/Poplar Rd/Lynn Dr, Ocean	Roadway Improvements	Road Design	Jul-2017
4	CR3 (Lloyd Rd) Preliminary, Aberdeen	Preliminary Design	Road Design	Aug-2017
5	Bridge A-44 on CR537 (Colts Neck Rd) over Slope Brook, Colts Neck	Bridge Replacement	Inspection/C.A.	Aug-2017
6	On-Call Engineering for Movable Bridge	On-Call Engineering Contract	On-Call Design/Inspection	Aug-2017
7	Monmouth County Police Academy Additions and Renovations, Freehold	Building Additions & Renovations	Construction Management	Aug-2017
8	CR524/CR524A/CR547, Howell	Intersection Improvements	Inspection/C.A.	Sep-2017
9	Bridges F-26, F-27, F-28 on Three Brooks Road Final Design, Freehold	Bridge Replacement & Roadway Widening	Bridge & Road Design	Sep-2017
10	CR520 (Branch Ave/Rumson Rd), Little Silver	Drainage Improvements	Drainage Design	Oct-2017
11	Bridge N-17 Rehabilitation on CR17 (East End Ave), Neptune City/Twp	Bridge Rehabilitation	Inspection/C.A.	Oct-2017
12	Monmouth County Library – Western Branch, Upper Restroom Renovations, Manalapan	Building Renovation	Arch/Eng Design	Oct-2017
14	On-Call Engineering & Inspection	On-Call Engineering Contract	On-Call Design/Inspection	Oct-2017
13	On-Call Mechanical, Electrical, Plumbing Consulting Services	Building Renovation	Arch/Eng Design	Nov-2017
15	CR12 (Dwight Rd)/CR50 (Middletown-Lincroft Rd), Middletown	Intersection Improvements	Road Design	Nov-2017
16	Bridge HL-20 on Church Road, Howell	Bridge Replacement	Bridge Design	Nov-2017
17	CR34 (Ridge Rd)/Hance Ave, Fair Haven/Rumson	Intersection Improvements	Road Design	Dec-2017
18	Bridge W-43 Rehabilitation on CR18 (Ocean Ave), Belmar/Avon	Bridge Rehabilitation	Inspection/C.A.	Dec-2017
19	CR43/CR524, Upper Freehold	Roadway Improvements	Road Design	Jan-2018
20	Bridge MT-27 on CR50 (Middletown-Lincroft Rd), Middletown	Bridge Repairs	Inspection/C.A.	Jan-2018
21	CR524 (Stagecoach Rd)/CR571 (Rising Sun Tavern Rd) and Clarksburg Rd, Millstone	Intersection Improvements	Road Design	Feb-2018
22	Bridge HL-45 on CR524 (Allaire Road), Howell	Bridge Replacement	Bridge Design	Feb-2018
23	Bridge W-1 on CR524 & Brisbane Lake Dam, Wall	Bridge & Dam Replacement	Bridge & Dam Design	Feb-2018
24	CR524 (New Canton-Stone Tavern Rd)/Sharon Station Rd, Upper Freehold	Intersection Improvements	Road Design	Mar-2018
25	Bridge E-18 Deck Replacement on CR33 (Seven Bridge Rd), Little Silver	Bridge Replacement	Bridge Design	Mar-2018
26	Bridge S-26 on CR33 (Seven Bridge Rd), Little Silver	Bridge Replacement	Bridge Design	Mar-2018
27	CR21/CR549/Newtons Corner, Howell	Roadway Improvements	Inspection/C.A.	Apr-2018
28	On-Call Geotechnical & Environmental	On-Call Engineering Contract	On-Call Geotech & Environ.	Apr-2018
29	On-Call Testing	On-Call Engineering Contract	On-Call Testing & Inspection	Apr-2018
30	Bridge HL-9 on Howell Rd, Howell	Bridge Replacement	Bridge Design	Apr-2018
31	CR524 (Adelphia-Farmingdale Rd)/Ketcham Rd, Howell	Intersection Improvements	Inspection/C.A.	May-2018
32	Bridge R-11 on Laurel Avenue, Keansburg/Hazlet	Bridge Replacement	Inspection/C.A.	May-2018
33	Bridge MT-30, MT-45 & Shadowlake Dam, Middletown	Bridge & Dam Replacement	Bridge & Dam Design	May-2018
34	CR539A (Sharon Stations Rd), Upper Freehold	Roadway Improvements	Inspection/C.A.	Jun-2018
35	Bridge R-3 on Broadway, Keyport/Union Beach	Bridge Replacement	Inspection/C.A.	Jun-2018
36	Monmouth County Special Services Building Facility Condition Assessment, Freehold	Building Assessment	Arch/Eng Design	Jun-2018



RFPQ Advertisement

- Monmouth County Purchasing:
 - www.visitmonmouth.com
 - Competitive Bidding
 - Purchasing Division
 - Upcoming RFPQs (Professional Qualifications – Engineers & Architects)

- Q & A

