

# Monmouth County Selection of Architectural and Engineering Consultants

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

DRAFT

April 16, 2013



## Quality Based Selection Process

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- 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.



## Since 2006: Fair & Open Process

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- 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 Consultant Selection Scoring

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- Proposals submitted by consultants for professional services are rated according to criteria set forth by the Division of Engineering
- Criteria ordinarily include (but not limited to)
  - Experience
  - Qualifications
  - Understanding of the Project Scope
  - Cost and Man Hours (related to project scope)
  - Presentation
  - Location



# Current Evaluation Form

No	CRITERIA	WEIGHT	POINTS (0 to 5)	MAXIMUM TOTAL POINTS	CONSULTANT					
					POINTS	TOTAL	POINTS	TOTAL	POINTS	TOTAL
1	LOCATION (Proximity to project site)	5	0 to 5	25						
2	QUALIFICATIONS/EXPERIENCE OF FIRMS IN SIMILAR WORK	20	0 to 5	100						
3	QUALIFICATIONS/EXPERIENCE/ABILITY & AVAILABILITY OF KEY PERSONNEL (roadway design, signal design, project administration, surveying, permitting, environmental, etc.)	20	0 to 5	100						
4	UNDERSTANDING SCOPE OF WORK AND PROJECT NEEDS	25	0 to 5	125						
5	PRESENTATION OF PROPOSAL (clarity, proper forms)	5	0 to 5	25						
6	COST & WORK HOUR PROPOSAL	25	0 to 5	125						
TOTAL SCORE		100		500						

## POINT LEGEND

- 0 POOR (UNACCEPTABLE)
- 1 MARGINAL
- 2 FAIR
- 3 AVERAGE
- 4 VERY GOOD
- 5 EXCELLENT

EVALUATED BY: \_\_\_\_\_

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_



## Proposed: Two Step Process

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- Step 1:
  - 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
- Step 2:
  - 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
- Does not apply to State/Federal Grant/Funded projects



# Step 1: 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: 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
- 2 – FAIR
- 3 – SATISFACTORY
- 4 – GOOD
- 5 – EXCELLENT

EVALUATED BY: \_\_\_\_\_

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_



# Proposed Performance Evaluation

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- 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:**

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

EVALUATED BY: \_\_\_\_\_

AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_



## Input Requested

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- Comments should be submitted by May 15, 2013
- Adoption of revised process by Freeholder Resolution in June 2013
- Implementation beginning July 1, 2013
- Submit comments to: [engineer@co.monmouth.nj.us](mailto:engineer@co.monmouth.nj.us)

