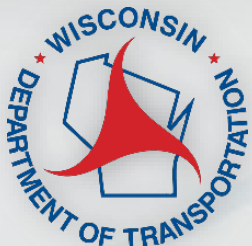


Local Program Design Consultant Selection



Consultant Selection Processes for
Federally or State Funded Design Projects



January 2021

Congratulations... you've been awarded a project. Now what?

First things first!

1. Letter of award/authorization.
2. Formalize Scope and Costs
3. Consultant Solicitation/Request for Proposal (RFP)
4. Selection Committee
5. Objective Ranking and Rating Criteria

Now You Can Go To



6. Local Design Selection Process
7. Local Design Approval Process
8. Local Design Notification Process



1. Letter of Award/Authorization

Dear Sponsor:

SUBJECT: Design Authorization Approved by WisDOT

I.D.: 5478-00-00/72

Title: CTH P (CTH X - STH 27)

Limits: TIMBER COULEE CREEK BR, B-62-0994

The subject project's design phase has been authorized for expenditures effective 11/27/2018. Appropriate costs incurred, including our review of your plan development, will be eligible for Federal/State participation from the effective date.

As indicated on the "Project Agreement" executed, you will be responsible for all costs incurred which do not comply with the Wisconsin Facilities Development Manual (FDM) or applicable Federal/State requirements, and for all costs incurred in excess of Federal/State participation.

This project is scheduled for a 12/8/2020 construction letting and any schedule change will require WisDOT approval. Funding availability and consistency with WisDOT's Project Letting Plan will be considered when reviewing any schedule change request.

Before starting the design of your project, please contact your Local Program Project Manager (LPPM) **Aleigha Burg** at (608) 317-9083. If the project will be designed by a consultant, proper consultant selection and a three-party contract is required. If the project will be designed by in-house/municipal engineer, a two-party contract or work order will be required.

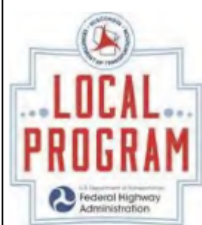
Please review the Local Program Document Approval Designation Matrix located on the Federal Aid Project Delivery Website at: <https://wisconsindot.gov/Pages/doing-bus/local-program/default.aspx>. This Document contains the most current delegation of project



Document Approval Designation....

... helps define Local's responsibilities.

Attached to
your award
letter



Local Program Document Approval Designation

January 8, 2019

Please see website for latest version

<https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/default.aspx>

- **A=Approve**
- **C=Concur**
- **R=Review (provide comment and recommend "approval")**
- **For LPA approval, an LPA employee must provide signature**
- **All Documents are Required to be Submitted to WisDOT for filing**
- **Designations Supersede WisDOT Manuals**

| ACTIVITY/TASK | P D C H I E F | P D S U P | C U S U P | L P P M | L P A | O T H E R | COMMENT |
|---|---------------------------------|-----------------------|-----------------------|------------------|-------------|-----------------------|---|
| DESIGN | | | | | | | |
| State Municipal Agreement (SMA) Memorandum of Understanding (MOU) Memorandum of Agreement (MOA) | | | | | A | A | • Division of Transportation Investment Management (DTIM) |
| Safety Certification Document (SCD) | | | | | A | | • Complete at Application |
| Request to use 3D Standards | | | | | | | |



2. Formalize Scope and Costs

1. Scope of Project Detailed
2. Estimate Construction cost
3. Estimate Engineering Fees.....

... the amount of Fees will dictate solicitation requirements



3. Consultant Solicitation/Request for Proposal (RFP)

FDM 8-5-20.2

1. What is QBS? FDM 8-5-1, 1.1
 - A. Qualification Based Selections
 - B. Documented trail showing selection process used
 - C. Qualifications of firms are key
 - D. Cost cannot be considered during selection.

2. Why do we need to follow QBS?
 - A. Feds and State Entered a Stewardship Agreement
 - B. Federal Law 23 CFR 172, Brooks Bill

3. When do we need to follow QBS? If you have state or federal cost share in design projects in...
 - A. Local Bridge
 - B. STP-Rural
 - C. STP-Urban
 - D. Transportation Alternative Program (TAP)
 - E. Congestion Mitigation & Air Quality (CMAQ)



3. Consultant Solicitation/Request for Proposal (RFP)

FDM 8-5-20.2

Items to take into account when determining firms...

1. Conflict of Interest

FDM 8-5-3

- A. LPA cannot use their municipal engineering firm
- B. Firm can't prepare project application, then be considered for design w/o both steps following QBS
- C. If firm did an independent engineering study on a bridge they cannot compete for the design (a firm that performs bridge inspections can compete for design of rehab. or replacement of said bridge)

2. Past performance

- A. Firm's previous work performance
- B. County knowledge of firm's performance



3. Consultant Solicitation/Request for Proposal (RFP)

FDM 8-5-20.2

Locally Funded Design Projects

FDM 8-5-1, 1.1

(No State or Federal \$ in design..... Local \$ only)

WisDOT *encourages* the use of QBS for selection on all projects

Strongly recommend that the consultant be on WisDOT's Roster of Eligible Firms

Firm must be eligible to practice engineering in Wisconsin

Contracted design services to be reviewed by WisDOT to ensure federally/state funded construction project meets requirements



3. Consultant Solicitation/Request for Proposal (RFP)

| Design Fees | Under \$1,000,000 | Nearing \$1,000,000 & Above |
|--------------------------------|--|---|
| Solicitation Process to Follow | Local Design FDM 8-5-20 | Local Design FDM 8-5-20 |
| Contact to make | <ol style="list-style-type: none"> If design fees are < \$200,000, may elect to approach 3 firms & verify if they are available OR solicit NOIs as shown below If design fees are > \$200,000, must solicit “Notice of Interest” from: <ul style="list-style-type: none"> -A maintained roster of 10 or more firms. -WisDOT Bi-Monthly solicitation -Newspaper Short list 3 firms minimum | <ol style="list-style-type: none"> Must solicit “Notice of Interest” from: <ul style="list-style-type: none"> -A maintained roster of 10 or more firms. -WisDOT Bi-Monthly solicitation -Newspaper WisDOT approves shortlist of 3 firms |
| Meeting type | <ol style="list-style-type: none"> selection committee can call firms or hold interviews use rating sheet must review requested NOIs | <ol style="list-style-type: none"> Must hold Interviews Interview 5 firms if possible |



4. Selection Committee

FDM 8-5-1, 1.4, 4.a.

1. Minimum of 3 voting members including chairperson
2. Must document all procedures
3. Need to maintain records for 3 years after construction & then records become a permanent part of the project records
4. Formalize Scope and Costs
5. Develops rating and ranking criteria.....



1. General

- A. Familiarity with WisDOT procedures
- B. Professional Registration of Firm and staff, education
- C. Current Firm workload
- D. Proximity of Firm's office to project

2. Specific Relevant Experience

- A. Public Involvement
- B. Environmental Analysis and Documentation
- C. Right of Way Plat preparation, Utilities
- D. Structure and Roadway Design
- E. Drainage, Traffic Control, Survey

3. Other

- A. Experience with similar projects
- B. Previous performance including timeliness, quality, trouble shooting

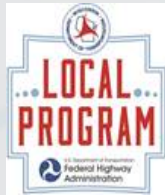


5. Example Objective Rating and Ranking Criteria FDM 8-5-55

Attachment 20.1

| CONSULTANT INTERVIEW RATING SHEET FIRM _____ | | | | | | | |
|--|--|----------------|----------------|----------------|----------------|----------------|-----------------|
| RATING FACTORS | | | | | | | |
| 1. | Resources Available To Do Job | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Outlook in general, interest in work. | | | | | | |
| 2. | Project Manager/Engineer | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | General impression, self expression, knowledge and experience, self confidence, persuasiveness. | | | | | | |
| 3. | Public Involvement | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Proposal or plan, sensitivity. | | | | | | |
| 4. | Environmental Issues | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Knowledge, background. | | | | | | |
| 5. | Right-of-Way and Utility Issues | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Knowledge, background. | | | | | | |
| 6. | Knowledge of Job | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | What work is needed, field review, etc. | | | | | | |
| 7. | Identify Problems | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Knowledge of problems and their approach to project challenges. | | | | | | |
| 8. | Accommodating Public and Agency Concerns | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Indication of sincere interest in the municipality, the Department and agencies, and their concerns. | | | | | | |

| | | | | | | | |
|---|--|---|----------------|----------------|----------------|----------------|-----------------|
| 9. | Schedule | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Opinion of the firm's potential to complete on schedule. | | | | | | |
| 10. | Past Performance | Unsat --0-- | Margn --2-- | Norml --4-- | Above --6-- | Excel --8-- | Outst --10-- |
| | Rating from previous projects. | | | | | | |
| CHECK ONE BOX IN THE MATRIX IMMEDIATELY AFTER THE INTERVIEW AND TOTAL THE RATINGS | | | | | | | |
| Rating Totals | | --0-- | --2-- | --4-- | --6-- | --8-- | --10-- |
| Summary of Rating Totals _____ | | | | | | | |
| <u>RATING SCORES</u> | | | | | | | |
| 10 | OUTSTANDING | Exceptional, applicable in rare instances | | | | | |
| 8 | EXCELLENT | Considerably above average, definitely stands out, makes immediate impression | | | | | |
| 6 | ABOVE AVERAGE | Well above average | | | | | |
| 4 | NORMAL | Satisfactory | | | | | |
| 2 | MARGINAL | Doesn't quite meet satisfactory standards | | | | | |
| 0 | UNSATISFACTORY | Unsuitable | | | | | |
| Interviewer Signature _____ | | | | | | | |



6. Local Design Selection Process

FDM 8-5-20

Contracts below \$1,000,000 (including any amendments)

1. Selection Committee develops “Short List” of 3 firms.
 - Can start with WisDOT’s list of eligible consultants
 - Can start with locals’ “regularly maintained” listing of 10 firms
 - WisDOT needs to approve the short list for interviewing
2. Selection committee will rank firms after asking questions from the objective criteria questionnaire either over the phone OR by bringing firms in for interviews.
3. Selection Committee ranks firms, fills out the Local Design Selection Approval Checklist DT1515 and sends to the Local Program Project Manager (LPPM). The LPPM will forward DT1515 onto the Region Consultant Services Supervisor for processing & approval.



6. Local Design Selection Process

FDM 8-5-20

Contracts over \$1,000,000

1. Selection Committee develops “Short List” of 3 firms
 - Can start with WisDOT’s list of eligible consultants
 - Can start with locals’ “regularly maintained” listing of 10 firms
 - WisDOT needs to approve the short list
 - WisDOT must be on the interview panel
2. Selection Committee will interview each firm by asking the questions on the objective criteria questionnaire. Firm’s responses to questions will yield a rating for each question and will determine their rank amongst firms interviewed.
3. Selection Committee ranks firms, fills out the Local Design Selection Approval Checklist DT1515 and sends to the Local Program Project Manager. The LPPM will forward DT1515 onto the Region Consultant Services Supervisor for processing & approval.





LOCAL DESIGN SELECTION APPROVAL CHECKLIST

Wisconsin Department of Transportation
DT1515 10/2014

| | | |
|---------------------|----------------|-------------------------|
| State Project ID | Highway/Street | Estimated Contract Cost |
| Description of Work | | |

| | | | |
|----------------------|------------------------------|---------------|--|
| Municipality Contact | Name | | |
| Title | (Area Code) Telephone Number | Email Address | |

Municipality Selection Committee *(List at least 3 voting members in the selection process, including the chairperson)*

| Name | Title | (Area Code) Telephone Number |
|------|-------|------------------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

| | | | |
|--|--|--|--|
| Detailed estimate of hours and costs for the project was developed by: | | Solicitation of Interest was published by: <i>(check all that apply)</i> | |
| <input type="checkbox"/> Municipality <input type="checkbox"/> Central Office Office <input type="checkbox"/> WisDOT Region | | <input type="checkbox"/> Notifying entire WisDOT Eligible Roster of Consultants <input type="checkbox"/> Using WisDOT Internet site for design solicitation <input type="checkbox"/> Local Internet site <input type="checkbox"/> Justified Sole Source <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Small Purchase Procedure (see FDM 8-5-10) <input type="checkbox"/> Notifying entire municipality maintained roster of interested and qualified firms (minimum of 10). Solicitation method must be documented in the project file. | |
| Were objective criteria developed and used in short-listing the preferred consultants? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Number of firms contacted: | |
| Did the selection committee conduct interviews with the potential consultants? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Final short list of consulting firms in order of rank in the project: | |
| If Yes, how many firms were interviewed? | | 1 | |
| A copy of the objective criteria can be found at the following location | | 2 | |
| <input type="checkbox"/> Central Office Office <input type="checkbox"/> WisDOT Region Region project file <input type="checkbox"/> Municipality Project File | | 3 | |
| DOT Estimate Attached | | 4 | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | | 5 | |

Approval for selecting the following preferred consultant is requested:

| | | |
|--------------|------------------------------|-----------------------|
| Municipality | Prepared By (name and title) | Date (choose) Date |
|--------------|------------------------------|-----------------------|

| WisDOT Use Only | | * CARS Required Values | |
|------------------------------|--------------------|--|--|
| *Contract Phase | Date of Request | Date | |
| *Status Status | *Contract Function | Function | |
| *Project Limits | *Program Code | Program Code | |
| | *Federal Funding % | % | |
| | *ARRA | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| *County County List | *DBE % Goal | % | |
| *Region/Bureau Region/Bureau | *DBE Waiver | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| | | |
|---|----------------------------------|-----------------------|
| Selection for Design by Local Government Contract Approved by Contracts \$50,000 or more – Statewide Consultant Engineer / Contracts under \$50,000 – Region | See FDM 8-5-20.5 | Assigned Fixed Fee % |
| Approval Signature <i>(Brush Script font)</i> | | Date (choose) Date |

For Statewide Consultant Engineer's Approval, send form to DOTConsultantServicesApproval@dot.wi.gov

Approved Project Information

Selection Committee

Estimate of Costs

Method of Solicitation
(letter, email, phone log....)

Objective Criteria

File Location

Selection Approval Date



1. Selection Committee:

Ranks firms

Fills out the Local Design Selection Approval Checklist DT1515

Sends DT1515 to the Local Program Project Manager for processing & approval.

2. The Region Consultant Services Supervisor:

Sends DT1515 to Central Office for approval

Sends DOT-Approved DT1515 to municipality



Selection Committee Chairperson upon receiving WisDOT approval of design selection:

Notifies successful firm

Notifies unsuccessful firms

Invites successful firm to begin negotiations

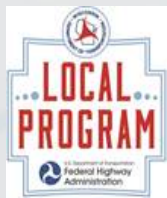


Document,
Document.....
Document

A wise man once said,

“If the paperwork is not in the file, it didn’t happen!”

Don’t risk losing Federal/State funds..... Document it!!!



Questions...?

Please contact the Region Local Program Project Manager listed on the [Federal Aid Project Delivery](https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/default.aspx) website. (https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/default.aspx)

