

# A&E ENHANCED CONSULTANT SELECTION PROCESS STATUS

Updated June 15, 2016



# A&E Enhanced Selection Process

## Purpose

- Respond to the *2013 A&E Contracting Process Audit*
- Increase Transparency
- Evaluate Past Performance
- Carry a portion of the SOQ Initial score to the Final Evaluation
- Incorporate internal and external stakeholders concerns
- Incorporate feedback from the Pilots

# A&E Enhanced Selection Process



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**Updated 6/2/16**

Welcome to the Caltrans Architectural and Engineering (A&E) Contracts web page. This page offers links to documents and other information to assist consultants.

Would you like to be informed of updates to our website by email? [Subscribe to our email notification service.](#)

## What's New?

★ [New Procuring A&E Contracts](#)



Caltrans Division of Audits and Investigations website to:

- A&E Indirect Cost Rate Training
- Interpretive Guidance Documents for A&E Consultants
- Indirect Cost Rate and Timekeeping Webinar Training by WS DOT
- ICAP/ICRP Submission Processes and

# A&E Contract Process

Contract Needed

CONTRACT PLANNING

CONTRACT PROCUREMENT

Enhanced Selection *Implemented 4/18/16*



# Initial Selection



# Initial Selection

- New Consultant Selection Committee Guidelines
- Each Consultant Selection Committee (Panel) member will evaluate the SOQs Independently by documenting Strengths & Weaknesses on Form ADM 2027b with SOQ page/section references in support of the SOQ Initial Evaluation Criteria.
- Panel members will be required to submit the SOQ Strengths & Weaknesses forms and raw scores to the A&E Analyst for tabulation.

# Initial Selection

- Form ADM 2027a revised to combine criteria and change weight.
- Definition of scores is improved for panel.

# Initial Selection

- 10 relevant projects in Section F of the SF 330 will be based on individuals who are listed in the organizational chart.
- Reference/Verification check from the client who received the services will be required for five of the ten projects listed in Section F of SF330.
- One reference must be for the Consultant Contract Manager.
- Other references must be for key team members shown in the Org Chart.

# Final Selection



# Final Selection

- Forms ADM 2028a, b and c are revised or created. They reflect the scoring criteria, the panel's discussion and consensus ranking.
- Interview questions and **Example Task Order** will be developed by subject matter experts on the panel.
- Shortlisted firms will receive the Interview Letter and the **Example Task Order** to present the **approach, challenges, key staff's availability and ability to deliver the Example Task Order.**

# Final Selection

- The Task Order presentation will replace the existing Presentation.
- Firms will be provided **time to review Technical Approach Questions in the same room as the Consultant Selection Committee.**
- The review time (20-30 minutes) will be **closed book** with no white boards, easels or electronic devices permitted - only materials provided by Caltrans will be permitted.

# Final Selection

- The team will be presented with two, hard copy packets of the Technical Approach Questions for notes. These packets must be returned at the end of the interview.
- Technical Evaluation Part A: The firm's response **presentation** to the **Example Task Order's** approach, challenges, key staff's availability and ability to deliver.

# Final Selection

- Technical Evaluation Part B1: The firms will answer **Technical Scenario Questions**.
- No follow-up questions to the Technical Scenario Questions will be allowed.
- No SOQ Clarifying or Standard questions will be developed.

# Final Selection

- Technical Evaluation Part B2: The firms will have time for a **Closing Statement** that adds to the **Technical Scenario Questions** (increase score).
- Initial Evaluation Total: The Initial Evaluation final score will be included as part of the Final Score with a weight of 25%.

# Final Selection

## Final Ranking Process Summary:

1. The panel will evaluate the Task Order Presentation & Interview independently.
2. Each panel member will submit their raw scores to the A&E Coordinator and will not discuss these results with other panel members.
3. Collectively, the Panel will **Review and Document the Strengths and Weaknesses** of each Firm.
4. The Committee will prepare the Final Evaluation **Consensus Ranking** and individually certify the results.

# Overall Interview Schedule

*The Contract-Specific Interview Schedule will be detailed in the Interview Letter.*

Schedule	Time Allotted In Minutes
Consultant's Scheduled Arrival Time and Sign In	10
Consultant Interview Set up	5
Example Task Order Presentation (Part A)	10 - 15
Technical Scenario Questions Review	<b>20 - 30</b>
Technical Scenario Questions Responses: Tech Eval. (Part B1)	25 - 35
Consultant's Closing Statement re: Technical Scenario Questions (Part B2)	2
Caltrans' Closing Statement	1
Take Down Equipment and Exit	2

# Lean Six Sigma

To Reduce the A&E Procurement Process Timeline

Contract Needed

CONTRACT PLANNING

CONTRACT PROCUREMENT

Lean Six Sigma

Post in Look Ahead Report	Advertise	Evaluate SOQs	Interview	Negotiate	Execute
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# Lean Six Sigma Major Changes

The time to procure an A&E contract from 98 days to 45 calendar days

- Advertise and Create SOQs (19 days)
- Evaluate SOQs (5 days)
- Interview Consultants (5 days)
- Negotiate Contract (11 days)
- Execute Contract (5 days)

## Lean Six Sigma Major Benefits

- Reduce the need for amendments
- Increase customer satisfaction
- Allow a more efficient use of allocated A&E resources
- Increase number of on-time contract executions



## Look Ahead Report - Anticipated A & E Advertisements as of May 2016

(For Scheduled Outreach Events, go to <http://caltrans-opac.ca.gov/aeinfo.htm>)



Navigation													
District	Temporary ID	Date Added to	Estimated Advertisement begins in Calprocure	Status	Advertisement in calprocure.ca.gov		Estimated Term (Number of Years)	Type of Work	Estimated Amount (\$)	Description of Work	New or Replacement Service	Current/ Expired Contract Number(s)	Current/ Expired Contract Awarded to
					RFQ Number	RFQ Date							
03	03CONSTNEWD1	February 2016	October 2016	Planning			4	Professional "on call" Construction Engineering and Support Services.	\$16,000,000	Consultant shall perform professional, technical and support services required for construction inspection, Material Testing, Office Engineer, Storm Water Coordination, Claims and CPM scheduling support services on an "as needed" basis on District 1 Capital and Maintenance projects.	Replacement	03A2087	Caltrans Corp
03	03CONSTNEWD2	February 2016	November 2016	Planning			4	Profession Engineering Services to perform construction contract engineering and administration work in District 2	\$12,000,000	Construction inspection, material testing and office engineer services, claims analyst, CPM scheduling assistant, storm water pollution, prevention program coordination.	Replacement	03A2086	Vali Cooper & Associates
03	03ENVRCRSS16	May 2015	May 2016	Planning									

1. New 60day posting requirement for new contract line items, or existing line items that have had a material change.
2. Replacement contracts with no scope changes will advertise for 14 days.
3. Replacement contracts with no scope change will show the existing/expired contract in the web address, highlighted in yellow below.
4. All line item changes will be noted in the "Description of Work" column in capitol letters, as the first sentence in the cell.

### Notes:

1. Subject to change without notice.
2. Services listed have not been confirmed to be services that can be acquired under GC§ 4525.
3. Scanned copies of existing contracts listed on this report can be found at <http://www.dot.ca.gov/hq/dpac/ae-contracts-lar.htm>
4. Send questions regarding this report to: [AE.Look.Ahead.Report@dot.ca.gov](mailto:AE.Look.Ahead.Report@dot.ca.gov)

## A&E Executed Contracts

Contract No./Service	Contractor/Vendor
<a href="#">03A2086</a> Construction Engineering and Construction Inspection Support Services, Materials Sampling and Testing Services, and Claims Support Services	Vali Cooper & Associates, Inc. Sacramento, CA
<a href="#">03A2087</a> Construction Engineering and Construction Inspection Support Services, Materials Sampling and Testing Services, and Claims Support Services	CALTROP Corporation Rancho Cucamonga, CA
<a href="#">03A2156</a> Cultural Resource Support Services	Pacific Legacy, Incorporated El Dorado Hills, CA
<a href="#">04A4305</a>	

Example links to existing contracts for replacement contracts.