

A&E ENHANCED CONSULTANT SELECTION PROCESS



Initial Selection



Initial Selection

- Relevant projects in Section F of the SF 330 will be based on individuals who are listed in the organizational chart
- Reference check from the client who received the services will be required for five of the ten projects listed in Section F of SF 330

Initial Selection

- Each Consultant Selection Committee (Panel) member will evaluate the SOQs Independently by documenting Strengths & Weaknesses with SOQ page/section references in support of the SOQ Initial Evaluation Criteria
- Panel members will be required to submit their SOQ raw scores and Strengths & Weaknesses to the A&E Analyst for compilation
- Shortlisted Consultant Firms will continue to the next phase of the process

Final Selection



Final Selection

- Consultant Selection Committee (Panel) will consist of the Contract Manager + 4 Committee Members
- Interview questions are developed by the Contract Manager + 2 Committee Members
- Questions are kept confidential and presented to the entire Committee on the day of the interview for review and comprehension
- Shortlisted firms will receive an **Example Task Order** with the Interview Letter to present the approach, challenges, key staff's availability and ability to deliver the **Example Task Order**

Final Selection

- Firms will be provided **time to review Technical Approach Questions** prior to the Example Task Order Presentation, **in the same room** as the Consultant Selection Committee
- This review time will be **closed book with no white boards, easels, or electronic devices permitted**
- 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 Consultant Selection Committee will evaluate the Task Order Presentation & Interview independently
2. Each Committee member will submit their raw score to the A&E Coordinator
3. Collectively, the Committee will **Review and Document the Strengths and Weaknesses** of each Firm
4. The Committee will Prepare the **Consensus Ranking and Certify**

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
Technical Scenario Questions Review	30
Example Task Order Presentation (Part A)	10 - 15
Technical Scenario Questions by Selection Committee (Part B1)	25 - 35
Consultant's Closing Statement on Technical Scenario Questions (Part B2)	2
Caltrans' Closing Statement	1
Consultant's Take Down Equipment and Exit	2