

# Professional Services Forum

Overview/Discussion on New  
Processes and Upcoming Changes


July 1, 2009



# Introductions



## Purpose of the Meeting

- Overview of New Continuing Contract/Library Process
  - Professional Services Review Committee (PSRC)
  - Provide Additional Updates of Interest to the Professional Services Community
  - Obtain Feedback & Answer Questions
- 

# Opening Comments

Jim Harriott, Executive Director,  
Capital Management Services  
Project Sponsor

## What is the Library?

- “Library” of firms pre-qualified to perform work in specific professional service categories on a continuing contract basis
- Each Category of Work Constitutes a “Book” in the Library
- Examples of Books:
  - Construction Engineering & Inspection Services (CEI)
  - Bridge Rehabilitation, Repair, and Inspection
  - Design and Architecture for Libraries
  - Surveying & Mapping Services
  - Landscape Architecture Services
  - Construction Material Testing

# How is the Library Different from Current System?

## Currently

- Multi-year Contracts with Limited Number of Firms
- System Closed to New Firms for several years until New Contracts Awarded
- No Requirement that Work Assignments be Distributed Equitably Among Qualified Firms

## Proposed

- Opportunity for all firms to qualify annually
- As Work Assignments Identified, Work Distributed to Next Qualified Firm Able and Willing to Accomplish Task
- Work Assignment List Monitored to Ensure Equitable Distribution

## When Will Library Be Used?

- Decision based on size and complexity of project
  - Per Consultants Competitive Negotiation Act (CCNA) F.S. 287.055:
    - Projects where construction costs do not exceed \$1m
    - Study or Activity less than \$50,000
    - Work of a specified nature
- Does not Replace the need for project specific Requests for Professional Services (RPS)


## How Will Firms Qualify?

- Solicitations for each category of work will be posted on DemandStar
  - Forms for submitting qualifications are standardized and simplified for consistency and ease of use
  - Firms submit separate qualifications for each Category of Work
- Qualifications evaluated using criteria and points identified for each Category of Work
  - Firms must score a minimum # of points to be included in Library for each Category
- Firms already in Library will be required to refresh/update qualifications annually to remain in rotation

## Proposed Assignment of Work

- Work will be assigned using a rotation system. Original order of rotation may be random.
- As Work Assignments identified, next available firm among the pool of qualified firms notified/offered the opportunity to negotiate assignment.
  - If firm turns down work assignment, or County & firm are unable to negotiate scope & fees in timely manner, next firm on list selected
  - County may “direct select” a firm from the Service Category if work assignment requires unique experience or knowledge; exceptions must be approved by Executive Director and Procurement
- After full rotation, Service Category list may be re-ordered to ensure equitable distribution of work.

## Transition Plan

- Existing Continuing Contracts will be allowed to expire and/or will not be renewed.
  - Phased Approach. Service Categories advertised quarterly over 12 month period beginning July 2009 and ending July 2010.
  - Continuing contracts for each firm selected in each service category will be presented to BCC for approval.
  - A draft schedule outlining expiration dates and solicitation dates for all service categories is provided with your handout.
- 

## July 2009

- Service Categories to be Advertised July 2009
  - Bridge Rehabilitation, Repair, Inspection
  - New Bridge Design and Construction Management
  - Construction Engineering & Inspection (CEI)
  - Roadway Design Services
  - Architecture and Design for Firehouses
  - Site Planning and Feasibility Studies
  - Parks Design Services

## Proposed Timeline for Initial Categories

### July 2009

- County posts solicitations for 1<sup>st</sup> group of service categories on DemandStar
- Firms download solicitations and review qualifications for each service category

### August 2009

- Firms submit qualifications & required forms for consideration
- County reviews qualifications and ranks firms for each service category using criteria identified in solicitation
- Firms meeting the minimum point threshold will be considered qualified

### September 2009

- County posts Notice of Award for each Service Category listing all qualified firms
- Firms will be notified of their status for each Category under Consideration.
- Firms not accepted into a service category will have opportunity to submit again during next qualification

### October 2009

- Continuing contracts presented to BCC for approval

## Professional Services Review Committee

- Current Committee Membership
- Recommendations for Membership

## Other Procurement Updates

- DemandStar will be replaced with system allowing electronic submittals of qualifications
- Vendor evaluation system is being implemented
- New RPS format includes points
- New commodity codes should produce financial reports by service category (for volume of work score)
- Evaluation includes up to 10 points for location

## Feedback

- How often should Service Categories be opened to new firms?
- Rotation System
- PSRC Membership
- Are informational/training sessions needed?

**SUBMIT QUESTIONS & RECOMMENDATIONS TO:**

**[ProfServices@scgov.net](mailto:ProfServices@scgov.net)**



**Questions?**

