

**Sarasota County
Professional Services Review Committee (“PSRC”) Guidelines**

1. Request for Professional Services Process

A Request for Professional Services (“RPS”) is a solicitation specifically designed to select professional engineers, architects, landscape architects, surveyors, and cartographers. Those disciplines are governed by Florida State Statute 287.055, known as the Consultants’ Competitive Negotiation Act (“CCNA”). CCNA includes prescribed criteria to be considered during evaluation and prohibits the request or submittal of fees until after selection. Criteria that must be considered when determining whether a firm is qualified include: the ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current and projected workloads of the firms; and the volume of work previously awarded to each firm, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms.

Requests for Professional Services may be advertised to select professional service providers for a specific project, or to select firms to provide professional services on a continuing basis. Please refer to the Sarasota County Procurement Manual for more details regarding the Request for Professional Services process.

2. Roles & Responsibilities

All Committee members and Advisors are required to sign a statement indicating that they understand their role in the process, and they have no personal or financial association with any of the proposers. Committee members are recommended by the Project Manager and must be approved by the Procurement Official prior to the distribution of proposals. The selection of third party committee members, advisory staff and consultants shall be clearly documented.

2.1. Facilitator - Procurement Representative responsible for facilitating all committee meetings. The facilitator is not a committee member and therefore does not vote. Makes procedural decisions throughout the process.

- a. Determines responsiveness of proposers.
- b. Distributes copies of proposals, forms and guidelines to Committee members.
- c. Ensures that PSRC meeting information is posted on the County’s calendar.
- d. Acts as the single point of contact responding for proposers, responding to questions on behalf of the County, throughout the solicitation process.
- e. Provides guidance and answers questions to ensure all members of the committee understand their roles and responsibilities in the evaluation process.
- f. Records meetings and/or takes meeting minutes.
- g. Has the authority to make procedural decisions throughout the process.

2.2. Committee – Voting members, made up of County staff (non-County staff may serve on the Committee if authorized by the Procurement Official). All committee members are

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Professional Services Review Committee (“PSRC”) Guidelines**

required to sign a statement indicating they understand their role in the process, and they have no personal or financial association with any of the proposers.

- a. Thoroughly reviews the RPS and all responses prior to and between Committee meetings.
- b. Actively participates in committee meetings.
- c. May be required to submit a written synopsis of their assessment to other members of the committee.
- d. Independently scores/ranks proposals based on the criteria established in Sec. 287.055 F.S. and as outlined in the RPS.
- e. One Committee member is designated by the Facilitator as “Project Manager” and is responsible for providing a detailed briefing of the project and a written synopsis of their assessment.

2.3. Advisors – May include County staff and/or consultants or members of the general public. All advisors are required to sign a statement indicating that they understand their role in the process, and they have no personal or financial association with any of the proposers. Advisors are not committee members and therefore do not vote.

- a. Provides analysis, research and expertise to the Committee.
- b. May prepare a written synopsis of their assessment which is distributed and/or orally presented to the Committee.
- c. May provide assistance with the generation of the RPS documents and the evaluation of the responses.

3. Procedures

3.1. Attendance

PSRC Meeting(s) will be scheduled by the Facilitator. Committee members are required to attend and actively participate in all meetings and presentations to retain voting privileges and ensure the integrity of the evaluation. The use of “alternate” or “substitute” committee members is not permitted.

3.2. Sunshine Law

Pursuant to [Chapter 286 F.S.S.](#), the “Sunshine Law”, Committee members are prohibited from conferring with other members on the solicitation or discussing proposals with one another, at any time prior to an between formal meetings. Committee members have the option of using Advisors to assist in their evaluation.

3.3. Confidentiality

All persons associated with the evaluation process are cautioned not to discuss any aspect of the proposals or the process with anyone other than those listed above. This includes the general public and members of the media. If any proposer contacts anyone associated with the evaluation, it must be reported immediately to the Facilitator.

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Professional Services Review Committee (“PSRC”) Guidelines**

3.4. Evaluation Criteria

Committee members are to evaluate proposals based on the criteria mandated by Chapter 287.055, Florida Statutes and outlined in the solicitation. These criteria must be applied to the responses without change, deletion, or expansion. The RPS will list the relative importance of the criteria and Committee members should keep that comparative significance in mind during their evaluation. Committee members will be provided with written guidelines for the allocation of points. The results of the PSRC’s evaluation must stand up to public and legal scrutiny.

3.5. Evaluation Notes

Committee members are encouraged to take notes during their individual review and list questions they may have so that those concerns can be addressed at the Committee meeting. Copies of all written notes will be provided to the Facilitator at the evaluation meeting.

3.6. Oral Presentations

Oral presentations will be requested from the proposers receiving the three (3) highest overall scores from the Committee. If the Committee would like to hear oral presentations from more than three (3) proposers, they will make that determination prior to ranking the proposals.

3.7. Voting

At the point where the Committee has gathered, discussed, and exchanged adequate information, the Facilitator will ask whether they require more discussion or are prepared to rank the proposers. The Facilitator will distribute the official ranking form to the Committee who will rank the proposals from highest-ranked to lowest-ranked. The Facilitator will collect the forms, tabulate them, and announce the ranking.