Have You Reviewed Your Selection Process Lately?

- Do you have a written process?
- Is your process turning away consultants from future advertisements?
- Is it timely and efficient?
- Is it consistent from project to project?
- Are you attracting the most qualified firms?
- What is the true cost of the process for firms?
- Can the process be improved?
Best Practices to Improve the Process

• Consultant Selection
  – Communication
  – Selection Strategy
  – Process
  – Cost of Proposal Development

• Benefits of Using Qualifications Based Selection (QBS)
Consultant Selection…

Communication During Selection Process – Internal and External

- Strategy
- Service Needs
- Selection Committee
- Selection Criteria
- Develop RFQ/RFP
- Evaluate and Shortlist
- Interview/Final Selection
- Independent Fee Estimate
- Scoping
- Contract Negotiations
- Debrief Losing Firms
- Debrief Losing Selection Com.

ACC AIRPORT CONSULTANTS COUNCIL
Communication...

- **Internally – Sponsor:**
  - continuous: inception to contract
  - identified goals and objectives for process

- **Externally – Consultants:**
  - provide understanding of needs (scope, schedule, etc.)
  - allows for consultant creativity
Selection Strategy

• Good plan delivers positive benefits:
  – efficient use of sponsor and consultants’ time
  – obtains most qualified consultants
  – minimizes/eliminates legal issues later
  – sponsor satisfied with selection

• Feedback from recent selection processes
Service Needs

- Define service needs: planning, A&E, on-call
- Develop detailed project description
- Budget expectations
- Schedule expectations
- Additional separators

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Choose Selection Committee

- Free from any conflict of interest
- Knowledgeable of the project’s technical requirements
- At least 3 members
- Written code of conduct
Define Selection Criteria

Transparent scoring matrix that emphasizes the Sponsor’s strategy and service needs without bias to any one firm. Typical examples of criteria:

– understanding of the project
– key personnel qualifications and experience
– firm’s qualifications and recent experience
– ability to meet project schedule
Develop RFQ/RFP

- Detailed project description and scope
- Clearly define selection criteria
- Allow consultants at least 3 weeks to respond
- No cost information – hours or rates
- Follow FAA Advisory Circular 150/5100-14D
Evaluate Proposals and Shortlist

- Score based on selection criteria
- Develop short list of 3 firms – schedule interviews only if necessary!
- Provide interview evaluation criteria
- Allow at least 2 weeks to prepare for interviews
Interviews and Final Selection

- Allow adequate time for each interview
- Score interviews and select consultant
- Notify all parties of selection in a timely manner
- Provide opportunity for individual debrief
Negotiations and Internal Debrief

- Contract negotiations should be < 30 days
- Good process leads to efficient negotiations
- Provide opportunity for internal debrief on process to inform future selections
Cost of SOQ/Proposal Development

- Dependent on size and complexity of project
- **Statement of Qualifications**
  - without interview > $5,000
  - with interview > $10,000
- **Proposals**
  - without interview > $10,000
  - with interview > $20,000
- **Large efforts can exceed $100,000**
Benefits of Using QBS

- Ensures selection of the most qualified firm for the specific project
- Achieves fair and reasonable fees without using a “low bid” process
- Creates a partnership between the sponsor and consultant
- Promotes full and open competition
- Fosters innovation and creativity