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CHAPTER 21. Architect-Engineering (A-E) Services

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21.1 Policy

All architectural and engineering (A/E) services shall be publicly announced and procured based on the demonstrated competence and qualifications of prospective contractors to perform the services at fair and reasonable prices.

21.2 Selection of Firms for Architect-Engineer Contracts

Qualification statements and/or qualification statements plus technical proposals by A/E firms will be submitted in response to the public announcement for specific architectural or engineering services. If requested by DC Water, qualification statements and technical proposals shall include Standard Form 330 Part II (OMP form). A/E firms that submit qualification statements and technical proposals are eligible for evaluation and recommendation to the Contracting Officer for performance of required A/E services.

21.3 Evaluation

A/E firms shall be evaluated by a panel consisting of persons recommended by the Director of Engineering and approved by the Contracting Officer. Panel members collectively shall have experience in architecture, engineering, construction, and procurement. A/E firms shall be evaluated based on criteria to include but not limited to the following:

1. Professional qualifications necessary for satisfactory performance of the required services
2. Specialized experience and technical competence of the firm and its personnel (including a joint venture, association, or professional subcontractor), considering the type of services required and the complexity of the project
3. Capacity to perform the work (including any specialized services) within the time limitations, considering the firm's current and planned workload
4. Past performance on contracts with the Authority, the District of Columbia, other governmental entities, and private industry considering cost control effectiveness, quality of work, and compliance with performance schedules
5. Compliance with applicable Business Development Plan requirements

21.4 Negotiations

Negotiations will be conducted with at least three (3) firms that make the short list as a result of the evaluation and are determined to be the most highly qualified to perform the required services. Negotiations may be conducted with two firms if there are no additional highly qualified firms. Negotiations shall commence with the highest ranked firm. A fee proposal, and technical proposal where applicable, shall be requested from the firm. If a mutually satisfactory contract cannot be negotiated, negotiations will be concluded, and the Contracting Officer shall then initiate negotiations with the next highest ranked firm on the short list. This procedure shall be continued until a mutually satisfactory contract has been negotiated. If negotiations fail with all short listed firms, the Contracting Officer shall refer the matter to the General Manager who may direct that additional firms be recommended in accordance with the section above on Evaluation.

21.5 Basis of Award

If negotiations are successful, the basis of the award will be to the most qualified offeror who offers a fair and reasonable price.



21.6 Release of Information on Firm Selection

The Contracting Officer may release information identifying the A/E firm with which a contract has been negotiated.

21.7 Simplified Procedures

For procurements less than the large purchase threshold, background and qualification data on as many prospective contractors from the current data files, as deemed feasible under the circumstances shall be reviewed and the contractor found best qualified to perform the services being procured shall be selected. The Contracting Officer may commence negotiations with the most highly qualified firm.

21.8 Estimate

An independent estimate of the A/E services shall be prepared and furnished to the Contracting Officer, or the Contracting Officer's Representative where applicable, before commencing negotiations for each proposed contract or contract modification. The estimate shall be prepared on the basis of a detailed analysis of the required work as though the Authority were submitting a proposal.

21.9 Architect-Engineer Liability (RESERVED)

21.10 Additional A-E Contract Guidelines (RESERVED)