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This document shall be reviewed by the approving authority as detailed:

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1.0 PURPOSE

This procedure describes the steps and sequence of steps used by Engineering Division to purchase Architect-Engineer Services from vendors that satisfy high qualification criteria.

2.0 SCOPE

This procedure applies to all purchase of Architect-Engineer services.

3.0 REFERENCES

- a. FAR 36.602 and supplement thereto
- b. ER 715-1-20 Architect-Engineer Contracting
- c. ER 1110-345-721 Architect-Engineer Selection and Design Procedures for Medical Facilities
- d. EFAR

4.0 DEFINITIONS

Architect-Engineer (A-E) Firm - A vendor who is hired by the District to provide services which generally require professional engineer and/or architectural license as defined by state regulatory agencies and laws.

Preselection Boards - A duly appointed team of District professional staff who recommends the maximum practical number of well-qualified firms to the Chief, Engineering Division for consideration by the Selection Board, based on all responses to the District's public solicitation.

Selection Board - A duly appointed team of District professional staff who evaluates and recommends a "top three" slate of A-E firms, in order of preference, to the Chief, Engineering Division for selection.

Architect-Engineer Contract Administration Support System (ACASS) - A central file of data containing A-E information, including evaluations, for all Corps of Engineers (COE) contracts for the past six years.

Performance Evaluation - A detailed evaluation of A-E performance, prepared by the TM/PM and approved by the Chief, Engineering Division at the end of the A-E design initiative. Also another evaluation occurs at the end of construction which is prepared by the Construction

Field Representative and approved by the Chief, Engineering Division. They are entered into the ACASS files.

Commerce Business Daily (CBD) - A Government publication which announces all solicitations and other contract actions when action is greater than \$25,000.00.

Contracting Officer Representatives (COR) - Is a duly appointed representative of the Contracting Officer who has the authority to administer a contract in accordance with the contract terms, as described in his/her letter of authority.

Project Manager (PM) - A customer of EN who contracts with EN for services - The PM is the leader of a project team of which the TM is a member.

Technical Manager (TM) - EN's technical representative on each project team.

AECS - Architect-Engineer Contract Section (EN-EA).

MFO - HQUSALE Medical Facilities Office.

5.0 RESPONSIBILITIES

The Chief, Engineering Division is responsible for the selection of A-E firms for use by the District.

The District Engineer, based on the recommendations by the Chief, Engineering Division, appoints selection board chairpersons and members.

Various personnel in the District's Contracting Division (CT), led by the Chief, Contracting Division, have Contracting Officer Authority and are responsible for contractual decisions. Contracting Officers appoint Contracting Officer Representatives (CORs) within Engineering and Project Management Divisions to administer the contracts.

6.0 PROCEDURES

6.1 Flow Diagram

6.2 Acquisition Strategy Determination

Engineering and Project Management Divisions meet to discuss each new District assignment and determine if it should be accomplished by in-house forces or by an A-E firm. This procedure is applicable when the decision is made to use an A-E firm. At this meeting the PM and TM leaders are identified and the COR assignment is made. The scope of the project and

the specific requirements are sufficiently defined so that a synopsis of required capabilities, capacity and other credentials of the A-E firm can be prepared.

6.3 Develop CBD Synopsis

The PM uses the acquisition strategy information to draft the CBD synopsis which describes the scope of the project and any unusual selection requirements. The draft is then sent to the AECS to be put in final form.

6.4 CBD Advertisement

All projects must be announced in the CBD unless the project has an estimated fee less than \$25,000, it is an 8(a) set-aside, or it is to be accomplished under an existing advance selection or an indefinite delivery indefinite quantity contract. Any individual or company may respond and furnish the required qualification documents. A 30-day response period is allowed. AECS receives and compiles a list of all responses.

6.5 Selection Criteria & Board Preparation

The AECS prepares preselection and final selection board criteria based upon the requirements of ER 715-1-16 and the specific project requirements stated in the CBD. The AECS schedules the preselection and selection boards.

6.6 Preselection Board

The members of this board are veteran architects and engineers who represent the design and project management interests of the District and its customers. The board evaluates all SF 255/SF 254 responses to the solicitation using the previously established criteria. The board identifies the most highly qualified firms for referral to the selection board. A preselection board report is prepared for approval by any member of the final selection board. AECS obtains ACASS past performance and award data for firms to be referred to the selection board.

A preselection board is not conducted for "short-form" selection or projects under \$25,000 nor for selection of 8(a) firms.

6.7 Selection Board

The members of this board are senior professional architects and engineers who represent the design, construction and project management interests of the District and its customers. This board evaluates all firms referred by the preselection board using the criteria published in the CBD, the SF 254/SF 254's, ACASS data and knowledge of the firms past performance for the District. This board interviews the top three firms. A selection board report is prepared which

describes the process and rationale for ranking of the selected firms. The report is approved by the Chief or Assistant Chief of Engineering or the District Engineer, depending on the estimated A-E fee. Selections for contracts over \$3 million required higher headquarters approval.

For military medical project designs this board is conducted by MFO.

For 8(a) selections, the project manager evaluates at least three 8(a) firms and prepares rationale for ranking the firms in order of preference.

6.8. Request for Proposal (RFP)

An RFP is prepared by CT and sent to the selected firm. During the selection process, the scope of work has been enhanced through discussions with those who are involved with the project. Further enhancement will occur. The scope in the RFP is the basis for price, time, and any other considerations.

6.9 Pre-proposal Conference

This conference is attended by A-E, District and user staff to discuss the scope of work, allow site visitation, and acquaint all participants. This conference is normally held at the installation.

6.10 Negotiations

This event (or series of events) brings a complete meeting of the minds between the A-E firm and EN. Scope is finalized; level of effort is clarified; price and time are established.

6.11 Contract Execution

The results of the RFP, Pre-proposal Conference, and Negotiations are compiled in precise written documents to form a legal contract with the A-E firm. Signature of the A-E's legal representative and the District's Contracting Officer are affixed to the contract.

6.12 Partnering

A formal partnering initiative is desired. While it is not a contract requirement, it is always agreeable with the A-E. The purpose of this initiative, starting with a workshop is to enhance team work and communications and assure a common understanding of the common goals -- focus on success. The COR is the leader in this initiative.

6.13. In-process Discussions/Visits

Telephonic discussions and occasional visits by EN and customer representatives of the A-E's office assure both complete understanding and contractual compliance. If problems or questions arise, prompt resolution occurs.

6.14 Concept Review

This activity occurs for most actions, but may be eliminated where the interested parties find it to be unnecessary. It is a review for function, contract compliance, and overall understanding of requirements. It allows the technical specialists, and the customer to assure that the A-E is meeting all expectations. The COR provides review comments to the A-E and presides over their resolution, coordinating with all reviews.

6.15 Final Review

This activity provides an opportunity for all interested parties to look at the A-E's finished products. Review for biddability, constructability, operability, environmental, technical, and administrative compliance occurs.

6.16 Design Completion

In some cases, such as studies, assessments, etc., this is the end product. In most cases, it is a set of documents which will be used to construct a facility. These A-E products will become a procurement package sent to builders to bid (or propose) on the project. This concludes the A-E's primary assignment.

6.17 Evaluation at End of Design

The COR collects evaluations of the A-E's performance from all who had significant involvement with the A-E. The COR consolidates his or her assessment with all others and prepares an evaluation using DD Form 2631. The evaluation is reviewed and approved by the Chief, EN. It is electronically entered into ACASS files for use by all COE elements in futures.

6.18 Procurement of Construction Contract

The A-E's products are issued to bidders as the basis to build a facility. During the bid (or proposal) period, the A-E is required to answer questions and/or resolve issues. Amendments may be required to resolve some issues. The A-E may prepare the amendments.

6.19 Construction

The A-E may be involved during the construction period in various ways. His or her involvement is always defined in the contract. The A-E is always accountable for clarifications and resolutions of deficiencies. The A-E may be required for review of shop drawings and other construction support services, as needed by the District. The A-E is contractually responsible

for any deficiencies which damage the Government growing out of A-E negligence. Such occurrences become part of the evaluation.

6.20 Evaluation at End of Construction

The quality of the A-E's product is evaluated by the designated construction representative at the completion of construction. This rating is reviewed by the Chief, EN. DD Form 2631 is used. The evaluation is electronically entered into ACASS files for use by all COE elements in future selections.