

PURCHASING (PROCUREMENT) for
PROFESSIONAL SERVICES from ARCHITECTS, ENGINEERS and SURVEYORS
(W.S. 9-2-1027 – 9-2-1033)

If professional services in an amount exceeding \$25,000.00 are required, the District shall notify all qualified architects, engineers and land surveyors of record who have submitted an annual statement of qualifications and performance data.

In addition, if professional services in an amount exceeding \$50,000.00 are required, the District shall give notice in a newspaper of general circulation in the state at least once each week for two consecutive weeks prior to initiation of selection procedures in accordance with W.S. 9-2-1031.

All notifications shall contain a general description of the proposed project and shall indicate the procedures by which interested firms may apply for consideration for a contract to provide professional services for the proposed project.

For each proposed project, the District's representative shall evaluate current statements of qualifications and performance data of firms on file with the District, together with any application submitted by other qualified firms and shall select not less than three (3) firms considered qualified to perform the required professional services in accordance with the selection procedures below. The District shall provide a complete description of the work to the firm selected.

For projects \$50,000.00 or more, the firm shall submit an unpriced proposal to do the work.

In addition to the requirements set forth above, if the professional service fee is estimated to be in excess of \$50,000.00, the District's representative shall interview not less than three (3) firms selected from those which have submitted proposals to do the work. The interview shall be recorded and include discussions of each firm's projections of project costs, qualifications, approaches to the project, ability to furnish required professional services, use of alternative methods for furnishing required professional services and an estimated fee based on the agency's description of the work. The estimated fee may be used as a basis, along with the other information discussed at the interview or as provided in the statements of qualifications and performance data on file with the District in selecting the most qualified firm for contract negotiations. If unsatisfied with the results of interviews, the District may select not less than three (3) additional firms for interviews.

For projects where the estimated professional fee is \$50,000.00 or less, interviews are not required. In those cases, firms interested in providing professional services for the project shall provide to the District an estimated fee and preliminary scope of services based on the District's description of the work. The estimated fee may be used as a basis along with the qualifications provided by the firm in the statement of qualifications and performance data or other information required in accordance with the bid documents or requests for proposals.

Nothing in this policy shall be deemed to prohibit the District's representative from determining that fewer than three (3) firms with current statements on file or which have been submitted for selection are qualified to perform the required professional services.

The final decision of the District in selection of a firm to provide professional services shall be based on the following: The District shall select firms that are resident firms as defined by W.S. 9-2-1028. Consideration between those firms shall be based upon:

- (A) the ability of professional personnel;
- (B) past performance;
- (C) ability to meet time requirements;
- (D) location;
- (E) current projected workloads;
- (F) the volume of work previously awarded to the firm by the District;
- (G) the equitable distribution of contracts among firms considered qualified.

If less than three firms on file together with applications submitted for the project are resident firms or if the resident firms are determined not qualified by the District, consideration shall be based upon considerations listed in subparagraphs A through G above.

DISCLAIMER: The District reserves the right to reject any and all bids and to waive irregularities and informalities in any bid.