



Deanna Matfield,
Project Management Bureau



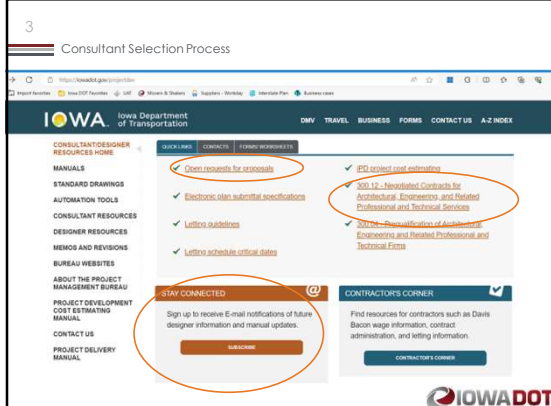
Iowa DOT

Consultant Selection Process



Selections

- Applies to Engineering, Architecture, and related services selected according to the Brooks Act
- Procedures are defined in Policy 300.12
- The policy and other relevant information is posted here: [Consultant/Designer Resources Home \(iowadot.gov\)](http://www.iowadot.gov/consultant-designer-resources-home)
- Process follows Iowa Code 73.15-73.21 and 23CFR part 172
- The policy is approved by FHWA each time it is revised



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Consultant Selection Process

IOWA Iowa Department of Transportation


CONSULTANT/DESIGNER RESOURCES HOME

- Open requests for proposals
- Electronic plan submittal specifications
- Letting guidelines
- Letting schedule critical dates
- 300.12 - Notified Contracts for Architectural, Engineering, and Related Professional and Technical Services
- 307B - Requalification of Applicants - Engineers and Related Professional and Technical Firms

STAY CONNECTED


CONTRACTORS CORNER

IOWADOT




Selection Types

- Emergency – Rarely used
- Sole Source – Rarely used
- Small Contract Selection
- Complete Selection



Small Contract Selection

- Occasionally used, but normally we use on-calls
- Limited to < \$150k estimated contract
- Review panel meets
 - Minimum of 3 consultants are considered
 - The panel determines what information they need to make the choice
 - Internet searches
 - Pamphlets or marketing materials
 - Request information from firms
 - Interviews



Full Selection Process

- Most used process
- Policy is structured to
 - Change the selection team members each time
 - Encourage different perspectives on the team
 - Minimize bias
 - **Maintain a wide group of firms who are qualified to perform DOT work**

Write an RFP

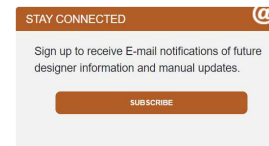


- The RFP is written by the bureau requesting the services. They
 - Fill in details of the services request
 - Choose the scoring criteria.
- The consultant coordinator checks that the requirements
 - Seem reasonable
 - Meet federal and state regulations
 - Include required language

Post the RFP



- The RFP is for at least 2 weeks (usually)
- Notifications about the RFP are sent out to our email subscription list
- All Q&A are handled through the RFP website



Selection Team



- Members
 - 3 or 5 members
 - 1 from the requesting office (selection team leader)
 - 1 from outside the division or a district office
 - No more than 1 person from any office
- The team reviews and scores proposals separately

Selection Team Meeting



- All proposals are discussed
- Consensus ranking is established
- The Consultant Coordinator facilitates the meeting and ensures the process is uniform and fair
- Prequalification review and determination
 - Prequalification is required by FHWA
 - Sets a 'bottom' of the list for the Steering Committee
- Committee members are instructed to direct inquiries to the Consultant Coordinator

Steering Committee




- Members
 - Division Director or Asst Division Director
 - Bureau Director from the requesting office
 - District Engineer (if it is district specific work)
 - Consultant Coordinator
 - Others are invited on occasion
- The Selection Team Leader presents a summary of the Selection Team's discussion and scoring. Consultant Coordinator may comment
- **Steering Committee ranks the firms**


Steering Committee



- The consultant steering committee is responsible for reviewing the consultants ranked by the selection committee; determine the final ranked list, and documenting its decision. In carrying out these duties, **the steering committee shall consider** not only the selection committee's scoring but other factors such as:
- A consultant's ability to accomplish the work in the required time.
 - The volume of work a consultant has with the Department, both existing and potential.
 - The Department's goal of having an expanse of experienced consultants capable of providing quality services to the Department.
 - Other items unique to the particular contract


Notification of Results 

- The Consultant Coordinator
 - Documents the final rankings – the selected firms and 2 alternates are listed
 - Notifies the firms who submitted proposals
 - **Sends scoring information to firms who were not listed on the selection results**
 - **Posts the results on the RFP website**


Dispute Resolution 

- Complaints should be submitted to the Consultant Coordinator in writing within 15 days of the selection notification. Supporting evidence should be included.
- The Consultant Coordinator will notify the selected firm of the complaint and inform them that negotiations can continue at no risk to the DOT
- DOT management will consider the complaint and resolution
- If federal funding is anticipated for the engineering contract, FHWA will concur with the resolution
- The Consultant Coordinator will notify the consultant of the resolution


Phone us.
We may be able to explain what happened or help minimize your paperwork.

Debrief Meetings 

- Iowa DOT does not offer debrief meetings
- This has been a long-standing agreement with ACEC Iowa
- We have great companies!- More that we are able to hire
- Our process is structured to involve a variety of people, so detailed feedback from one reviewer may not be beneficial the next time




Choosing between On-Call Companies




Choosing between On-Call Companies

- Valid selection in place
- Input from the requesting office
- Skills and relevant previous work
- Sometimes timeliness or proximity
- Quantity of work already received
- Goals from the Steering Committee




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Cost Estimates



Year End Estimates

- Due dates are staggered between October and December
- Watch for an email from us with details
- A lot of work for our staff, so we'd appreciate your help!

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How to Help

- Update the cost estimates in iPDWeb- **lock and load!**
 - Make sure you lock and load each division

How to Help

- Check Masterworks to make sure you got it
 - Click into Estimate items
 - Make sure the Update Received column is up to date for each division

How to Help

- Standard of Care for Estimates
 - Don't blindly submit estimates based upon values in iPDWeb
 - Most likely cost, instead of not-to-exceed

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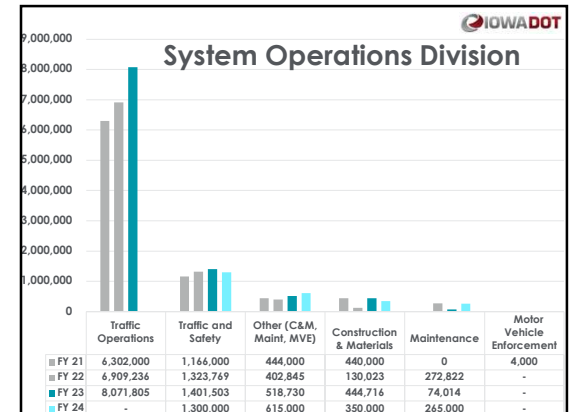
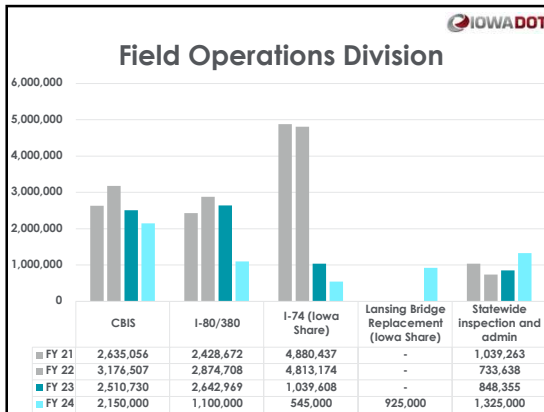
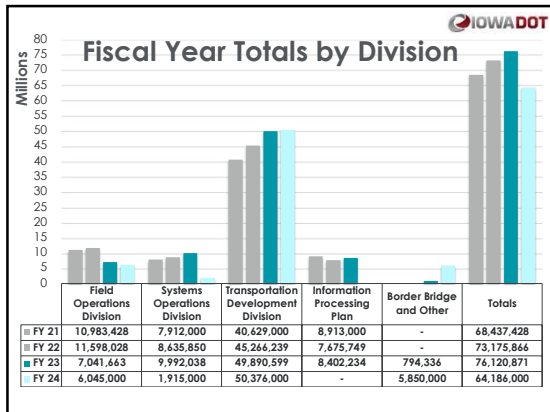
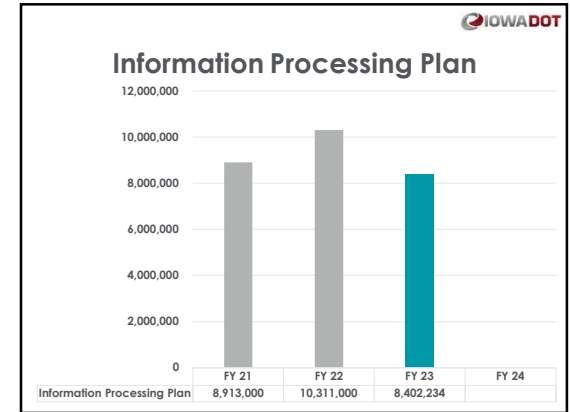
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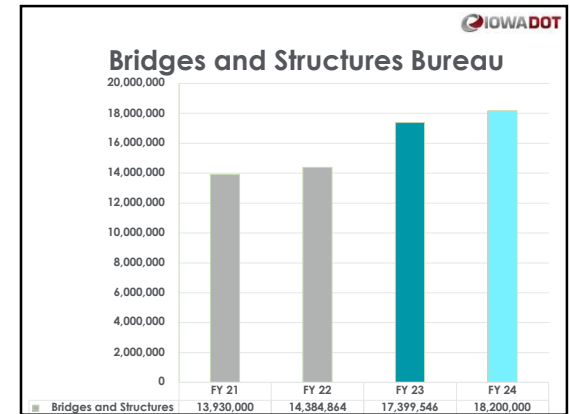
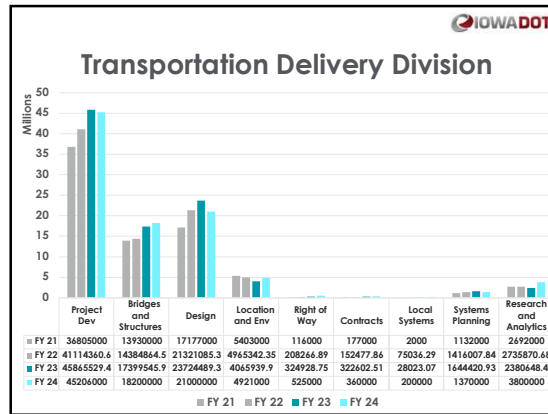
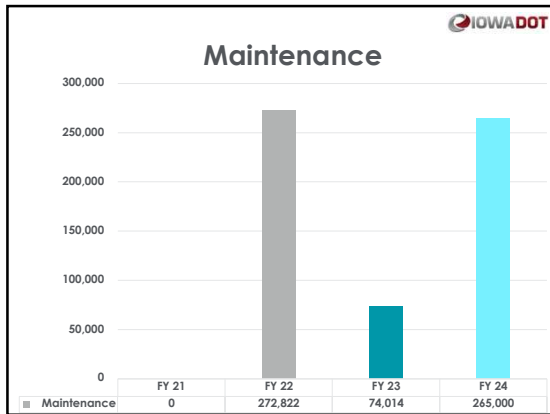
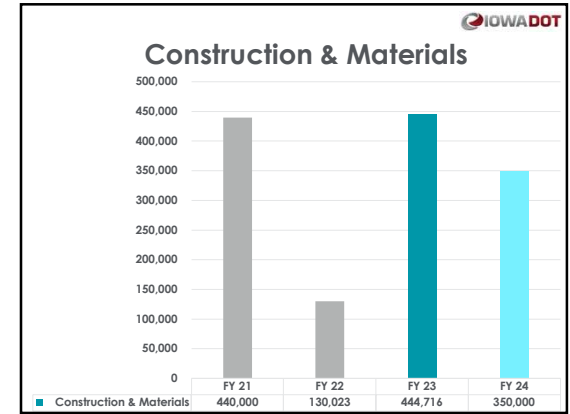
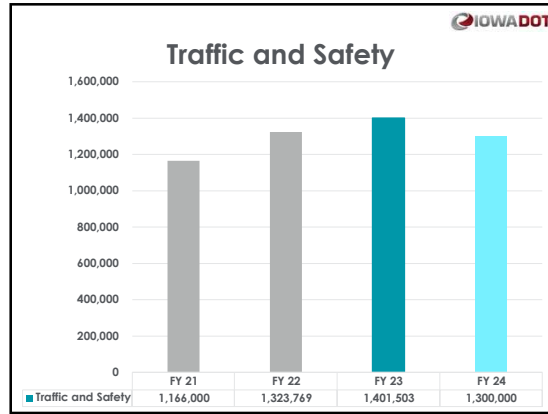
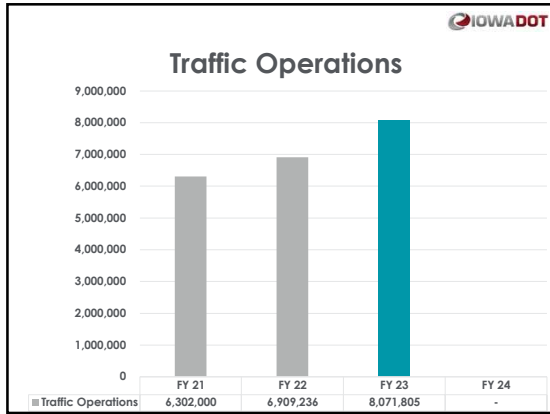
Forecasts and Trends

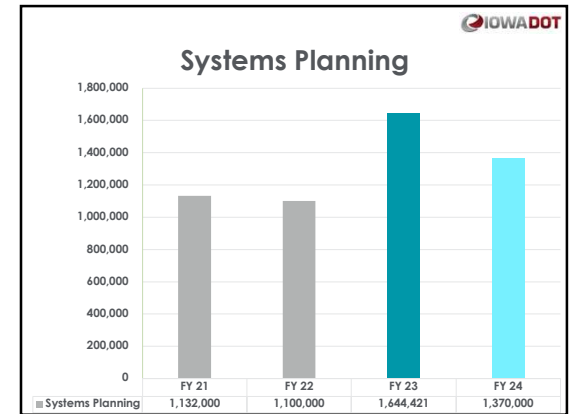
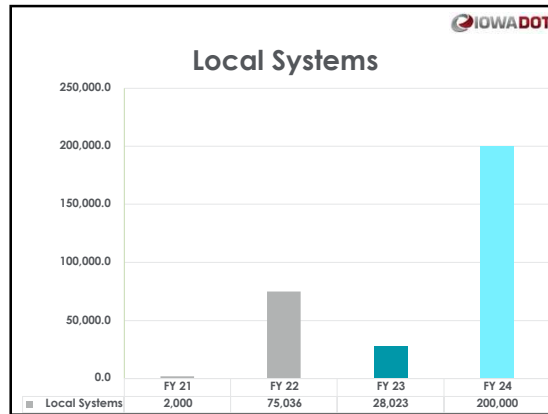
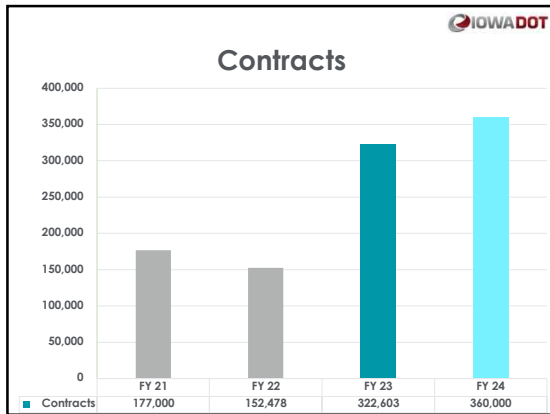
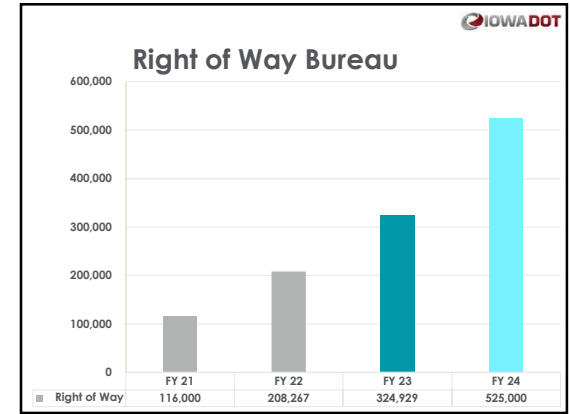
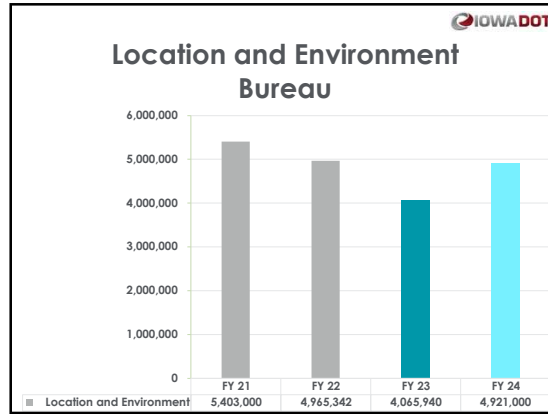
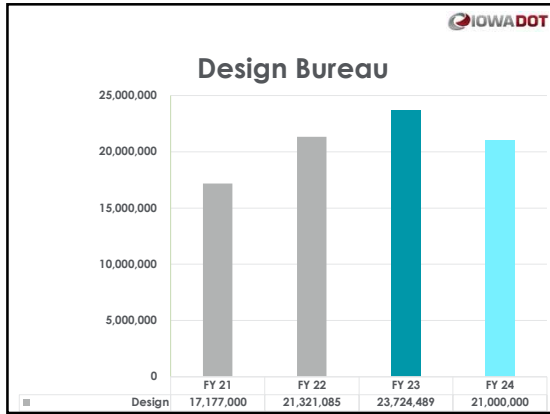


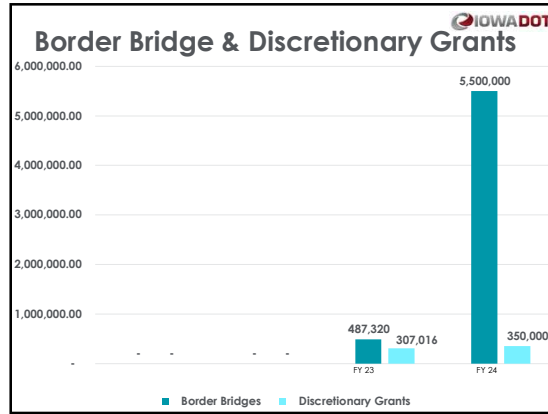
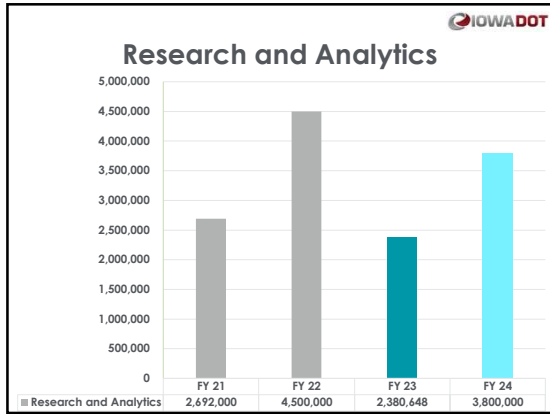

OUTSIDE SERVICES SPENDING
FORECAST & TRENDS

Budget Category	FY 21	FY 22	FY 23	FY 24
Field Operations Division	10,983,428	11,598,028	7,041,663	6,045,000
CBIS	2,635,056	3,176,507	2,510,730	2,150,000
I-80/380	2,428,672	2,874,708	2,642,969	1,100,000
I-74 (Iowa Share)	4,880,437	4,813,174	1,039,608	545,000
Lansing Bridge Replacement (Iowa Share)	-	-	-	925,000
Statewide inspection and admin	1,039,263	733,638	848,355	1,325,000
Systems Operations Division	7,912,000	8,635,850	9,992,038	1,915,000
Traffic Operations	6,302,000	6,909,236	8,071,805	-
Traffic and Safety	1,166,000	1,323,769	1,401,503	1,300,000
Other (C&M, Maint, MVE)	444,000	402,845	518,730	615,000
Construction & Materials	440,000	130,023	444,716	350,000
Maintenance	0	272,822	74,014	265,000
Motor Vehicle Enforcement	4,000	-	-	-
Transportation Development Division	40,629,000	45,266,239	49,890,599	50,376,000
Project Development	36,805,000	41,114,361	45,865,529	45,206,000
Bridges and Structures	13,930,000	14,384,864	17,399,544	18,200,000
Design	17,177,000	21,321,085	23,724,489	21,000,000
Location and Environment	5,403,000	4,965,342	4,065,940	4,921,000
Right of Way	116,000	208,267	324,929	525,000
Contracts	177,000	152,478	322,603	360,000
Local Systems	2,000	75,036	28,023	200,000
Systems Planning	1,132,000	1,416,008	1,644,421	1,370,000
Research and Analytics	2,692,000	2,735,871	2,380,648	3,800,000
Information Processing Plan	8,913,000	7,675,749	8,402,234	-
Border Bridge and Other	-	7,288	794,336	5,850,000
Border Bridges	-	-	487,320	5,500,000
Discretionary Grants	-	-	307,016	350,000
Totals	68,437,428	73,175,866	76,120,871	64,186,000







THANK YOU FOR YOUR TIME AND ATTENTION

Contact Information:
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