

CHAPTER 4 LONGLIST/SHORTLIST RECOMMENDATIONS

Unless the selection method is final ranking directly from Letters (as specified in the advertisement), the following processes in Sections 4 and 5 shall apply.

4.1 LONGLIST

The Project Manager, Department designee, or TRC shall review and evaluate all administratively responsive LOR submittals, as provided by PSU. Based upon the consideration factors referenced in Section 4.3, the Project Manager or Department designee as established by a Director, or TRC will longlist a minimum of ten, or all responsive respondents if less than ten. If the TRC is developing the longlist, they must do so in a properly noticed public meeting. If the Project Manager is independently developing the longlist, no public meeting is required. No one developing the longlist may act as a voting member on the Selection Committee.

4.2 SHORTLIST RECOMMENDATION

Using the same factors referenced in Section 4.3, the TRC or Project Manager shall review the longlist, and recommend no less than three firms to be shortlisted by the Selection Committee. The PSU will advise the Project Manager, Department designee, or TRC of the shortlist recommendation requirements. If the TRC is developing the shortlist, they must do so in a properly noticed public meeting. The longlist development and shortlist recommendation development may occur at the same public meeting. If the Project Manager is independently developing the shortlist recommendation, no public meeting is required. No one developing the shortlist recommendation may act as a voting member on the Selection Committee.

4.3 CONSIDERATION FACTORS FOR THE LONGLIST AND SHORTLIST RECOMMENDATIONS

The following factors will be considered by the Project Manager, Department designee, or TRC in developing the longlist and shortlist recommendations:

- (A) Past performance evaluations received by the Consultant on current and previous Department projects, or other performance data included by the Consultant in the LOR or Letter of Qualification, and work experience including specialized experience.
- (B) Staff capabilities.
- (C) Local presence- The location of the Consultant in relation to the work to be performed, for projects where Consultant proximity to project location is pertinent and adds value to the quality and efficiency of the project (e.g., CEI project). If a

Consultant from outside of the local area indicates that it will satisfy the criteria in some manner, such as establishing a local office, that commitment shall be considered to have satisfied the local presence criteria. However, local preferences, i.e., State or local requirements that limit competition, are not allowed.

- (D) Any restrictions placed on the Consultant by the prequalification evaluator.
- (E) Availability of proposed consultant personnel.
- (F) Technical approach, innovation, and any other information contained in the LOR or Letter of Qualification.

4.4 PSU COMPILES LONGLIST AND SHORTLIST RECOMMENDATIONS INTO THE SHORTLIST PACKAGE

Once the Project Manager, Department designee, or TRC has determined the longlist, the PSU will ensure that the project file is sufficiently documented. At a minimum, the file will contain the LORs, and the longlist portion of the ***Professional Services Selection Package, Form No. 375-030-2A***. All longlisted Consultants shown on the ***Professional Services Selection Package Longlist Form*** will be displayed in alphabetical order, without ranking. The shortlist recommendation from the TRC shall also be included in the ***Professional Services Selection Package Form***, to be presented to the Selection Committee for review.

If fewer than three Consultants respond to the advertisement, the Department will extend the advertisement, if the contract schedule permits. Alternatively, the Department will review its list of Consultants prequalified for the major work type(s) and contact no fewer than ten (10) prequalified Consultants (or all prequalified Consultants if fewer than 10) deemed to be the most highly qualified, based on qualification information on file to solicit LORs for the project. Consultants may be contacted via email notification sent to all firms qualified in the major work types. If only two qualified consultants respond to an advertisement from which one contract is to be awarded, the contracting agency may proceed with evaluation and selection if it is determined that the solicitation did not contain conditions or requirements which arbitrarily limited competition, and if due diligence is performed and documented to the file as referenced herein. If after extending the advertisement only one qualified Consultant responds, the District or Central Office PSU as applicable, will contact the Chief Engineer or the Chief Planner to determine whether to proceed with the selection process.