

CHAPTER 6 EXPANDED LETTERS OF RESPONSE

6.0 SELECTION FROM EXPANDED LETTERS OF RESPONSE

The selection from letters process requires submittal of a **Professional Services Expanded Letter of Response, Form No. 375-030-23** and required forms and certifications as referenced in Section 7.6, in response to the contract advertisement. Restrictions are referenced in the form. Oral Presentations, Interviews, Abbreviated Technical Proposals, or Written Technical Proposals are not permitted when using the Expanded LOR process.

The advertisement for Expanded LORs must include evaluation criteria and weightings, the procurement schedule, required forms, as well as the project scope of services, contract type, and method of payment.

The selection from letters process will occur using either of the following variations:

- (A) Final ranking is developed directly from the administratively responsive Expanded LORs. The TRC shall independently evaluate and score all the responsive Expanded LORs, using the evaluation criteria and weightings published in the contract advertisement. Upon completion of the TRC evaluation and scoring, PSU will prepare the final selection portion of the **Professional Services Selection Package**. During the publicly noticed and scheduled final selection meeting, the Selection Committee shall review the TRC's recommendations and final rank, in order of preference, no fewer than three responsive Consultants (where available).
- (B) The Project Manager, Department designee, or TRC shall longlist the responsive Expanded LORs, and shall recommend no less than three responsive Consultants (where available) to be shortlisted for the project, using the longlist/shortlist recommendation factors provided in Section 4.3. In the scheduled and noticed shortlist meeting, the Selection Committee shall shortlist no less than three responsive Consultants using the shortlist consideration factors provided in Section 5. As the next step, the Expanded LORs for the shortlisted Consultants are then independently scored by the TRC, using the evaluation criteria published in the contract advertisement. Upon completion of the TRC evaluation and scoring, PSU will prepare the final selection portion of the **Professional Services Selection Package**. During the noticed and scheduled final selection meeting, the Selection Committee shall review the TRC's recommendations and final rank, in order of preference, no fewer than three Consultants, if available.

If fewer than three Consultants respond to the advertisement, the Department will extend the advertisement. Alternatively, the Department will review its list of

Consultants prequalified for the major work type(s) and select 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 Expanded 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 the advertisement, 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 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 Chief Planner to determine whether to proceed with the selection process.

The selection from letters advertisement must include the required forms from Section 7.6, and evaluation criteria along with their relative criteria weighting (point values) on a 100 point scale. When the advertisement has stated that the selection from letters process will be used, the PSU will provide the TRC with the Expanded LORs administratively deemed responsive along with a Detailed Consultant Analysis Report for each Consultant. TRC meetings to discuss the Expanded LORs shall be properly noticed.

The TRC members shall independently evaluate and score the Expanded LORs. They shall provide objective evaluations from a solely technical standpoint. The evaluations must be done individually by each reviewer and not as a consensus evaluation. The evaluators should provide comments along with their evaluation scores. The TRC will consider the staff hour estimates during the evaluation of the Consultants only in terms of understanding of the scope. The staff hour estimates will not be assigned evaluation criteria points; however, the work effort is recognized as an indication of scope understanding.

When each TRC member has completed the evaluation of each Expanded LOR the raw scores will be transmitted to the PSU, who will compile the individual scores and calculate the average grade for each proposal. All individual evaluations should be signed and dated by the evaluator. The individual evaluations will be included in the selection package. The Selection Committee will review the information provided and select in order of preference, no fewer than three Consultants. The Recording Secretary will document the reasons for the ranking, explaining any difference from the TRC recommendations.

The PSU will input the final ranking in the Procurement Application following the Final Selection Committee meeting, posting the selection results.