



**STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC SAFETY  
MUNICIPAL GRANT PROGRAM  
PROFESSIONAL SERVICES SELECTION PROCESS  
FOR SERVICES VALUED UNDER \$50,000**



**OVERVIEW**

The following professional services selection guideline has been prepared to ensure fairness and equal opportunity to all firms and to secure the highest possible measure of professional service for a fair and reasonable fee.

**DEVELOPMENT OF A SCOPE OF SERVICES**

The Municipality is responsible for the preparation of a scope of services. DPS reserves the right to review the scope of services prior to finalization. The scope of services should include the following:

- A general description of the intended project, including a description of the intended site, type of project, and proposed improvements.
- A list of unusual conditions and requirements.
- A general description of the professional services to be provided.
- Any special expertise or unusual services that might be required.
- A time schedule for the overall project, including the selection process to retain a firm.

**DEVELOPMENT OF REQUEST FOR PROPOSAL**

The Municipality shall prepare a formal Request For Proposals (RFP) for the proposed project, which shall prescribe the manner, conditions, and requirements of the response submissions. This shall request respondents to indicate their interest in the project and illustrate their relevant project experience and overall capabilities to perform the required services. The RFP should include the following:

- The scope of services.
- An hourly rate and expense schedule.
- Fee proposal.
- Proposed project schedule.
- Team structure and resumes of team members.

- A list of selection criteria (e.g. professional credentials, competence, experience on similar projects, ability to perform the required service within the overall time schedule).
- The location and address where the responses are to be submitted.
- The time schedule for receipt of responses, date and time.

DPS reserves the right to review the RFP prior to finalization.

#### **ADVERTISEMENT PROCEDURE**

- a) The Municipality should solicit responses from interested firms by newspaper legal notice advertisements or direct solicitation via letter, fax or email. Trade publications may also be used to advertise the RFP. A minimum of three responses should be received. Otherwise, justification should be provided. DPS reserves the right to request and inspect this documentation. Additionally, Towns and Municipalities have the option of posting bids on State of Connecticut DAS Procurement Contracting Portal System; If not currently registered, may register at the following site: <http://www.das.state.ct.us/rfpdoc/SCPRegistrationForm.doc> For more information, visit DAS Procurement home page: <http://www.das.state.ct.us/busopp.asp>

#### **SELECTION COMMITTEE**

The developer/client/municipality shall establish a selection committee, prior to the circulation of the RFP, to evaluate RFP responses, and make a final selection.

#### **REVIEW OF RESPONSES AND SELECTION**

The committee shall screen all responses received for compliance with the RFP. Responses that do not comply with the intent of the RFP should not be considered in the selection process.

Prior to the receipt of the proposals, the Committee shall establish evaluation criteria and forms for the purpose of evaluating and ranking each respondent's qualifications. Below are the minimum recommended evaluation factors:

- Qualifications and experience of the firm and personnel to be assigned to the project team.
- Ability to perform within time constraints.
- Firm's awareness of project issues, opportunities, and constraints.
- Project team's experience on similar projects.

- Quality and performance of past services.
- Hourly fees and expense schedule.
- Appropriate professional credentials (e.g., required CT licenses)

The committee shall review the responses and rank the firms according to their qualifications and criteria important to the project. The committee can either:

1. “short list” the top firms for interviews, or
2. select the firm deemed to be most qualified.

Copies of the RFP responses shall be provided to DPS at the agency’s request. DPS reserves the right to participate and/monitor the selection committee deliberations, interview and selection process.

### **REVIEW OF FEE PROPOSALS**

The evaluation of each of the fee proposals by the selection committee shall consider the overall ranking of the firm and the fairness and reasonableness of the proposed fee. In determining fair and reasonable compensation to be paid, the committee shall consider the scope of services, the professional competence of the firm, the technical merits of the proposal and the ability of the firm to perform the required services within the time and budgetary limits of the contract. All proposals are to be considered confidential information until such time as the final selection is made and the contract is formally executed. The selection committee should select the most competitive fee proposal for final selection following an interview.

If there is a significant disparity among the fee proposals, the developer/client/municipality should request each firm to substantiate their proposal during the selection process, as appropriate. If the review reveals that the overall scope of services has been misinterpreted or lacks sufficient clarity, then the committee shall issue appropriate clarification to each firm and request a resubmission of proposals.

### **INTERVIEW PROCESS**

If the committee chooses to interview the top firms, the firms should be provided at least one week advance notice of the date and time for their interview. Those firms not selected should be so notified.

Prior to the interviews, the committee shall prepare an evaluation form with predetermined selection criteria to allow interviewers to uniformly and independently evaluate the firms. The evaluation form shall reflect the requirements outlined in the scope of services and the RFP.

The interviewed firms shall be allotted the same amount of time for each interview. The committee members should evaluate and rate each firm during and/or immediately following each interview. After all interviews are completed the members should reassess their initial evaluation of each firm in comparison to the other firms' evaluations. The committee shall then rank the firms in order of overall preference.

## **FINAL SELECTION**

The committee shall select the firm that, in accordance with the selection criteria, is most qualified to perform the required services.

## **CONTRACT EXECUTION**

The selected firm shall be notified of its selection. Those firms not selected shall be so notified. The selected firm shall be requested to prepare and submit the applicable American Institute of Architects (AIA) or Engineers Joint Contract Document Committee (EJCDC) contract, or other contract form acceptable to DPS, along with the required certificates of insurance.

The contract form shall be the current edition of the appropriate AIA or EJCDC document. These documents should be used in their entirety. Any proposed changes to the contract form should be coordinated with DPS.

## **REVIEW OF CONTRACT**

A copy of the fully executed contract and certificates of insurance shall be submitted to the DPS. DPS reserves the right to review professional services contracts prior to execution.

## **Records Maintenance**

The Municipality shall maintain all records of the selection proceedings in accord with the applicable records retention policies. Such records shall be made available to the DPS upon request.

## **MODIFICATION OF THE SELECTION PROCESS**

DPS approval is required for any modification or change to the selection process.

**The Department of Public Safety does not review or approval municipal bidding documents or contracts related to the Municipal Grant Program. It is the responsibility of the Municipality in conjunction with its legal counsel to ensure these documents are in compliance with all relevant local, state, and federal laws and/or program requirements**