

**DEPARTMENT OF GENERAL SERVICES
STANDARD ARCHITECTURAL/ENGINEERING SELECTION PROCESS
FOR DESIGN AND ENGINEERING PROJECTS WITH ESTIMATED A/E FEES OF \$25,000 OR LESS**

The Department of General Services maintains a standard selection process for the award of architectural, civil engineering, electrical engineering, and mechanical engineering design contracts with estimated fees of \$25,000 or less. Contracts awarded through this process will be targeted to qualified small architectural, civil engineering, electrical engineering and mechanical engineering firms that are certified as small businesses through the State's Small Business Reserve program (SBR) and are verified by General Services as meeting the SBR criteria for small businesses in the "service" category:

A small business in the "service" category is defined by the State's Small Business Reserve Program as follows: "a business, other than a broker, that meets the following criteria: The operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its more recently completed three fiscal years. If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly founded businesses, the determination will be based upon employment levels and projected gross sales."

A file of Letters of Interest will be maintained for the following types of projects: architectural, electrical engineering, civil engineering and mechanical engineering. Firms that meet the stated criteria are encouraged to apply for consideration. Small firms certified by the Maryland Department of Transportation as Minority Business Enterprises are also encouraged to apply.

Interested firms should submit a letter of interest, financial documentation for the most recently completed three fiscal years, registration documentation and resume of the principal of the firm, and a Standard Form 254 (SF-254) to the Department of General Services Office of A/E Procurement/General Professional Services Selection Board, 301 West Preston Street, Room M-6B, Baltimore, MD 21201. In addition, any firm that is practicing architecture in the State of Maryland and is not a sole proprietorship must submit a copy of the firm's Maryland architectural license.

The letter of interest should state the firm's interest in being considered for projects within the \$25,000 or less fee category and identify the A/E Procurement Interest File for which the firm is requesting consideration. Prior to award, a selected firm will be required to provide evidence of professional liability insurance coverage in the amount of \$500,000.

The SF-254 shall provide contact information, including name and address of the contact person, telephone number, fax number and e-mail address of the firm and should reflect the firm's experience in the project type (architectural, civil engineering, electrical engineering, mechanical engineering) for which it is requesting consideration. A blank SF-254 can be obtained through the Office of A/E Procurement by contacting the Procurement Officer. (contact information below.)

Each firm's submission will be acknowledged and subsequently evaluated for acceptability, and the firm will be notified of the results of its evaluation. If a submission is evaluated as acceptable, the firm will be added to the appropriate A/E Procurement interest file. Applications for the interest file must be resubmitted and evaluated for acceptance every two years; verification of SBR status will be required annually. A firm on a given list that has not been awarded a contract within twelve months of its two-year anniversary date will not lose its position in the rotation, provided its application for

reconsideration is received in the Office of A/E Procurement/GPSSB within sixty days of its two-year anniversary date.

General Services has the option to grant provisional approvals in situations where a firm with limited experience whose principal's resume shows significant experience requests consideration for this process. Such firms would receive approval pending satisfactory performance on three projects. Where this option is exercised, the firm would be evaluated at the completion of its initial award and its eligibility for future awards would be based on the result of that evaluation. Three successive satisfactory evaluations would move the firm from "provisional" to acceptable.

General Services will select a firm to negotiate a fee for a given project as the need arises. For the most part, firms will be selected in the order in which they were added to the list; however, General Services reserves the right to consider proximity to the project site in the selection of a firm for a given project. While this process will be the primary selection process for architectural, civil engineering, electrical engineering and mechanical engineering projects within the \$25,000 or less fee category, General Services reserves the right to award any project through another process where it determines that the best interest of the State would be served.

When a firm is provided the opportunity to negotiate for a given project, the firm will be provided a request for proposal package that includes a project description, scope of required services and the required design time for the project. The firm will be required to submit a price proposal to General Services within a reasonable time not to exceed seven (7) days. The proposal is to include a statement of understanding of the scope of services to be provided, proposed time for completion, personnel to be employed on the assignment, and the firm's proposed fee for the project.

Upon receipt of the firm's proposal, General Services will review the proposal and attempt to negotiate an acceptable fee. If the negotiations are successful, an award will be recommended. If not, General Services will terminate negotiations and initiate negotiations with the next firm in the rotation. When a firm successfully negotiates a contract for a project, the firm will rotate to the bottom of the list. For further information contact:

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