

## CONSULTANT SELECTION CRITERIA 23 CFR 172 IMPLEMENTATION PROCEDURES

The following guidance establishes procedures for the administration of negotiated contracts to insure the consultant has management, fiscal and technical capabilities to render satisfactory service to the local agency.

The local agency must consider at least three highly qualified firms based on:

1. The Consultant's present staff of personnel and their qualifications.
  - a. The brochures of the firm indicate in detail the education and experience of the members of the firm and their key personnel. If necessary, personal interviews with firm members will be held.
  - b. Personal knowledge of the past performance of firm members will be a factor.
2. The Consultant's experience record.
  - a. Experience in the type of design, or other professional services, required under the proposed contract--such as rural, urban, bridge, planning, etc., and the complexity of the design.
  - b. The adequacy of the consultant's instant staffing, together with available additional staffing for the proposed design--relative to the present design load or other professional service.
  - c. The experience of the consultant's staff in related highway work such as work with the electronic computer, traffic analysis, soil analysis, structural design, hydraulics, signalization, street lighting, etc., will be considered.
3. The local agency's past experience in engaging the consultant for other design work or engineering services.
  - a. A consultant will be considered qualified if past work indicates both a professional approach and professional results.
- ~~4. Location of consultant's design office or staff headquarters.~~
  - ~~a. The primary requirement will be that the design office or staff headquarters be located in Missouri.~~
  - ~~b. A secondary consideration may be the location of the consultant's office relative to the job site; however, this will not be a factor on bridge structure design for major river crossings since the number of qualified consulting firms is limited.~~
4. A company cannot be rejected solely on the basis of where its office is located; however, location can be a consideration.
5. The financial status of a consultant will be considered sound and adequate unless there is evidence to the contrary.
6. The consultant will have properly trained and experienced personnel available to perform the services within the time prescribed.

**Fig. 6 - 2 - 2**