



Consultant Selection

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Overview

- Sponsor Certification for Selection of Consultants
- Hiring a Consultant
- Consultant Fee Analysis

Sponsor Certification for Selection of Consultants

Certifies that the sponsor has or will properly follow key consultant selection requirements.

3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services.

Sponsor Certification for Selection of Consultants

6. Sponsor has based or will base selection on qualification, experience and disadvantage business enterprise participation with price not being a selection factor.



Sponsor Certification for Selection of Consultants

9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ.

Sponsor Certification for Selection of Consultants

11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rational for contract type and basis for contract fees.

Hiring a Consultant

Two Categories of Consultant Services

- Planning
 - System and Master Plans
 - Noise Compatibility
 - Environmental
- Engineering/Design
 - Pavement and drainage
 - Lighting
 - Terminal buildings
 - NAVAIDS

Hiring a Consultant – In General

- Separate procurements recommended for planning versus engineering/design
- Qualification based selection
- Limited to projects planned within the next 5 years

Hiring a Consultant - Process

1. Determine Scope of Services
2. Establish selection board
3. Develop list of selection criteria
4. Request Statement of Qualifications
5. Narrow to best qualified candidates
6. Request general proposals
7. Conduct interviews
8. Rank based on selection criteria
9. Award Contract

Hiring a Consultant – Other Options

- Informal selection process (ADO approval)
- Sponsor funded services

You've hired your consultant... What's next?

- Develop scope of services for 1st project
- Discuss with top ranked consultant to fully define
- May be prepared by Sponsor's staff
- Include enough detail for Independent Fee Estimate (IFE)

Consultant Fee Analysis

- A Cost Analysis must be performed for *every* A/E Contract
- Level of effort and detail required varies with contract value
 - Less than \$100,000 – compare proposal to previously negotiated contracts for similar projects
 - \$100,000 or more – detailed fee analysis

Consultant Fee Analysis Steps

1. Engage an Independent Fee Estimator

Why prepare an IFE?

- Enables informed cost analysis
- Serves as a negotiation tool
- Ensures consultant understands the project
- Enables the FAA to make a determination of cost reasonableness

Consultant Fee Analysis Steps

1. Engage an Independent Fee Estimator
2. Receive the IFE
3. Receive Consultant's Fee Proposal
4. Evaluate Consultant's Proposal vs. IFE
5. Negotiate
6. Prepare record of negotiation
7. Recommendation of cost reasonableness

Documentation

- Scope of Services
- <\$100k: a summary of analysis & recommendation
- ≥\$100k :
 - IFE
 - Record of Negotiation
 - Recommendation
- Consultant's Contract with final negotiated fee

Helpful Handout

- General Guidelines
- Process of Hiring a Consultant
- Consultant Fee Analysis Steps
- References



Questions?



FAA
Office of Airports