

# LEWIS AND CLARK COUNTY POLICY FOR USING STATEMENTS OF QUALIFICATIONS

Revised 2/16, 2010

Lewis and Clark County may solicit consultant services by publishing a request for statements of qualifications (SOQ) from architects, engineers, and land surveyors. Consultants responding to the SOQ request are required to complete a County SOQ Form. The SOQ Form will be used to evaluate consultants in the following areas:

1. By their professional discipline (i.e. architects, engineers, or land surveyors);
2. By the type of projects the firm has completed in the past; and
3. By the type of consulting services the firm indicates it is most interested in performing for the County.

The County will use criteria listed in the request for qualifications to evaluate the consultants. The criteria listed in the request for qualifications are the minimum criteria required by Montana law (18-8-204(2)(b), MCA).

The County will update its list of consultants biennially (once every two years). This list may be, but is not required to be, used to select consultants on projects where the cost of consulting services is more than \$20,000, as stated by Montana law (18-8-212, MCA). The County will not accept SOQs after the deadline established in the published SOQ request. However, for purposes of any particular project, the County will consider SOQs that are submitted for that particular project. (SOQs submitted for a particular project will not be included in the County's biennially-updated list of consultants).

Additionally, when a consultant firm's makeup or personnel change significantly, the firm will be allowed to update their County SOQ Form. New consulting firms may also submit a County SOQ Form at any time during the year.

A County project may involve multiple phases (i.e. preliminary review or design, final design, bidding, construction inspection, grant administration, etc.) The County may hire different consultants for different project phases, or one consultant for all phases.

The County may select one or more consultants for a specific project. The County may request more technical information from a consultant regarding qualifications. The County may also conduct interviews with one or more consultants regarding a specific project.

The County will determine the most qualified consultant and request a cost proposal from the consultant. If the County fails to negotiate a satisfactory contract with that a consultant, the County will terminate negotiations and begin to negotiate a contract with another consultant. This process will continue until the County negotiates a contract with a consultant for a fair and reasonable price.

The County may also publish a specific request for qualifications on large, complex or specialized projects.

