

<i>VENDOR SELECTION - REQUEST FOR PROPOSALS ARCHITECTURAL ENGINEERING AND OTHER SERVICES</i>	POLICY	
	Document Number:	FRS-PL-032
	Version Number:	6

1.0 Purpose:

To establish the authority within VTA to select vendors using the Request for Proposals process (RFP).

2.0 Scope:

This Policy applies to all VTA departments and all vendors participating in the established VTA procurement process.

3.0 Responsibilities:

It is the responsibility of the Purchasing and Materials Manager to draft and obtain approval of this Policy to assure organizational understanding and compliance with this Policy.

4.0 Policy:

It is the policy of VTA that when Architectural & Engineering (A&E) and certain other services are to be procured, qualifications based procurement procedures as contained in the Brooks Act, 40 U.S.C. Sections 1101 through 1104 must be used. In addition to Architectural and Engineering services, other services as indicated below must be procured using the processes outlined in this Policy and Procedure FRS-PR-032.

- 4.1 Qualification-Based procurement procedures must be used when soliciting A&E services and other services listed in 49 U.S.C. Section 5325(b)(1) that are directly in support of, directly connected to, directly related to or lead to construction, alteration or repair of real property.
- 4.2 Qualification-Based procurement procedures may not be used to acquire other types of services if those services are not directly in support of, directly connected to, directly related to or lead to construction, alteration or repair of real property.
- 4.3 The following procurement procedures will be discussed in greater detail in Procedure FRS-PR-031 but in general the RFP process includes the following requirements:
 - The anticipated value of the services are greater than \$100,000.
 - The RFP is publicly advertised;
 - All evaluation factors and their relative importance are specified in the solicitation;
 - Proposals are solicited from an adequate number of qualified sources;
 - A specific method is established and used to conduct technical evaluations of the proposals received and to determine the most advantageous offer;

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- An award is made to the responsible offeror whose proposal is most advantageous to VTA with price and other factors considered;
- VTA may award the contract to the offeror whose proposal provides the greatest value (Best Value Procurement) to VTA. To do so, the solicitation must inform potential offerors that the award will be made on a best value basis and identify what factors will form the basis for award.
- VTA may use this process to establish a list of firms that may be used for specific scopes of work after establishment of the list(s).
- Direction for selection from established lists is contained in Policy FR-CM-PL 1000.




5.0 Definitions:

N/A.

6.0 Summary of Changes:

To add wording that speaks to the use of this process to establish lists of firms that may be used for specific scopes of work after establishment of the list(s).

7.0 Approval Information:

<i>Prepared by</i>	<i>Reviewed by</i>	<i>Approved by</i>
 Thomas B. Smith Purchasing and Materials Manager	 Bill Lopez Director of Business Services	 Nuria I. Fernandez General Manager

1/20/15
Date Signed