STATE OF MONTANA

DEPARTMENT OF ADMINISTRATION

ARCHITECTURE AND ENGINEERING DIVISION

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STATE ARCHITECT\ENGINEER\LAND SURVEYOR SELECTION PROCEDURES
TITLE 18, CHAPTER 2 MCA TITLE 18, CHAPTER 8 MCA

Energy performance, design-build, and 20-25-309 MCA contracts are exempt from this selection process. This process does not include investigation or construction-related services that do not constitute the practice of architecture, engineering, or land surveying.

1. Agency requests that A&E Division initiate a project and may request delegation as appropriate. A&E will review the proposed project for funding, spending authority, and programmatic needs.

2. 18-8-204 MCA minimum criteria to be considered when selecting firms:

Qualifications of professional personnel	Location of firm
Capability to meet time and budget	Present and projected workload
Related experience on similar projects	Recent and current work for the agency

3. ***18-8-212 MCA Sole-source selection for projects in which the design fee is estimated not to exceed $50,000:*** Firms may be selected directly on an individual project basis without submission of 3 names to the DOA Director.

4. ***18-2-112 MCA Projects with an estimated design fee above $50,000 but project cost less than $1,500,000:*** A&E will provide to the Agency a list of firms on file and will participate in the short-listing effort. After discussions of the project with potential firms, the agency will select three firms based on project requirements and the minimum criteria above, and then shall submit those 3 firms to A&E for an appointment of one firm to be made by the Director of the Department of Administration.

5. ***18-2-112 MCA Projects with a budget more than $1,500,000*:*** To firms who have expressed interest in state work, A&E will publicly announce a Request for Qualifications at least quarterly. Responding firms will submit to A&E their qualifications on an Architect/Engineer Statement of Qualifications for Specific Projects form along with other appropriate supplemental information.
   a) A&E and the agency's selection committee will select the most qualified firms to be interviewed for the project. A&E will schedule interviews with those firms and send initial project information, scope of anticipated services, and interview format.
   b) After the interviews, the agency shall submit 3 firms to A&E for an appointment of one firm to be made by the Director of the Department of Administration.

6. After a firm has been selected or appointed, the agency and A&E project manager will review the initial project information and anticipated scope of services with the selected consultant, request a fee for agreed services, and negotiate a contract. If an agreement cannot be reached, negotiations will be terminated, and the Director may appoint one of the remaining two recommended firms.

7. Delegated projects will follow the same selection processes above and delegation will be granted ***after*** a firm is appointed. The agency will then negotiate a contract with the selected firm.

* This amount is slightly flexible. Straightforward projects marginally above this amount may receive consideration to revert to the process described in paragraph 4 while more complex smaller projects may follow the interview process.