

ARIZONA DEPARTMENT OF TRANSPORTATION

ENGINEERING CONSULTANTS SECTION



CERTIFICATION ACCEPTANCE

PANEL PACKET

PROJECT DESCRIPTION: _____

PROPOSED CONTRACT NO.: _____

PROJECT / TRACS NO.: _____

AGENCY: _____

PROJECT DESCRIPTION: _____
PROPOSED CONTRACT NO.: _____
PROJECT / TRACS NO.: _____

SHORT LIST / SELECTION PROCEDURES

KICK OFF MEETING

The meeting should be opened by introducing yourself and the panel members to each other. Distribute the various forms (as applicable) to Agency staff and Panel members.

A review of the forms and format should be given to any first-time Selection Panel Member. The schedule of events as it relates to turning in scores, further meetings or oral interviews should be discussed.

NOTE: If anyone contacts you and attempts to influence your scoring, advise _____ immediately.

Remind Panel members to contact _____ (phone) _____ if they have any questions.

SELECTION PANEL MEETING

When the panel convenes to render their comments and scores, the following procedures should be followed:

1. Collect the compiled score sheets, add the panel scores for each firm. Divide by the number of Panel members to obtain the average score. Repeat for each firm. Rank the firms for each Panel member (1 through 5, etc.). Tell the Panel members the outcome of the averaging of scores and ranking.
2. Review comments compiled by the panel members. Allow each panel member to comment on the top ranked firms. Write down any additional comments made by the Panel members as necessary.
3. List the firms in rank order on the signature sheet and have each Panel member sign the sheet.
4. Collect all documentation the Panel members have at this time. ***(No documentation is allowed to leave the room).***
5. Thank the Panel members and adjourn the meeting.

APPROVAL PROCESS

Prepare approval memo for signature by the _____.

NOTIFICATION PROCESS

Upon signed approval by the _____, the following activities occur:

1. Telephone the selected firm and congratulate them.
2. Notify non-selected (short-listed) firms by telephone and schedule de-briefing sessions with them if requested.
3. Notify all firms who submitted Statements of Qualifications, by mail, of the award.
4. Notify Selection Panel members of the final outcome.
5. Prepare Negotiation and Cost Proposal Package.
6. Conduct debriefings as required.

AGENCY: _____

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AGENCY STAFF CONFIDENTIALITY & CONFLICT OF INTEREST STATEMENT

As an approved Certification Acceptance (CA) recipient, _____ responsible for administering the Selection Process, you have access to copies of Statement of Qualifications received under the solicitation process for the above mentioned project. It is essential that the integrity and confidence of the evaluation process be maintained.

It is essential that the integrity of the Selection Process be maintained to ensure each consulting firm is given fair and equal consideration. Evaluation Panel members, reviewers and other Agency staff must not participate in any evaluation process in which they may have a potential conflict of interest, either of an outside business or personal nature with the offerors involved. It is essential and determined to be in the State's best interest that the State remains protected from any appearance of impropriety with regard to this project. **Therefore, if you believe there is any actual or potential conflict of interest in you administering the Selection, you are instructed to notify _____ immediately and recuse yourself from working with the Selection panel.** Some examples of potential conflicts of interest may include, but are not limited to:

- You have a financial interest in a firm that has submitted an SOQ
- An immediate relative or significant other works for and/or has some other type of financial interest in a firm that has submitted an SOQ
- You are seeking employment with a firm that has submitted an SOQ
- You have previously worked for a firm that has submitted an SOQ
- You have an acknowledge preference or bias toward a particular firm that has submitted an SOQ
- You have a long standing or close personal/social relationship with a firm or its representatives that would result in an actual or perceived bias toward that firm

Pursuant to A.R.S. §41-2501(J) evaluation Panel members, reviewers and Agency staff involved in the selection process must maintain strict security regarding the content of proposals, and proceedings of the evaluation panel meetings during the evaluation process. Contact made with offerors during the selection process by Agency staff shall be limited to answering procedural and technical questions only. Agency staffs are further advised not to participate in any social events with any proposer during the review process. **The release of any information by any means from the proposals is prohibited.** The _____ will make the evaluation results and proposals available for public review at the appropriate time to the extent that the release of such information is permitted by law.

To emphasize the importance of the above considerations, you are asked to sign the following statement:

I have read and understood the above statements. I agree to notify my Supervisor and the ECS Director immediately and remove myself from working with the panel for the above referenced contract, or any other panel, if I believe there is any actual and/or potential conflict of interest or bias. I agree to maintain all deliberations of the evaluation panel and proposal contents in the strictest confidence and to be unbiased during the evaluation process. I further agree to report to my Supervisor and the ECS Director any contact(s) by proposers, elected/appointed officials, or any other party which might be considered an effort to influence the evaluation process.

SIGNATURE

TITLE

DATE

(PLACE ORIGINAL IN CONTRACT FILE)

AGENCY: _____

PROJECT DESCRIPTION: _____

PROPOSED CONTRACT NO.: _____

PROJECT / TRACS NO.: _____

PANEL MEMBER PARTICIPATION FORM

Thank you for agreeing to serve as a selection panel member for the above referenced contract. _____ appreciates your time and commitment to the process. The consultant selection process is vital to helping ensure that ADOT select the best qualified firms to perform consulting services in a fair, ethical and consistent manner.

Serving on a selection panel is a privilege and a very important responsibility in ADOT's efforts to provide quality transportation services to the citizens of Arizona. The process is time intensive and generally involves reviewing, evaluating, scoring and commenting on the merits of proposals, attending panel meetings and in some cases, participating in interviews.

In order for the process to function effectively, it is essential that Panel members fully participate in all aspects of the selection process as outlined in the Statement of Qualification package. It is the responsibility of all individuals, particularly those who must travel to participate on a panel, to arrive on time for scheduled meetings and/or interviews, as these meeting will not be postponed for tardiness or failure to attend. Therefore, Panel members must take necessary precautions to ensure timely attendance.

_____ is also aware that circumstances beyond your control may prevent your full involvement. However, please be advised that, in order to be fair to proposers and the integrity of the process, if at anytime during the selection process you are unable to fully participate in any aspect of the evaluation (i.e., arriving late to meeting or interviews, missing meetings or interviews, failing to submit scores according to the schedule, etc.) your scores will be eliminated from consideration in the panel decision. Justifications (comments) for your scores are also an essential component in helping to ensure a fair selection process. Therefore, failure to complete and submit comments that justify scores as instructed shall also result in elimination of your score from the panel evaluation.

To emphasize the importance of the above stipulations, you are asked to sign the following statement:

I have read and understand the above statements related to my participation in the above referenced selection panel. I agree to fully participate in all aspects of the evaluation panel, submit scores and comments to justify my scores. I further understand that if I am unable to do so, my scores will be eliminated from consideration in the selection process.

NAME

TITLE

SIGNATURE

DATE

(PLACE ORIGINAL IN CONTRACT FILE)

AGENCY: _____

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**PANEL MEMBER
CONFIDENTIALITY STATEMENT**

AS AN AUTHORIZED REVIEWER OF THE SELECTION PROCESS, YOU WILL BE PROVIDED COPIES OF STATEMENT OF QUALIFICATIONS RECEIVED UNDER THE SOLICITATION PROCESS FOR THE ABOVE MENTIONED PROJECT.

IT IS ESSENTIAL THAT THE INTEGRITY AND CONFIDENCE OF THE EVALUATION PROCESS BE MAINTAINED.

EVALUATION PANEL MEMBERS AND REVIEWERS MUST NOT PARTICIPATE IN ANY EVALUATION PROCESS IN WHICH THEY MAY HAVE A POTENTIAL CONFLICT OF INTEREST, EITHER OF AN OUTSIDE BUSINESS OR PERSONAL NATURE WITH THE OFFERORS INVOLVED. IT IS ESSENTIAL AND DETERMINED TO BE IN THE STATE'S BEST INTEREST THAT THE STATE REMAINS PROTECTED FROM ANY APPEARANCE OF IMPROPRIETY WITH REGARD TO THIS PROJECT. SOME EXAMPLES OF POTENTIAL CONFLICTS OF INTEREST:

- A RELATIVE OR SIGNIFICANT OTHER WORKS FOR A CONSULTANT THAT SUBMITTED AN SOQ
- YOU HAVE PREVIOUSLY WORKED FOR A FIRM THAT HAS SUBMITTED AN SOQ WITHIN THE PAST 12 MONTHS

PURSUANT TO A.R.S. §41-2501(J) EVALUATION PANEL MEMBERS AND REVIEWERS MUST MAINTAIN STRICT SECURITY REGARDING THE CONTENT OF PROPOSALS, AND PROCEEDINGS OF THE EVALUATION PANEL MEETINGS DURING THE EVALUATION PROCESS. ONCE THE EVALUATION PROCESS HAS BEGUN, NO CONTACTS WITH ANY OFFERORS SHALL BE MADE WITHOUT PRIOR APPROVAL BY AGENCY. PANEL MEMBERS ARE ADVISED NOT TO PARTICIPATE IN ANY SOCIAL EVENTS WITH ANY PROPOSER DURING THE REVIEW PROCESS. THE RELEASE OF ANY INFORMATION BY ANY MEANS FROM THE PROPOSALS IS PROHIBITED. THE AGENCY WILL MAKE THE EVALUATION RESULTS AND PROPOSALS AVAILABLE FOR PUBLIC REVIEW AT THE APPROPRIATE TIME TO THE EXTENT THAT THE RELEASE OF SUCH INFORMATION IS PERMITTED BY LAW.

TO EMPHASIZE THE IMPORTANCE OF THE ABOVE CONSIDERATIONS, YOU ARE ASKED TO SIGN THE FOLLOWING STATEMENT:

I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENTS AND THE ATTACHED GUIDELINES. I AGREE TO MAINTAIN ALL DELIBERATIONS OF THE EVALUATION PANEL AND PROPOSAL CONTENTS IN THE STRICTEST CONFIDENCE, DURING THE EVALUATION PROCESS. I WILL REPORT TO _____ ANY CONTACTS BY PROPOSERS, ELECTED OR APPOINTED OFFICIALS, OR ANY OTHER PARTY WHICH MIGHT BE CONSIDERED AN EFFORT TO INFLUENCE THE EVALUATION PROCESS.

NAME

TITLE

SIGNATURE

DATE

ORGANIZATION

PHONE

(PLACE ORIGINAL IN CONTRACT FILE)

AGENCY: _____

PROJECT DESCRIPTION: _____

PROPOSED CONTRACT NO.: _____

PROJECT / TRACS NO.: _____

OFFICE MEMO

MULTIPLE SELECTIONS

DATE: _____

TO: FILE

RE: RANK ORDER LISTING

FROM: SELECTION PANEL

After a careful review of the Proposals, the following firms, by a consensus of the panel membership, are recommended for further consideration:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Panel Members:

Printed Names

Signatures/Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AGENCY: _____

PROJECT DESCRIPTION: _____

PROPOSED CONTRACT NO.: _____

PROJECT / TRACS NO.: _____

OFFICE MEMO

DESIGN

DATE: _____

TO: FILE

RE: RANK ORDER LISTING

FROM: SELECTION PANEL

After a careful review of the Proposals, the following firms, by a consensus of the panel membership, are recommended for further consideration:

RANK ORDER:

Panel Members:

Printed Names

Signatures/Date

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____