



## **GUIDELINES FOR SELECTING GEOTECHNICAL, NPDES MONITORING, SPECIAL INSPECTIONS, MATERIAL TESTING, AND RELATED SERVICES**

### 1. Purpose

GSFIC is committed to safe, quality, and code compliant construction. Geotechnical Services, NPDES monitoring, Special Inspections, and Construction Material Testing play a major role in ensuring the safety, quality, and code compliance of state construction projects.

These guidelines explain the selection process for Geotechnical, NPDES monitoring, Special Inspection, and Material Testing services for GSFIC owned projects. Firms are prequalified based on certain minimum qualifications and selections are then made from a list of prequalified firms. The method of selection is determined by the cost of the project and the type of service.

### 2. Prequalification Procedure

All Geotechnical, NPDES monitoring, Special Inspections, and Construction Material Testing firms that wish to perform services on GSFIC administered projects must be prequalified by GSFIC. The application is available online at:

<https://gsfic.georgia.gov/documents/application-basic-pre-qualification-initial-and-renewal>

Applications will be reviewed by GSFIC Design Review Group to determine eligibility based on compliance with the following minimum qualifications.

Minimum qualifications:

- **Geotechnical Services:** a) Hold a valid Certificate of Authorization with the state of GA indicating that they are approved to provide engineering consulting services; b) Employ a GA licensed professional engineer who has at least 10 years of experience in the field of geotechnical engineering as a fulltime employee or owner of the firm; c) provide evidence of a record of successful project completion similar in scope to projects undertaken by GSFIC over the past 5 years; d) Maintain at least \$2 million of professional liability insurance; and e) meet the requirements of ASTM E329.
- **NPDES Inspection (monitoring) Services:** Level 1B Certification as issued by Georgia Soil and Water Conservation Commission (GSWCC)
- **Special Inspection Services:** a) Meet required qualifications of and adhere to the GSFIC Special Inspection Guidelines; b) Meet the requirements of ASTM E329.
- **Material Testing Services:** Meet the requirements of ASTM E329.

Firms will be prequalified on a rolling basis. Applicants will be notified of eligibility status within (60) days of initial application or re-application. The list of pre-qualified firms is available on the GSFIC web site and can be accessed using the link below:

<https://gsfic.georgia.gov/documents/list-eligible-firms>

Prequalified firms will remain eligible for a period of two years. At the end of 2 years, requalification is required.

### 3. Selection Procedure for Geotechnical Services

For Design-Bid-Build and CM/GC projects, the Design Professional shall select the Geotechnical Service provider from the list of pre-qualified firms. The Design Professional shall contract with the Geotechnical Service firm for the required services but GSFIC shall pay for the Geotechnical Services directly. The Geotechnical Contract should establish a budget based upon the project scope and services shall be billed on a time and materials basis. Any change in the budget MUST be approved in advance by GSFIC.

For Design-Build projects, GSFIC shall select and hold the contract for Geotechnical Services. GSFIC will follow the Type "A" Procedure outlined below for selection of Geotechnical firms unless the Using Agency has already contracted for certain Geotechnical Services during its planning process. In those cases where the Using Agency has already contracted for Geotechnical Services, but additional services are needed, GSFIC may elect to use the Geotechnical firm that provided the initial Geotechnical services, or it may perform a new selection. If GSFIC elects to perform a new selection, it will follow the Type "A" Procedure outlined below.

### 4. Selection Procedure for Special Inspections, NPDES Monitoring, and Materials Testing

The selection procedure for Special Inspections, NPDES Monitoring, and Materials Testing is based upon the Stated Cost Limitation of the Project. The selection process is the same for Design-Bid-Build, CM/GC and Design-Build Delivery methods, but in the case of Design-Build projects, GSFIC will negotiate and hold the contracts.

- **Procedure -Type "A"- Stated Cost Limitation is less than \$15,000,000**

When the Stated Cost Limitation is less than \$15,000,000, selection of NPDES monitoring, Special Inspections, and Construction Material Testing service providers shall be made by a random selection from the list of prequalified firms that are in close proximity to the project site.

GSFIC will identify all firms on the prequalification list that are located within a 50-mile radius of the Project site. If two (2) or more firms cannot be identified within a fifty-mile radius, the radius will be increased by 25 miles. If the radius increase does not identify any more firms, then the one firm will be the identified prequalified firm. **Geotechnical Consultants on the prequalification list that are engaged in the Project Design and is located within the respective radius, will be automatically qualified to submit SOQ for the Type "B" Selection. GSFIC reserves the right to determine the maximum radius from the project site.**

For those projects located within the Atlanta region (which includes Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale counties) the GSFIC will identify all firms with an office located within a 25-mile radius of the project site. If three (3) or more firms cannot be identified within the first 25-mile radius of the project site, the radius will be increased by 10- miles increments until at least 3 firms have been identified.

The project Design Professional will identify a scope of anticipated services. GSFIC Project Management will confirm that identified firms have been approved to provide the services identified by the Design Professional.

The identified prequalified firms will be included in a **witnessed random selection** that is administered by GSFIC Project Management. The first selected firm will then be notified to submit a fee proposal based on the scope of services provided by the Design Professional. GSFIC will review the fee proposal and forward it to the Design Professional. The Design Professional, GSFIC, in collaboration with the Using Agency, shall promptly begin negotiations with the selected firm in order to reach a contract for a reasonable cost. The resulting contract should be billed on a time and materials cost basis (i.e. not a fixed price or lump sum) and should include an estimate for all work anticipated. Any change in the scope of services or increase in contract price must be approved by GSFIC in advance.

- **Procedure-Type “B”- State Cost Limitation is equal to or greater than \$15,000,000:**

When the Stated Cost Limitation is \$15,000,000 or greater, selection of NPDES monitoring, Special Inspections, and Construction Material Testing service providers shall be made by a qualifications-based selection from the list of prequalified firms that are in close proximity to the project site.

The project Design Professional will identify a scope of anticipated services. GSFIC will identify all firms on the prequalification list that are located within a 50-mile radius of the Project site. If there are not three (3) or more firms identified within the first 50-mile radius, the radius will be increased by 25 mile increments until at least 3 firms have been identified.

For those projects located within the Atlanta region (which includes Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale counties) GSFIC will identify all firms with an office located within a 25-mile radius of the project site. If three (3) or more firms cannot be identified within a 25-mile radius of the project site, the radius will be increased by 10 mile increments until at least three (3) firms have been identified.

Once the firms are identified, GSFIC Project Management in conjunction with the Design Professional will confirm that identified firms have been approved to provide the required services. If there are six (6) or more identified prequalified firms there will be a **witnessed random selection** that is administered by GSFIC Project Management to reduce the list to five (5) prequalified firms. All the firms will be listed in order of selection in case some of the prequalified firms decline to participate.

At the same time or prior to the identification of prequalified firms, a Request for Qualifications (RFQ) will be developed with input from the Design Professional. GSFIC Procurement Services will provide a template for the Design Professional to use to outline the specific qualifications for the project. GSFIC Procurement Services will forward the RFQ to the prequalified firms and verify their interest in the project. If less than three firms confirm interest, then GSFIC will contact the next listed firm or firms in order of random selection until at least three firms confirm interest. If after contacting all eligible firms, there are less than three firms interested in pursuing the selection, the process will proceed with the remaining one or two firms -. the selection radius will not be increased. Then the selection committee will perform an evaluation of qualifications packages as described below.

Qualifications will be evaluated by a selection committee consisting of 3-5 project stakeholders. The typical Selection Committee will consist of the following voting members:

- The project Design Professional will be represented by one (1) committee member
- The Using Agency and Tenant Agency will be represented by up to two (2) committee members (If the Using Agency and Tenant elect not to participate, then GSFIC will proceed without their input)
- GSFIC will be represented by up to two (2) committee members

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Individual Selection Committee members will evaluate and score the submitted Statements of

Qualifications in accordance with the evaluation criteria in the RFQ. Each firm's individual Selection Committee rankings will be totaled and used to rank the firms in descending order of recommendation. The following criteria are generally considered:

- Relevant experience with projects similar in size, scope and complexity
- References (Owners/Design Professionals) of recent projects
- Related tests performed and techniques used Field and laboratory equipment inventory
- Equipment calibration procedures
- Field procedures
- Current workload
- Evidence of understanding of codes and standards
- Description of procedures for handling and reporting discrepancies
- Quality assurance practices
- Individual field personnel experience (overall and with provider)
- Firm staffing amount of time proposed for each team member

Once a selection is made, all firms will be notified of the results of the selection process. The selected firm will submit a fee proposal that is based on the scope of services described in the RFQ. The Design Professional, in collaboration with GSFIC and the Using Agency, shall promptly begin negotiations with the selected firm in order to reach a contract for a reasonable cost. The resulting contract which will be between the design professional and the special inspections firm (except in the case of a design-build project the contract will be with GSFIC) should be billed on a time and materials cost basis (i.e. not a fixed price or lump sum) and should include an estimate for all work anticipated. Any change in the scope of services or increase in contract price must be approved by GSFIC in advance.

If a contract agreement cannot be reached for any reason with the selected firm, the Design Professional shall formally break off negotiation with the selected firm and proceed to negotiating with the second ranked firm, and so on until a mutual agreement is reached.

**GSFIC, in collaboration with the Using Agency, MAY require interviews of the shortlisted firms based upon the size, complexity or special requirements of a project. Any interview requirement will be included in the Request for Qualifications.**

# Random Selection Process Ranking

Project No.: \_\_\_\_\_

Date: \_\_\_\_\_

The following represents the order in which firms were drawn during the random selection. This form to be filed in e-Builder Folder 5.3.1.

NOTE: FOR A TYPE B SELECTION, PLEASE INCLUDE THE LOCATION OF THE SELECTED OFFICE ON THE LIST BELOW TO ALLOW GSFIC PROCUREMENT TO CONTACT THE APPROPRIATE OFFICE.

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Witnessed by...

NAME	SIGNATURE	DATE