

08/26/2024 Montgomery County Engineer's Office (MCEO) Consultant Selection Procedure

The office's designated Project Manager (PM) will develop a scope of services. Regardless of funding sources (federal, state, local), the MCEO PM will prepare the scope of services using ODOT's templates. ODOT's webpage has two different scope forms, one for local public agency (LPA) projects and one that they use for ODOT administered projects. The MCEO's best practice is to use the ODOT LPA scope of services template. [Scope of Services Template | Ohio Department of Transportation](#)

If there is federal funding in the design phase of project development, the MCEO may advertise for consultant selection on ODOT's website consistent with Chapter 7 of the Ohio Department of Transportation's Local-Let Manual of Procedures. [Local-Let Manual of Procedures | Ohio Department of Transportation](#). Absent federal funding in the design phase of project development, the MCEO will only advertise for consultant selection on the MCEO website. [Consultant Selection | Montgomery County Engineer \(mcoho.org\)](#)

The MCEO accepts SOQ's biennially, with the solicitation for SOQ's occurring in June of even numbered years, from consultants desiring to do business with MCEO.

When the MCEO identifies a need for consulting services, the following process will be followed:

1. MCEO will email all firms with SOQs on file to communicate the services needed, brief description of the project, the timeline expectations for consultant services, the ODOT prequalifications that will be required of a prime consultant, any anticipated selection subfactors, the selection committee members, and scoring criteria. The intent of this early notification is to allow firms with SOQs on file who will not be considered as a prime consultant to evaluate opportunities to serve in a subconsultant role to those firms who are eligible to submit as a prime consultant.
2. MCEO will email firms shortlisted by MCEO from the SOQ's an invitation to submit a LOI. This communication will include any additional information, such as existing plans, studies, and reports, that MCEO may have to support interested consultants in preparation of a LOI.
3. Between the time of the invitation and the deadline for LOIs received by the MCEO, the MCEO may entertain meetings (virtual or in-person) with interested consultants eligible to serve as a Prime consultant after the consultant performs a site visit and submits questions in writing to the MCEO. A written response to questions may be provided in lieu of offering a meeting.
4. LOIs will be accepted on or before the deadline using the MCEO's LOI template. For all consultant selections, MCEO will rely on a combination of a consultant's SOQ on file with the office, ODOT prequalification, previous experience, and the LOI when selecting consulting firms.
5. MCEO may choose to request some or all consultants from which LOIs were received to participate in an interview to aid the selection committee's evaluation of the LOIs.
6. MCEO will notify the selected consultant and enter scope and fee negotiations. If negotiations are unsuccessful, MCEO will initiate scope and fee negotiations with the next highest ranked consultant.
7. Consultant evaluation documentation will be made available upon request. Debrief meetings concerning unsuccessful LOIs will be held at the MCEO discretion.