**Hire A Design Consultant**

Consultants are hired for complicated projects, new construction, large renovations, studies or when construction must be reviewed by the Bureau of Fire Safety. They will develop opinions of probable cost, and necessary project documents for construction implementation.

Selecting an Architect:

For projects over $4 million (confirm), a Request for proposals will be issued by Procurement and Strategic Sourcing (PASS). The project will be sent to the Design Consultant ListServe database managed by PASS. Vendors can provide their information to PASS to be added to the list. This RFP for design services is not on the PASS Advertised bids website visible by the public.

For projects that are under $4 million, design consultant will be primarily selected by the current established Preferred Vendor list. The PVMA limited approved vendors to specific work categories. (Reference PVMA). Work with the Director of P&E to determine who will be assigned the work by rotation and current work load.

For projects that require a specialty consultant or scope of services outside of the preferred vendor structure, such as a study or investigation, a proposal for services will be requested on developed scope.

Planning will determining scope of deliverables:

Determine level of services and documentation required:

* Full bid documents
* SD documents for JOC proposal, scope through SD if not being reviewed by State, CD’s if reviewed by State. Identify at what phase the level of service is complete.
* Consultant may be used to determine conceptual budget to establish initial project budget, or to provide a fee to study and investigate the scope on which to later develop project budget.

Request project specific proposal:

* When Project scope is developed by Planner, include Consultant in Scope proposal meeting to see the site conditions and request information.
* Write a request for proposals to the consultant. Include building information such as year built, general use and any information they should include in their proposal.

Preferred Vendor Proposal must include:

* Defined Scope of Work
* Define phases of work if applicable and deliverables for each phase
* Consultant to identify schedule to start after award of contract, approximate duration of project, and assumption of duration for each phase.
* Consultant to provide fee Statement for themselves and their consultants. Statement must reference PVMA and identify Cost of construction on which the fee is based, and the determined fee % (as determined by PVMA). Also identify probable cost of State Plan Review fees, to be included in the total contract cost as a reimbursable.
* Consultant to provide Level of Effort spreadsheet for project.

Non-Preferred Vendor Proposal must include:

* Defined Scope of Work
* Define phases of work if applicable and deliverables for each phase
* Consultant to identify schedule to start after award of contract, approximate duration of project, and assumption of duration for each phase.
* Consultant to provide fee Statement for themselves and their consultants. Identify Cost of construction on which the fee is based. Identify probable cost of State Plan Review fees, to be included in the total contract cost as a reimbursable.
* Consultant to provide Level of Effort spreadsheet for project. This will be referenced later in project if project is ended mid-service.
* Provide hourly rate chart. This will be referenced if additional scope is added to establish allowable hourly costs (for change order support).
* Programming and Record Documents should be included in Base contract for all large projects.
* “Not to Exceed” fees that are billed hourly are preferred. Do not accept lump sum proposals if at all possible.
* Define reimbursables - print, mail, photographic, etc. Local travel to WSU is not billable. Identify unit costs for specialized field, laboratory or monitoring equipment expenses if applicable (e.g. for surveying, geotech, abatement sampling). Have amount identified, it can be adjusted later.
* Consultant to identify schedule to start after award of contract, approximate duration of project, and assumption of duration for each phase. Construction Administration must be included and duration identified. CA can be adjusted later if needed once contractor is on board.
* Eliminate language that conflicts with WSU standard contract.
* Design consultants are paid 45 days from invoice. WSU does not pay interest on invoices.
* Consultant standard language cannot diminish WSU rights.
* Consultant must show standard level of care.
* WSU to own documents at completion of project (coordinate language with contract).

Prepare Consultant contract package:

* If PV include proposal, financial summary, certificate of insurance, draft requisition
* If not PV: Develop and route Red Packet (reference red packet required contents)

When contact PO is issued:

* Schedule kick-off meeting with Consultant and customer, include Facilities Operations if required.
* Forward CAD backgrounds, existing scanned record drawings, or arrange consultant to view documents in plan room to identify for scanning.
* Investigate and provide necessary ACM or haz mat info.
* Confirm project schedule milestones and deliverable dates.
* Consultant to issue meeting minutes duration of design.