



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### AP 7990.1 SELECTION PROCEDURE FOR PROFESSIONAL CONSULTING SERVICES

**NEW PROCEDURE**

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#### PROCEDURE:

Professional consulting services including design build delivery of projects will be procured in compliance with the California Public Contract Code. The Public Contract Code requires that these services be procured on a qualifications-based selection. This necessitates that these services will typically be procured through a Request for Qualifications (RFQ) or a Request for Proposal (RFP) process.

A selection committee will be convened with representatives with expertise in the field of services to be provided. The committee may include members from Facilities Management, Facilities Services and the institution typically at the Vice President or Dean level and an outside agency. The final make up of the committee is subject to approval of the Vice Chancellor of Facilities Management.

The selection committee will review and evaluate the responses to the RFQ or RFP. After independent review and evaluation, the selection committee will meet, evaluate and rank the responses based on the criteria defined in the RFQ or RFP. The selection committee may choose to recommend award of a contract without interviews.

Contract award recommendation will be made to the Board of Trustees by Facilities Management based on the recommendation of the selection committee.

#### Advertisement:

RFP/RFQ(s) will be advertised in the San Diego Daily Transcript twice. The advertisements will be placed no closer than one week apart.

An RFQ is issued when the Consultant is being hired strictly on qualifications and there is no request for pricing. An RFP is issued for specific projects and when a price proposal is also desired.

The RFQ/RFP should include the following at a minimum:

- Title of the scope of services or project to which the RFP/RFQ relates
- Definition of responsibilities/project scope.
- Instructions for submission
- Number of copies to be submitted
- The Evaluation Process for selection
- Time frames and dates for the selection process
- District's Rights
- Non-Collusion Affidavit
- A sample copy of the Proposed Agreement

Supersedes: New Procedure