

Architects and Engineers

Professional Services for State of Missouri Projects



OFFICE *of* ADMINISTRATION
Facilities Management, Design & Construction

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Chapter 8 Contracts Manager

Professional Services and Qualification Based Selection

- It all started in 1972 when Rep Jack Brooks , (D-TX), introduced the Architect-Engineer Selection Act for Federal procurement of A/E design services, otherwise known as the Brooks Act, 40 U.S.C.A. & 541-544.

Purpose – Brooks Act

- The system favors selection of the most skilled and responsible members of these professions.
- This system protects the interests of the taxpayers.
- The selected A/E must then negotiate the fee.

Brooks Act

“The Congress hereby declares it to be the policy of the Federal Government to publicly announce all requirements for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.”

Missouri's Mini-Brooks Act

- Enacted in 1983
- RSMo. 8.285 – It shall be the policy of the state of Missouri and political subdivisions of the state of Missouri to negotiate contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable prices.

Agencies using services to be furnished Statement of firm's qualifications and performance data...

- RSMo 8.289
 - In the procurement of architectural, engineering or land surveying services (and landscape architects, , each agency which utilizes architectural, engineering or land surveying services shall encourage firms engaged in the lawful practice of their professions to annually submit a statement of qualifications and performance data to the agency to keep on file.

(cont.)

- 1) The specialized experience and technical competence of the firm with respect to the type of services required;
- 2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
- 3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;
- 4) The firm's proximity to and familiarity with the area in which the project is located.

Negotiation for contract-not applicable for certain political subdivisions

- RSMo 8.291
 - 1) The agency shall list three highly qualified firms. The agency shall then select the firm considered best qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected.
 - 2) For a basis for negotiations the agency shall prepare a written description of the scope of the proposed services.

(cont.)

- 3) If the agency is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The agency shall then undertake negotiations with another of the qualified firms selected. If there is a failing of accord with the second firm, negotiations with such firm shall be terminated. The agency shall then undertake negotiations with the third qualified firm.

(cont.)

- 4) If the agency is unable to negotiate a contract with any of the selected firms, the agency shall reevaluate the necessary architectural, engineering or land surveying services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the provisions of sections 8.285 to 8.291.
- 5) The provisions of sections 8.285 to 8.291 shall not apply to any political subdivision which adopts a qualification-base selection procedure commensurate with state policy for the procurement of architectural, engineering and land surveying services.

2007 Senate Bill 322

- Passed a law SB 322 reinforcing the state's Mini Brooks Act.
 - Mandates that a Qualifications Based selection (QBS) process for professional services be implemented for all political subdivision (i.e. municipalities, school districts, and all other divisions of land established by state law as a district) within the state.
 - This change in the law reaffirms the need to follow the QBS process for all political subdivision projects.

Code of State Regulations -1 CSR 30-3 Capital Improvement and Maintenance Program

- 1 CSR 30-3.030 Project Design
 - Department/agencies participate in the selection of designers for projects included in their program. Quality based selections are made by the department/agency capital improvement coordinator/service level managers based upon the criteria in the Architect Contractor Engineer (ACE) database.

(cont.)

- A. Design by Department/Agency. The department/agency may recommend in-house design for those projects within their capability and capacity provided they have licensed engineers or architects to seal the prepared plans and specifications.

- B. Design by Division of Facilities Management, Design and Construction. Projects which are cost prohibitive to be done by consultants or require minor design for which the FMDC has the capability and capacity may be selected for in-house design.

(cont.)

- C. Design by Consultants. Private consultants will be selected by the director for design of the balance of the projects in the program established by the capital improvement and maintenance appropriations. It is the policy of the division to provide the greatest possible opportunity for qualified and competent consultants to participate in this program. The director shall maintain a file and ACE database of consultant firms who have expressed interest in the program. This file shall include notations of specific areas of interest, experience or expertise as expressed by each consultant firm and ratings of previous projects evaluated by the division.

Selection Process

1 CSR 30-3.030 Project Design

- Selection of consultants will be based on knowledge of, or experience with, these consultants on current or prior projects. Program managers may assist in the selections by making recommendations regarding the need for special expertise or continuity between current and previous or proposed future work.

(cont.)

- Consideration will be given to providing opportunities for as many competent consultants as possible.
- In those projects or programs where continuity is a significant factor, consideration will be given to continued retention of a consultant already engaged for existing projects or programs.

https://oa.mo.gov/facilities/ project-management

The screenshot displays the Missouri Office of Administration website. The browser address bar shows the URL <https://oa.mo.gov/facilities/project-management>. The page header includes the text "OFFICE of ADMINISTRATION" and "Facilities Management, Design & Construction". A navigation menu contains links for "Agency Interests", "Job Seekers", "State Employees", "Transparency", and "Vendors". A secondary menu includes "Accounting", "Budget & Planning", "Commissioner", "Facilities", "General Services", "ITSD", "Personnel", and "Purchasing". The main content area is titled "Project Management" and includes a breadcrumb "Home » Facilities" and a "Print" button. It is organized into several sections: "Architect/Engineering Information" with links to "Architect/Engineering Selection Database Form" and "Designer's Information Packet"; "Contractor Information" with links to "Application for Construction Project Bidder Notification List", "Bid Listing/Electronic Plans", "Debarred Contractors", and "Pre-Construction Meeting Manual"; "Forms" with links to "A/E Forms", "Contractor Forms", and "Project Management Internal Forms"; and "Capital Improvement Long-Range Plan". A right-hand sidebar titled "Facilities" lists various services such as "Bid Opportunities", "Energy Management", "Facilities Operations", "Institutional Operations Facilities List", "Project Management" (which is highlighted), "Application for Construction Project Bidder Notification List", "Architect/Engineer Questionnaire", "Debarred Contractors", "Designer Information Packet", "Project Management Internal Forms", "Real Estate Services", "Vendor Links", "FMDC Statewide Contracts", and "Bright Ideas Team (BIT)". At the bottom of the sidebar, "Contact Information" is provided: "Facilities, 301 West High Street, Room 730".

Project Management

Home » Facilities

Print

Architect/Engineering Information

- [Architect/Engineering Selection Database Form](#)
- [Designer's Information Packet](#)

Contractor Information

- [Application for Construction Project Bidder Notification List](#)
- [Bid Listing/Electronic Plans](#)
- [Debarred Contractors](#)
- [Pre-Construction Meeting Manual](#)

Forms

- [A/E Forms](#)
- [Contractor Forms](#)
- [Project Management Internal Forms](#)

Capital Improvement Long-Range Plan

Facilities

- [Bid Opportunities](#)
- [Energy Management](#)
- [Facilities Operations](#)
- [Institutional Operations Facilities List](#)
- [Project Management](#)
 - [Application for Construction Project Bidder Notification List](#)
 - [Architect/Engineer Questionnaire](#)
 - [Debarred Contractors](#)
 - [Designer Information Packet](#)
 - [Project Management Internal Forms](#)
- [Real Estate Services](#)
- [Vendor Links](#)
- [FMDC Statewide Contracts](#)
- [Bright Ideas Team \(BIT\)](#)

Contact Information

Facilities
301 West High Street, Room 730

Architect/Engineering Selection Database Form

Architect/Engineer (A/E) Questionnaire

[Home](#) » [Facilities](#) » [Project Management](#)

[Print](#)

The information provided on this on-line form will be saved in a database used by the Division to select designers for upcoming projects. As a result, it would be advantageous to keep this information up to date as changes occur to your organization. Modifications to this information may be made at any time simply by logging in and editing your firm's questionnaire. Updates to your data may be requested by the Division annually via email. Any firm not showing activity in their data for a period of two (2) years may be eliminated from the database.

Architect/Engineer Selection Database Form

If you need assistance, please contact:

Mandy Roberson, Contracts Unit
Division of Facilities Management, Design and Construction
Harry S Truman State Office Building Room 730
301 West High Street
P. O. Box 809
Jefferson City, Missouri 65102
Email: [Mandy Roberson](mailto:Mandy.Roberson@mo.gov) ✉

Contractor/ AE Login

Contractor / AE Login

Federal Tax ID:

Password:

[Create Account](#)

[Forget Your Password?](#)

Contact Information:

Mandy Roberson, Contracts Unit

Phone #: 573-522-0074

Email: mandy.roberson@oa.mo.gov

Ver 3.0

Admin Control Panel

[Manage Admin Account](#) | [Advanced Construction Search](#) | [Advanced Design Search](#) | [Logout](#)

Enter Federal Tax ID or Firm Name:

*No * required for wildcard search*

Search

Advanced Design Firm Application

[Admin Home](#) | [Logout](#)

Enter search criteria below and press Search.
Press Reset to reset to default values.

Firm Name

City

Personnel Count

Region

Federal Tax ID #

State

Zip *Add * for WildCard*

Expertise:

And **Or**

- Archaeological Investigations
- Architectural Design
- Civil/Sitework Design
- Commissioning
- Communications
- Construction Management
- CPM Scheduling
- Elevator Design
- Electrical Design
- Energy Analysis/Studies
- Environmental Impact Statements
- Fire Alarm System Design
- Flood Plain Studies

- Interior Design
- Landscape Architecture Design
- Mechanical/HVAC Design
- Mechanical Testing and Balancing
- Planning/Master Planning
- Plumbing Design
- Residential Design
- Roads/parking Lots Design
- Roof Design
- Security Systems Design
- Soil Investigations
- Space Planning
- Sprinklers/Fire Protection Design

- Food Service Design Structural Design
 Hazardous Material Remediation Design Surveying/Platting/Mapping
 Historical Design Tuckpoint/Masonry Restoration Design
 HVAC Building Controls Design Water/Waste Water Design

Type of Firm:

- Architectural Electrical Interior Structural
 Civil Environmental Mechanical

- Minority Business Enterprise Woman Business Enterprise Service Disabled Veteran Enterprise

Number of licensed personnel by discipline:

- And** **Or**

#		#	
<input type="text"/>	Architects	<input type="text"/>	Mechanical Eng.
<input type="text"/>	Civil Engineers	<input type="text"/>	Sanitary Eng.
<input type="text"/>	Construction Insp.	<input type="text"/>	Soils Eng.
<input type="text"/>	Electrical Eng.	<input type="text"/>	Structural Eng.
<input type="text"/>	Environmental Eng.	<input type="text"/>	Surveyors
<input type="text"/>	Geologist	<input type="text"/>	Technicians
<input type="text"/>	Hydrologists	<input type="text"/>	Total of all others
<input type="text"/>	Landscape Architects		

Project Codes:

P= Prime Professional, C= Consultant, JV= Joint Venture, IE= Individual's Experience

Select One Project Code for Search:

Type of Facility:

AG = Agriculture	ED = Educational	HC = Mental Health/Health Care	PKG = Parking Structures
AP = Airports and Airport Bldgs	IC = Information Centers	MIL = Military	PR = Parks/Recreational
CEM = Cemeteries	LAB = Laboratory	NH = Nursing Home	RL = Resort/Lodging
COR = Correctional/Prison	LE = Law Enforcement	OB = Office Building	WH = Warehouse

Select Up to Five Facilities:

SUMMARY

- AE Selection Act Introduction
- Brooks / Brooks Act
- RSMo 8.285 - Missouri's Mini Brooks Act
 - RSMo 8.289 - Vendor's Qualifications/Performance
 - RSMo 8.291 - Negotiation for Contract (Political Subdivisions)
 - Senate Bill 322
 - 1 CSR 30-3 - Capital Improvement and Maintenance Program
 - 1 CSR 30-3.030 - Selection Process - Project Design
 - Website Snapshot
 - Database Snapshots



OFFICE *of* ADMINISTRATION
Facilities Management, Design & Construction

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QUESTIONS

