



A&E Temporary COVID-19 Consultant Selection Process Changes

Due to COVID-19, Caltrans has temporarily changed the A&E Consultant Selection process **until further notice**. Changes apply to existing advertisements, upcoming submittals of Statement of Qualifications (SOQ) and interviews, based on each district or program business needs.

Communication to the consultants will be made via contract addenda for advertisements. Detailed interview invitation letters to each prime consultant (Prime) will contain instructions.

All questions must be submitted to the A&E Analyst denoted in each Request for Qualifications. General process questions may be sent to A&E's Customer Service email address, AE.Customer.Service@dot.ca.gov.

ADVERTISEMENTS

Changes to existing advertisements may include postponing the interview dates and/or planned execution dates of contracts. Planned advertisement dates shown in the Look Ahead Report may also be postponed.

STATEMENT OF QUALIFICATIONS

SOQs will be submitted in electronic format only. Hard copies are temporarily not required.

INTERVIEWS

Interviews will be held via teleconference (or webinar at a later date), depending on the equipment available to all participants, including the Caltrans A&E Selection Committee (Selection Committee) members. The exact format will be specified in the interview letter to each Prime.

Each Prime is required to submit a list of individuals that will be attending the interview on the new *A&E Final Evaluation Attendee Representations and Warranties Certificate template*.

Teleconference

The teleconference number for the interview will be provided to the consultant 30 minutes before the start of the interview.

A. Example Task Order (ETO) Presentation:

Electronic exhibits and other materials may not to be submitted to Caltrans.

B. Technical Scenario Questions (TSQs) Review:

The Consultant's Contract Manager will be provided the TSQs 30 minutes prior to the start of the interview. This replaces the typical 20-minute TSQ review period during the interview.

Final Evaluation

Consensus ranking, ADM-2028c, is temporarily suspended.

Ranking of consultants begins with individual evaluation of strengths and weaknesses of the ETO presentation and the TSQs, followed by a group discussion of strengths and weaknesses on the ADM-2028b. Scoring of consultants is captured independently by each Selection Committee member on the ADM-2028a. The overall ranking of the Selection Committee will be used to determine the final ranking of firms.