



CITY OF FAIRFAX, VIRGINIA
ARCHITECTURAL/ENGINEERING SERVICES –
PROJECT DISTRIBUTION PROCEDURES:

For purchases made from term A/E contracts, the fee for any single project shall not exceed \$2,500,000. The sum of all projects performed in a one-year contract term shall not exceed \$10,000,000. Any unused amounts remaining for completed projects at the end of each contract term shall not be carried forward to any additional term.

Purchases \$80,000 and Less: the single quote limit for professional services is \$80,000. For projects with an A/E professional service fee of \$80,000 or less, Fairfax City may obtain a single proposal for the work from a professional, regardless of whether or not that professional holds a term contract with Fairfax City. Competition is not required.

Purchases ≤ \$200,000 made from A/E Term Contracts: Fairfax City will select the professional that Fairfax City determines in its own opinion is best suited for the project.

Purchases > \$200,000 - \$2,500,000: If more than one firm is selected for a specialty, the procedures defined below will be followed for distribution of projects:

1. Fairfax City will determine the nature of work. If the project requires strictly engineering services, only engineering firms will be considered. Should the project require strictly architectural services, or a combination of both architectural and engineering services, then normally architectural firms will be considered to serve as the prime. Fairfax City may also use more than one firm when that is desirable for separate specialty categories or different construction phases.
2. All selected firms from the appropriate specialty will be asked to submit an abbreviated proposal, including a proposed cost for services, based on criteria provided by Fairfax City regarding scope, estimated construction cost, and anticipated timeline. A Selected Firm from the appropriate specialty is a firm that received a contract award for a specialty category, i.e. Archeological, Architectural, Civil Sanitary, Cost Estimating, Environmental, Geotechnical, Industrial Hygiene, Mechanical Electrical & Plumbing (MEP), Roof, and/or Structural.
3. Each proposal received will be evaluated based upon the following criteria:
 - a) Availability to Perform
 - b) Ability of the professional to perform the work in accordance with Fairfax City needs (including scheduling, level of effort, subcontractors, etc.)
 - c) Completeness of proposal and details related to scope of work and services proposed,
 - d) Experience related to services being requested for specific project.

These criteria will be given equal weight. The project manager may ask for clarifications if needed.

Fairfax City reserves the right on a case-by-case basis to assign other evaluation criteria by project. The project manager will select the proposal that best meets the project requirements.

§ 2.2-4303.1. Architectural and professional engineering term contracting; limitations.

C. Competitive negotiations for such architectural or professional engineering services contracts may result in awards to more than one offeror, provided (i) the Request for Proposal so states and (ii) the public body has established procedures for distributing multiple projects among the selected contractors during the contract term. Such procedures shall prohibit requiring the selected contractors to compete for individual projects based on price.

3-18-2024