

Request for Pool Letter of Qualifications (RPLOQ) Consultant Selection Process

Contract Independent Cost Estimate (ICE) Amount ¹	Recommended Consultant Selection Method ²
\$0 - \$50,000	Direct select from Transportation and Land Use Connection Pool of prequalified consultants in the appropriate work discipline.
\$50,001 and above <small>(Actual cap is \$600,000)</small>	Use the Request for Pool Letter of Qualifications (RPLOQ) consultant selection process outlined below.

² The Project Manager may elevate the consultant selection method to the next level if there is a need.

Below is an overview of the process and the steps the WFRC Project Manager and Local Government Project Manager take to hire a consultant using the RPLOQ method.

- The WFRC Project Manager (and Local Government if applicable) develops a project approach and creates a Selection Team of at least three individuals.
- A minimum of three, and up to all firms in the Transportation and Land Use Connection Pool appropriate work discipline(s), as determined by the selection team, are invited to submit their qualifications.
- The WFRC Project Manager and the Selection Team prepare a [Request for Pool Letter of Qualifications \(RPLOQ\) Form](#) and email the completed RPLOQ Form to each invited firm, inviting them to submit a Pool Letter of Qualifications (PLOQ).
- Invited firms have a minimum of 2 weeks to prepare a response from the date of invitation.
- Consultants may contact the WFRC Project Manager (and LG) to discuss the Scope of Work and should review the [RPLOQ Form](#).

- Invited Consultants prepare and submit a Pool Letter of Qualifications (PLOQ) to the WFRC Project Manager (and LG) based on instructions by the deadline given; **OR**, a Consultant may choose to decline in writing the invitation to submit a PLOQ.
- The WFRC Project Manager and the Selection Team evaluate the submitted PLOQs and complete the *RPLOQ Ranking Sheet*.
- At the selection team's discretion, interviews may be held with two or more teams. Interviews are optional.
- The first-ranked firm is confirmed and notified.
- The WFRC Project Manager (and LG) enters negotiations with the first-ranked firm to develop consultant documents (Executive Summary, Work Plan, Staffing Plan, Schedule, Cost Proposal/Hours Derivation, and any sub-consultant information). The WFRC Project Manager (and LG) may request revisions if necessary.
- The WFRC Project Manager (and LG) may approve the final documents **OR** if the first-ranked firm and the WFRC (and LG) Project Manager cannot come to an agreement on the contract, the WFRC Project Manager (and LG) discontinues negotiations with the first-ranked firm and contacts the Project Manager to enter negotiations with the second-ranked firm.
- The WFRC Project Manager reviews consultant final documents, requests any revisions needed, drafts the contract, and issues the Notice-to-Proceed.