

**Effective 5/12/2015**

**63G-6a-1503 Evaluation committee for design professional services.**

- (1) In the procurement of design professional services, the procurement officer or the head of an issuing procurement unit shall encourage design professionals engaged in the lawful practice of their profession to submit a statement of qualifications.
- (2)
  - (a) The director of the Division of Facilities Construction and Management shall appoint an evaluation committee for design professional services procurements under its authority.
  - (b) A conducting procurement unit, other than the Division of Facilities Construction and Management, shall appoint an evaluation committee for design professional services procurements under the authority of that procurement unit.
- (3)
  - (a) An evaluation committee appointed under Subsection (2) shall consist of at least three members.
  - (b) A procurement unit appointing an evaluation committee under this section shall ensure that each member of the evaluation committee:
    - (i) does not have a conflict of interest with any of the design professionals under consideration;
    - (ii) can fairly evaluate each statement of qualifications;
    - (iii) does not contact or communicate with any of the design professionals under consideration concerning the request for statement of qualifications outside the official evaluation committee process, beginning the date that the request for statement of qualifications is issued until the selection of the design professional has been made; and
    - (iv) conducts the evaluation in a manner that ensures a fair and competitive process and avoids the appearance of impropriety.
- (4) An evaluation committee appointed under this section shall:
  - (a) evaluate current statements of qualifications and performance data on file with the procurement unit, together with those that may be submitted by other design professionals in response to the announcement of a proposed contract;
  - (b) consider no fewer than three design professionals; and
  - (c) based upon criteria established and published by the conducting procurement unit, select no fewer than three of the design professionals considered to be the most highly qualified to provide the services required.

Amended by Chapter 218, 2015 General Session