



## Legislation Text

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**File #:** ORD-19:025, **Version:** 2

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### AN ORDINANCE TO ADOPT BY REFERENCE THE GUIDELINES FOR THE SELECTION OF PROFESSIONAL SERVICES AND AWARDING OF CONTRACTS FOR THE CITY OF JONESBORO

WHEREAS, the City Council of the City of Jonesboro, Arkansas desires to have transparency and consistency in the selection of professional services and the awarding of contracts for those services in the City and to be informed of the annual request for qualifications and the creation of an annual list of qualified professional contractors; and

WHEREAS, the City Council for the City of Jonesboro, Arkansas, is seeking specific information on how each department selects qualified professional services for each project; and,

WHEREAS, to ensure this occurs the City Council desires to adopt these guidelines for the selection process.

WHEREAS, pursuant to ACA 14-55-207, public notice was given of the City's intent to adopt said guidelines by reference, and advised that three (3) copies of the documents were on file and available for public review and examination in the Office of the City Clerk, and

WHEREAS, the City Council has discussed these guidelines at numerous public meetings, and all comments, views, suggestions and recommendations have been considered and addressed.

NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS:

SECTION 1: The Consultant Selection Process for All Construction Projects and Consultant Selection Process for Financial, Legal and Other Professional Services are hereby adopted by reference.

SECTION 2: All submissions to City Council Committees and to the City Council of proposed contracts for professional services, or for the awarding of general contracts of \$20,000 or more, shall comply with the requirements of this ordinance.

SECTION 3: Annually the Purchasing Agent through his/her supervisor, the Director of Finance, shall report to the City Council on the annual request for qualifications and shall present the following information:

1. The specific place and method used in notifying prospective bidders of the annual request for qualifications.
2. The deadline set for submission of proposals and place of reception.
3. A list of authorized employees on behalf of the City of Jonesboro who attended the opening of the qualifications.
4. A list of the approved contractors listed alphabetically by type of service.
5. A list of contractors not meeting the deadline.

Alternatively, this information may be solicited and reported during the year for particular projects.

SECTION 4: The City representatives on the Selection Committee authorized to select a professional services contractor shall select professional contractors according to the selection processes referenced in Section 1. When seeking City Council approval of a contract with a professional services contractor the department director shall present, in writing, the following information to the Public Works Committee.

1. A list of all the companies considered.
2. All results of rankings, including score sheets.
3. A list of all departments included in selection and ranking.
4. A rank ordered list of the top three contractors.
5. This shall include comments regarding the four considerations under A.C.A. § 19-11-803.
6. The name of the contractor selected and the reasons why the contractor was selected.
7. Names and addresses of the people within the company who will be working with the City of Jonesboro on the project.

PASSED AND APPROVED this 18th day of June, 2019.