

## **Consultant Selection Process (All Construction Projects)**

Unless otherwise dictated by a particular funding agency, the following process shall apply when selecting an architect, engineer, or surveyor for construction projects. The purpose of this procedure is to ensure that a qualified consultant is obtained through an equitable, qualification-based selection process.

### **Annual Statement of Qualifications**

Annually, the City of Jonesboro Purchasing Agent shall advertise twice in the local newspaper, one week apart, and on the City website, for a statement of qualifications (SOQ) from architects, engineers, and surveyors that desire to provide professional services for city construction projects. The deadline for submission shall be 10 days after the second advertisement.

The SOQs shall include but are not limited to the following:

- a. A copy of a professional license for each licensed person, if more than one licensed professional;
- b. Proof of professional liability insurance;
- c. Proof of worker's compensation insurance;
- d. The number of associates and the duties and qualifications of support associates;
- e. A completed SF 330 Form
- f. The location of the professional service provider's home office and their familiarity with the City of Jonesboro.
- g. A current list of all substantial projects over the previous two years and summary of the type of project, the total project cost, the completion date of each project, and the owner of the project, including address and telephone number; and

The SOQs received by the City will be reviewed by the Engineering Department for technical compliance with the requested information. Those meeting the standards will be kept on file in the Purchasing Department and will be available for consultation by all persons involved in the selection process and the general public.

### **Selection Committees**

**For a project in which the professional service fee is expected to be less than \$50,000, the Selection Committee shall consist of at least two people -- the sponsoring Department Director, or a person designated by the Department Director; and the staff person tasked with managing the project, or another staff member appointed by the Department Director. The Mayor may, if needed, appoint a third staff member to serve on the committee.**

Based on information in the SOQs and the members' own knowledge, the Selection Committee will apply the same criteria used for Evaluation of Letters of Interest to select and rank three firms. An executive summary, including the signed scoresheets, will be presented to the Mayor, who may authorize negotiation of a fee. Once a fee has been agreed upon, city purchasing guidelines will govern purchase order authorization and execution.

**For a project in which the professional fee is expected to exceed \$50,000** the Selection Committee shall consist of four (4) members. Included will be:

1. the project manager, or a person appointed by the Director of the sponsoring Department;
2. the Mayor or the Mayor's appointee;
3. a representative of one of the following departments – Engineering, Finance, Inspections, Planning or Streets (but not the same department as the project manager); and
4. the chairman of the City Council Public Works Committee, or another member of the Council appointed by the Public Works chairman.

The Mayor or the Mayor's appointee will serve as chairman of the Selection Committee. Each person serving on a Selection Committee should have the expertise necessary to evaluate the pertinent documents involved in the selection process.

**Advertisement for Letters of Interest**

For all construction projections over \$2,000,000; the City of Jonesboro Purchasing Agent shall advertise in the local newspaper and on the City website for Letters of Interest (LOI) from architects, engineers, or surveyors who desire to provide professional services for the particular project. The advertisement period should be for no less than two (2) weeks, at least one time each week, and the deadline for submission shall be 10 days after the second advertisement.

The advertisement will describe the general nature of the project, allowing consultant firms to evaluate their interest in performing the services. The LOI should include a complete SF 330 Form.

If a solicitation fails to yield three (3) qualified respondents, the City may proceed with the evaluation process if it is determined the solicitation did not contain conditions or requirements that arbitrarily limited the competition.

**Evaluation of Letters of Interest**

The Committee shall evaluate the Letters of Interest (LOI) based on the following criteria:

No	Evaluation Factors for LOIs	Maximum Points Possible
1	The specialized experience and technical competence of the firm with respect of the type of professional services required;	10
2	The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project, including SF 330 Form;	10
3	The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines;	10
4	The firm's proximity to and familiarity with the area in which the project is located.	10
<b>Total Points</b>		40

\*Past performance or evaluations from other clients will be considered when the firm has not worked for the City previously.

Following their review, the Selection Committee will prepare a short list of no more than 3

consultant firms determined capable of performing the required services and request that these top firms submit detailed proposals (no fee schedule) for further evaluation.

**Request for Proposals**

The Selection Committee shall prepare a scope of work document and Request for Proposals (RFPs) from the consultant firms on the short list. The scope of work should include:

- a. A detailed purpose and description of the work;
- b. Services that will be furnished by the City;
- c. Services that will be furnished by the consultant firm;
- d. Project conditions of the work; and
- e. Special conditions of the work.

The consultant firms chosen should have no less than 10 working days from the date of notification to submit proposals to the person and address designated in the letter of designation from the City. The Selection Committee will then review all proposals submitted and schedule interviews, if necessary, with the consultant firms submitting proposals. The interviews will be conducted at an open meeting or meetings.

The Selection Committee will then review the proposals, along with information gathered during the interview process, with attention to the five (5) evaluation factors listed below. Note that no fee estimates shall be included in the submitted proposals.

No.	Evaluation Factors for Proposals	Maximum Points Possible
1	Quality and thoroughness of response to the project scope of work	20
2	Comprehensive, coherent, and detailed work plan	20
3	Realistic work schedule when applicable	10
4	Proposed working office location, need for a local office, and any other representative*	5
5	Identification of sub-consultants and responsiveness to DBE goals and opportunities	5
6	Total Points Possible for LOIs	40
<b>Total Points for Proposals</b>		<b>100</b>

\* Locality preference may be used on a project basis where it is not based on political boundaries.

Following their review, the Selection Committee shall select and rank the qualified consultant firms, as determined through the selection process, and present these to the Mayor along with necessary supporting documentation for final administrative approval.

**Negotiation Process**

Once the top firm has been designated, the Engineering Department, in consultation with the selected consultant, will prepare a draft contract, including a cost estimate for review, which shall contain a breakdown of the consultant’s direct cost and indirect cost for

overhead and profit. The contract will establish a maximum ceiling price for work issued under the contract as well as an expiration date. For engineering projects, the contract may be based on a sample contract furnished by the City. For an architectural project, standard AIA contract documents may be used.

The Selection Committee will review the draft contract. If approved, the Mayor, or the Mayor's designee, will enter into negotiations with the selected firm to establish terms of the contract and contract ceiling price that the City deems is fair and reasonable. If a satisfactory contract cannot be negotiated with the selected firm, negotiations will be formally terminated. The Mayor or designee will then enter into negotiations with the second ranked firm on the short list. If negotiations with that firm fail, the Mayor or designee will formally terminate those negotiations and begin to negotiate with the third ranked firm, and so on. If the City cannot negotiate a satisfactory contract with any of the firms on the short list, the City shall either:

1. Reconsider Letters of Interest from additional firms who had responded and are considered competent and qualified; evaluate and rank the firms based on the criteria described herein; and continue the negotiation process, or
2. Terminate all negotiations and begin the selection process again.

When the parties agree the negotiated contract is fair and reasonable, the City will prepare a final contract and submit it to the consultant firm. After review and a determination that it is acceptable, the consultant will sign the contract. The contract will then be put through the City Council approval process and executed by the Mayor and City Clerk.