

## **Consultant Selection Process Legal Services**

Unless otherwise dictated by a particular funding agency, the following process shall apply when selecting an attorney and/or law firm for legal services. 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**

The City of Jonesboro Purchasing Agent shall advertise in the local newspaper and on the City website, once annually, for a Statement of Qualifications (SOQs) from attorneys and law firms that desire to provide professional services for the City. Alternatively, the City may advertise for Letters of Interest (LOI) to provide services for a specific case or project. Either way, the advertisement period should be for no less than two (2) weeks, at least one time each week.

### **Selection Committee**

Regardless of the expected amount of the fee, the selection committee shall consist of the Department Director in need of legal services; the Mayor, or a staff person designated by the Mayor; and the City Attorney, or a staff person designated by the City Attorney. If no Department Director is involved, the third member of the committee will be the Chief of Staff or another staff person designated by the Mayor. The Mayor, or the staff person designated by the Mayor, will serve as chairman of the committee. Each person serving on the Selection Committee should have the expertise necessary to evaluate the annual Statements of Qualifications or Letters of Interest.

### **Evaluation of Statement of Qualifications or Letters of Interest**

The Selection Committee shall evaluate each consultant firm based on the following criteria:

<b>No.</b>	<b>Evaluation Factors for Professional Services</b>	<b>Maximum Points Possible</b>
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;	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

Following their review, the Selection Committee shall select three (3) qualified consultant firms and present these to the Mayor along with necessary supporting documentation for final administrative approval.

### **Negotiation Process**

The Selection Committee and the selected consultant shall jointly prepare a detailed, written description of the scope of services. The consultant shall then submit a cost proposal and agreement for services based on the requested scope of services.

If the Mayor is unable to negotiate a contract with the first firm, negotiations with that firm shall be terminated and Mayor shall begin the negotiation process with the next most qualified firm, and so forth. If the Committee is unable to negotiate a contract with any of the three (3) most-qualified consultant firms, the Selection Committee shall re-evaluate the professional services being requested including the scope of services and fee requirements. The Committee shall then re-start the evaluation process based on the new criteria.

When the Parties agree the negotiated contract to be fair and reasonable, the Consultant firm will prepare a final draft, sign, and submit it to the City. If the total professional service fee is less than \$20,000, a purchase order request will be submitted to the Mayor for approval. If the fee is over \$20,000, the professional service contract will be put through the City Council process for approval and execution by the Mayor and City Clerk.

Feb. 14, 2019