

## **Consultant Selection Process (Construction Projects Estimated to Cost \$2 Million or More)**

Unless otherwise dictated by a particular funding agency, the following process shall apply when selecting an architect, engineer, or surveyor for a construction with an estimated construction cost of \$2 million or more. The purpose of this procedure is to ensure that a qualified consultant is obtained through an equitable, qualification-based selection process.

This process will also be followed for all other projects for which the City of Jonesboro does not have on file, through its most recent annual solicitation of Statements of Qualifications, any qualified professionals for a particular project, regardless of cost.

### **Advertisement for Letters of Interest**

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 three (3) consecutive days.

The advertisement will describe the general nature of the project, allowing consultant firms to evaluate their interest in performing the services. It shall allow a minimum of 10 working days for the professional to respond to the advertisement.

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.

### **Selection Committee**

The Selection Committee shall consist of at least four (4) members, with at least three different city departments represented. Included will be the Director of the Department sponsoring the project; the Mayor, or a staff member designated by the Mayor; and representatives of at least two of the following departments – Engineering, Finance, Inspections, Planning, and Streets. The Mayor will designate which departments are represented, and the department director will either serve or designate a member of his/her staff. The Project Manager, unless appointed as a regular member of the Selection Committee, will be an ex officio member. The Mayor will either serve as chairman of the Selection Committee, or designate the chairman. Each person serving on a Selection Committee should have the expertise necessary to evaluate the annual Statements of Qualifications, Letters of Interest and Requests for Proposals.

## **Evaluation of Letters of Interest**

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

<b>No</b>	<b>Evaluation Factors for LOIs</b>	<b>Maximum Points Possible</b>
1	Adequate professional staff including the education, experience, number of personnel available, and any partnerships with sub-contractors	10
2	General and professional reputation, including responsiveness to civil rights and equal employment opportunity requirements and opportunities	10
3	Past work performance with the City*	10
4	Experience with projects of a similar nature as those advertised	10
	<b>Total Points for LOIs</b>	<b>40</b>

\*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 (minimum of three) of top-ranked consultant firms and request that these top firms submit detailed proposals (no fee schedule) for further evaluation.

## **Request for Proposals**

The Selection Committee shall prepare of scope of work and Request for Proposals (RFP) from the consultant firms on the short list.

- 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.

## **Preparing and Submitting a Proposal**

The evaluation and selection of a consultant shall be based on the proposal submitted. In order to properly evaluate the firms, each consultant must include in the submission the following documents:

1. A cover letter is required and should display a clear understanding of this project. Include a positive commitment to complete the work within the specified time periods, and briefly summarize why the firm should be selected. Address and contact information for each party in a proposed joint venture should be included.
2. Project Proposal: A project proposal in response to the scope of work should be submitted including the following elements:

- a. A detailed work plan that identifies all tasks included in the scope of work;
  - b. A list of major concerns associated with completing the work;
  - c. A detailed work schedule;
  - d. An organization chart showing the key personnel by name and title; and,
  - e. Completed SF 330 form. Projects listed in this proposal that are intended to show the firm's experience in the type of work contemplated and that do not have the involvement of any team member will not be considered as relevant.
3. DBE Considerations: Discussion of Disadvantaged Business Enterprise status or participation should be provided in order to receive special consideration.

The Selection Committee will review the proposals with attention to the five (5) listed evaluation factors for proposals and will consider the results determined in Evaluation of Letters of Interest. Note that no fee estimates shall be included in the submitted proposals. Interviews may be conducted.

No	Evaluation Factors for RFPs	Maximum Points Possible
1	Obvious indication that the scope of work is clearly understood	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 for LOI	40
	<b>Total Points for RFPs</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 three (3) qualified consultant firms and present these to the Mayor along with necessary supporting documentation for final administrative approval.

### **Negotiation Process**

Once a firm is selected, the firm will prepare a draft contract including a cost estimate for review. The contract will establish a maximum ceiling price for work issued under the contract as well as an expiration date.

For engineering projects, the selected firm shall prepare a draft contract 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 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 will then enter into negotiations with the second ranked firm on the short list. If negotiations with that firm fail, the Mayor 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. Request proposals from additional firms who have submitted LOIs 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 to be fair and reasonable, the Consultant firm will prepare a final draft and submit it to the City. 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.

April 11, 2019