

**Consultant Selection Process
(Construction Projects Estimated to Cost Less than \$2 Million)**

Unless otherwise dictated by a particular funding agency, the following Annual Statement of Qualification Method shall be used when selecting an Architect, Engineer, or Surveyor for a construction project with an estimated cost of less than \$2 million. 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 Architects, Engineers, and Surveyors that desire to provide professional services for city projects with an estimated cost of less than \$2 million. The advertisement period should be for no less than two (2) weeks, at least one time each week.

Selection Committee

For a project in which the professional service fee is expected to be less than \$20,000, the Selection Committee shall consist of at least two people -- the sponsoring Department Director and the staff person tasked with managing the project, or another staff member appointed by the Department Director.

For a project in which the professional fee is expected to be \$20,000 or more, 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.

Evaluation of Statement of Qualifications

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

No	Evaluation Factors for Professional Services	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;	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
Total Points		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 the Mayor shall begin the negotiation process with the next most qualified firm, and so forth. If the Mayor 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 that a negotiated contract is 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 \$20,000 or more, the policy for selecting professional services where the fee is \$20,000 or more must be followed. That requires the professional service contract to be put through the City Council process for approval and execution by the Mayor and City Clerk.

Feb. 14, 2019