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Sent: Friday, January 04, 2019 6:44 PM

To: Harold Perrin <HPerrin@jonesboro.org>

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Subject: Ordinance 18:060 Comments

Dear Mayor Perrin,

Please accept the following as a list of comments regarding the above-mentioned ordinance:

- **Section 3.f; A current list of all 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.**

As the owner of a small firm that generally completes 100-125 projects a year, I wonder if this requirement is reasonable or necessary.

For example, let's say that I compile a list of our projects and it totals 200 over two years. That is 200 people or companies that I must call and ask for their permission to place their personal contact information on a document that will be available to the public. Additionally, that is 200 projects (for one firm) the public works committee will have to objectively review in one regularly scheduled meeting according to Section 7.

I propose to require at least 10 projects of similar size and scope, as might be needed by the City.

- **Section 3.g; The location of the Professional Service Provider's home office and professional license holders and familiarity with the City of Jonesboro.**

I'm not completely sure if this section is asking for the address of professional license holders. If so, I don't know if I would feel comfortable releasing the personal data of my employees or that of any subcontractor.

This should be clarified because I believe the intention of this is to show the location of the office that the work will be performed out of.

- **Section 7: The Department of Engineering shall provide the necessary information required for responses to an On Call Project. The City engineer or his designated representative shall select from the current Statement of Qualifications list three Professional Service Providers for the On Call Project. The City Engineer shall submit the three names chosen to the Public Works Committee who shall review the names submitted and rank the Professional Service Providers one through three by a majority vote of the member in attendance at a regular or called meeting.**

Again, this section is unclear. How does the Department of Engineering select 3 professional service providers? Do they use the evaluation factors in Section 8, or is that section only to be used by the public works committee?

- **Section 10: Shall be revised as follows: However, if necessary due to the type of proposed project or due to the complexity of the proposed project or due to other factors, the Engineering Department determines it shall be prudent and necessary to prepare a Request for Proposal. The Request for Proposal shall include a detailed description of the proposed project, the scope of work to be provided, the location of any plans and/or specifications for a project, the proposed time frame for commencing and concluding the project, a request for a detailed work plan compliant with the project scope, a list of any concerns associated with the project scope, the Professional Service Provider's organizational chart identifying key personnel by name and title, a completed SF 330 form and, if desired, identification that the Professional Service Provider is requesting special consideration as a Disadvantaged Business Enterprise as defined under law, and any other information deemed necessary by the engineering department, and lastly the time frame for each Professional Service Provider to submit its' response to the Request for Proposal to the engineering department.**

The SF 330 form is a formalized statement of qualifications used by the federal government and some Departments of Transportation. Why does the professional service provider get to this point in the selection process and then have to develop a new statement of qualifications? This could be resolved by requiring the SF 330 to be submitted by all potential professional service providers in February instead of generic statements of qualification.

- **An ordinance to provide for transparency and accountability in the selection of professional architects, engineers, and surveyors and awarding of contracts for City of Jonesboro projects and for other purposes.**

Lastly, the title of the ordinance is clear that transparency and accountability are the primary goals. However, there is not any mention in the ordinance if the final scores will be made available to those professional service providers that submitted. When scoring the submissions will the public works committee have to provide justification for the scores? Will debriefings be made available to those candidates who were not ranked as the most qualified?

Thank you for taking the time to read my comments. If you have any questions, please feel free to contact me at 870-335-6225 or by email at michael@daniels-ls.com

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