

**CITY OF DOTHAN, ALABAMA**

**CITY COMMISSION POLICY - NO. 11**

**SELECTION OF ARCHITECTURAL AND ENGINEERING (A/E)  
CONSULTANTS**

**I. SCOPE**

To provide a procedure for the selection of A/E firms and/or individuals to provide professional architectural and engineering services as needed by the City at fair and reasonable costs which maximize to the fullest extent practicable, the purchasing value of public funds of the City.

**II. POLICY – ESTIMATED COSTS GREATER THAN \$500,000**

Project construction costs estimated to be greater than \$500,000

- A. Preference will be given to qualified, local firms.
- B. A/E's will be selected for consideration on the basis of demonstrated competence and qualification for the type of services required.
- C. Procurement requests will be advertised regionally or nationally, as required, to obtain specific expertise when local firms have not demonstrated they can satisfy the requirements of the project. Joint venturing by local firms to obtain specific project expertise is encouraged where practical.
- D. Awards will be made by the City Commission upon recommendation of the City Manager on the basis of mutual scope of work development and fee negotiation for the project which is most advantageous to the City.
- E. A/E firms or individuals desiring to be considered for City work shall submit a minimum of two (2) copies of Statements of Qualifications and Performance Data to the City Purchasing Agent. Said documents shall contain the following information as a minimum:
  - 1. Name of firm and location of all of its offices, specifically indicating its principle place of business, and
  - 2. Age of the firm and the average number of employees over the previous five (5) years, and

COMMISSION POLICY - NO. 11 - continued

3. Resumes of key employees showing education, training, experience and other qualification and competency demonstrating data, and
4. The last five (5) years work experience of the firm reflecting technical capabilities and project experience; also showing names of key employees still in the firm who had project team responsibility and their individual, respective responsibility for each project, and
5. Names, location and qualifications of outside firms or individual professionals who provide project services not provided by the A/E such as surveying, geotechnological, structural, electrical, mechanical, etc., and
6. The names of five (5) clients, three (3) of which must be local or state governmental agencies, with names of key personnel who may be contacted; including at least two (2) for whom services were rendered in the previous year, and
7. Other pertinent information that may be requested by the City.
8. Statements of qualification and performance data may be amended by the A/E at any time by filing a new document or amendments to the information previously submitted. It is the A/E's responsibility to keep their files current.
9. Qualification and performance data will be kept on file by the City Purchasing Agent.

III. PROCEDURE

- A. When A/E services are required the City Purchasing Agent will advertise locally a "Notice of Need" for services and send a "Notice of Need" to local firms with qualification statements on file. The notice shall contain a brief statement of the services required which generally describes the project and asks interested firms to notify the City in writing of their desire to be considered for the work.
- B. Projects requiring a higher level of expertise than is evident in qualification statements on file for local firms will be advertised regionally or nationally and/or other firms known or suspected to have the expertise will be asked to submit qualification statements and performance data for evaluation.
- C. Interested firms shall notify the City within the time and manner specified in the "Notice of Need".

**COMMISSION POLICY - NO. 11 - continued**

- D. The City Manager, Purchasing Agent, City Engineer and the Department Head for the project will select a minimum of three (3) qualified firms, if possible, with whom to develop a mutual scope of work for the project. Previous performance on City projects will be considered in determining firms selected.
- E. Once the mutual scope of work is agreed upon as well as the level of effort each A/E envisions, each A/E shall develop a fee proposal which is reviewed with the City Manager, City Purchasing Agent, City Engineer and the Department Head for the project.
- F. The City Manager will present a recommendation to the City Commission for approval of the A/E firm whose proposal is most advantageous to the City. If the City Commission agrees with the recommendation, a contract will be negotiated and awarded by Resolution.

**IV. POLICY-ESTIMATED COSTS LESS THAN \$500,000**

**Project construction costs estimated to be less than \$500,000**

- A. The City Engineer and the Department Head for the project may negotiate a contract subject to the City Manager's review and approval by the City Commission.
- B. The Purchasing Agent will assist Department Heads in obtaining services upon request.

**V. RESERVATION OF AUTHORITY**

**The City Commission reserves the authority to amend, modify or change this policy.**

COMMISSION POLICY - NO. 11 - continued

VI. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved in Regular Session of the City Commission on this 26<sup>th</sup> day of August, 2003.

RECOMMENDED BY:

Dennis L. Rubin  
CITY MANAGER

APPROVED BY:

Charles Small  
MAYOR

Jan H. Keating  
COMMISSIONER

Arthur H. [unclear]  
COMMISSIONER

Don Clemente  
COMMISSIONER

James Padell  
COMMISSIONER

ATTEST BY:

Pam McCoy  
CITY CLERK

Pat R.  
COMMISSIONER

Matt Buller