

Architectural Services Selection Process

- Identify architects to be solicited including local architects, those requesting the solicitation, and those who have had successful past projects with the City.

- The RFQ's will be evaluated by a selection committee of no less than six (6) people consisting of at least two (2) members from Facilities Construction Department; one (1) member from the using department; two (2) Councilmembers (selected by the Mayor); and one (1) member at large (selected by the Council). The member at large would be chosen from an existing City Board or Commission and have relevant background or experience with the related project.

- The evaluation process will consist of an evaluation completed by each team member for each RFQ submitted. These evaluations will have preselected questions that will help determine the experience/qualification level of a firm in designing a specific type of facility. (See attached evaluation criteria)

- The RFQ's will be ranked by score. The top three to five firms will then be interviewed by the selection team.

- The interview scores are then tabulated with the lowest interview score being thrown out. The firm with the highest score is submitted to the City Council for final approval.

**Projects greater than \$2 million will follow this procedure for architectural services selection.

**Projects less than \$2 million will follow the same process except that interviews may or may not be conducted and, the selection team will consist of staff members only.