



**City Council Policy: CP016 – Selection of Professional Architect/Engineer Consulting Services**

**Effective Date: March 20, 2006**

**Amends:**

**Approved By: Governing Body**

**I. PURPOSE**

- A.** To establish policy for selection of professional architect/engineer consulting services for non-appointed City positions.

**II. RESPONSIBILITY**

- A.** City Administrator

**III. DEFINITIONS**

- A. “Architect/Engineering”** shall mean those services within the scope of practice of architecture, engineering or land surveying, as defined by the laws of the State of Kansas, or those performed by any architect, professional engineer or registered land surveyor as commonly provided by this employment or practice.
- B. “City”** shall mean the City of Prairie Village.
- C. “Council Committee”** shall mean two persons from the Permanent Standing Committees of the City Council and the Department Manager.
- D. “Consulting Services”** shall mean any consulting work requiring the use of either an Architect, Engineer and/or Land Surveyor.
- E. “Department Manager”** shall mean the manager of the department having jurisdiction over the involved work or that person’s designee.
- F. “Firm”** shall mean any individual, firm, partnership, corporation, association, or other legal entity permitted by law to practice architecture, engineering, and/or land surveying, in the State of Kansas.
- G. “Staff Committee”** shall mean a committee of three employees designated by the department manager, at least one of whom shall be a person with appropriate professional qualifications and experience.

**IV. POLICY**

- 1.** The City Clerk will maintain a roster of qualified firms interested in performing the work, classified by category of professional service.
- a.** The classification of Architect/Engineer Consulting Services shall be in general conformance with the Kansas Department of Transportation Consultant Qualification Categories.
- b.** Names of firms may be placed on the roster by request of the firm, by public advertisement, by request of governing body, or by department manager.

## CP016 – Selection of Professional Architect/Engineer Consulting

- c. Qualification will be judged by credentials and experience, by being duly authorized to conduct business in the State of Kansas in their particular profession, and by professional registration by the appropriate State of Kansas agency.
2. Services shall be obtained at the lowest reasonable cost consistent with the quality required for the project.
  - a. Where fees will not exceed \$5,000, the selection of a consultant will not be subject to this Policy, and may be contracted by the department manager after considering firms on the roster who are best qualified at a reasonable written fee.
  - b. Where fees will exceed \$5,000, but will not exceed \$20,000, the staff committee will interview firms on the roster to determine who is best qualified at a reasonable written fee and submit the agreement for City Council approval.
  - c. Where fees will be \$20,000 or more, the Council Committee will interview firms after public solicitation to determine who is best qualified at a reasonable written fee and submit the agreement for City Council approval.