GUIDELINES FOR SELECTING
ARCHITECTURAL AND ENGINEERING CONSULTANTS

The selection of architectural and engineering consultants shall be governed by the following principles:

I. A LIST OF QUALIFIED FIRMS SHALL PERIODICALLY BE ESTABLISHED

Based upon the approved capital program, the College shall anticipate its need for consulting projects which will involve fees of more than $10,000 but less than $25,000 (“minor project”). All known firms shall be invited to submit a statement of qualifications to perform services on such projects and an invitation to submit qualifications shall be published in the official County newspapers. The College administration shall evaluate the qualifications of each firm responding and shall recommend to the Board a list of up to ten firms in each specialty area. Only firms with a principal place of business in Nassau/Suffolk and with CADD capability shall be included on the list, unless such limitations result in fewer than three qualified firms. The list of qualified firms thus approved shall be the firms who will be solicited for proposals as the need for consultants arises during the implementation of the capital program.

II. A REQUEST FOR PROPOSAL SHALL BE SENT TO EACH QUALIFIED FIRM

As the actual need for consultant services shall arise, a Request for Proposal shall be sent to firms qualified for the specialty. At least three firms will be solicited for each project and all of the qualified firms will be solicited if it is anticipated that the value of the services will exceed $50,000. In circumstances when no current list of approved qualified firms in the specialty area exists, the Request for Proposal shall be sent to all known firms in Nassau/Suffolk practicing in the specialty, and to firms located elsewhere, if necessary.

In the event it is anticipated that the value of the consulting services shall exceed $250,000 (“major project”), the Request for Proposals shall be published in the official County newspapers. The Request for Proposals shall specify the services needed, the selection criteria and, if known, the construction budget for the project.
III. THE SELECTION PROCESS SHALL INVOLVE CRITERIA AND A POINT SYSTEM

Each firm shall submit a proposal which includes the special qualifications of the firm for the services requested, included the name(s) of the firm member(s) who will be providing the services and their resumes, references for projects of a similar nature, the availability of the firm’s staff for the proposed time table, the strategy or process through which the firm would respond to the College’s need, and the cost.

Points will be assigned as follows:

Up to 40 points for the general and specialized qualifications of the firm for the services requested, as follows:

- Technical expertise of the firm (5) and the firm’s assigned team (5)
- References (15) reflecting the work encompassed by the RFP
- Experience (15) related to carrying out the objectives of the engagement

Up to 40 points for the strategy or process proposed to respond to the project as follows:

- Ability to meet proposed deadlines (5)
- Familiarity with the project and the resulting proposed strategy (10)
- Recognition of the issues and problems (10)
- Innovative and creative ideas that appear to be appropriate for the College (10)
- Effective strategies for receiving input and feedback during the process (5)

Up to 20 points for the cost proposal, as follows:

- Total cost (12)
- Record of staying within cost (4)
- Realism of proposal (4)

III. THE BEST QUALIFIED FIRM WILL BE SELECTED

Each of the proposals submitted shall be reviewed in accordance with the criteria above by a selection committee consisting of at least three individuals appointed by the President. Firms shall be interviewed, when appropriate. The selection committee will assign points to each proposal and make a final decision. The President or his designee shall be authorized to execute agreements for consultant services.
IV. THE FEES PAID SHALL BE REASONABLE AND PROPER

All fees paid shall not exceed the Guidelines for Consulting Fees distributed by the State University of New York. The award shall normally be for a negotiated, fixed fee, based on the proposal. In the event additional work is requested in writing by the College following the award of the contract, the consultant shall be entitled to an additional fee. The contract shall specify the basis for computing any additional fees. Additional work would normally only be requested to accommodate a change by the College in the scope of the project or as a result of an unknown condition. In the event the fee agreed upon shall be a percentage of the construction cost, no additional fee shall be payable when the additional services are reflected in the higher cost of the project upon which the fee shall be based. In either a fixed fee or percentage fee situation, no additional fees shall be payable for the additional work of preparing new designs and/or specifications to bring the project within budget when the construction budget was known to the consultant prior to the award. Additional services involving in excess of $20,000 shall be subject to approval by the Board and all contract amendments shall be subject to approval by the Board.

V. THE BOARD OF TRUSTEES SHALL BE INVOLVED IN THE APPROVAL PROCESS

The Board member designated as the Board’s liaison to the College administration on capital projects shall be kept informed of each RFP sent out to architectural or engineering firms, and shall be provided with the minutes of all meetings of the selection committee, including the final selection committee, including the final selection is made and, if it is for a major project (fee is over $250,000), the Board shall authorize the award to the firm. In the event only one firm responds to the RFP, then the award, regardless of the amount, shall be subject to approval by the Board.

VI. AGREEMENTS SHALL CONFORM TO ALL LEGAL REQUIREMENTS

Appropriate provision shall be made in all agreements for the requirements of the County of Suffolk, including all mandatory appendices, the State of New York, and the State University of New York. When appropriate, the requirement of the Dormitory Authority shall also be included.

VII. THE BOARD SHALL BE INVOLVED IN AMENDMENTS TO PREVIOUSLY APPROVED OR AUTHORIZED AGREEMENTS AND IN REQUESTS FOR ADDITIONAL SERVICES

The President, or his/her designee, is authorized to approve additional services having a value of less than $20,001. In those cases where the aggregate of several requests for additional services within any one agreement reaches $40,000, that condition with appropriate explanation shall be reported to the Board of Trustees at the next scheduled meeting.
All contract amendments shall be subject to approval by the Board of Trustees. In cases where the value of the additional services exceeds the dollar amount stipulated in the paragraph immediately above, or when the amount of the additional services causes the new value of the agreement to equal or exceed the amount specified for minor projects, the Board of Trustees shall review the proposed additional services and specifically authorize its approval.

Board of Trustees
May 10, 2007