



# Hennepin County **Memo**

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## **Designer Selection Committee Process**

(Approved on 10-01-02 by Board Resolution No. 02-659R2 and amended by Res. 06-543)

### **Purpose:**

To ensure that the most qualified design professionals are selected for major Hennepin County capital projects through a fair and equitable process that affords equal opportunity for all qualified design firms.

### **Applicability:**

In general, facility related capital projects with estimated construction costs greater than \$1,000,000 and planning/feasibility studies greater than \$100,000 shall be reviewed by the Designer Selection Committee with the charge of recommending a consultant team. In extenuating circumstances, the County Administrator may use an alternate selection process and make consultant/design firm recommendations to the Board.

### **Establishment of Committee:**

A Hennepin County Designer Selection Committee shall be established which shall be advisory to the County Administrator and the County Board. The Committee shall be comprised of seven members; one selected by each member of the County Board.

Where staff knowledge of a project scope is deemed to be particularly beneficial to a selection process, the County Administrator may also appoint the director of the county department for which the capital project is planned and one staff member of the Property Services Department for the duration of that respective project selection process. The addition of the two noted staff members, such that the committee composition remains an odd number, shall be by administrative exception and is not deemed to be standard Designer Selection Committee operating procedure. Administrative exceptions shall be made when unique departmental programmatic insights and expertise will have direct impact on the design.

### **I. Committee Duties:**

- A. Establish design firm selection criteria.
- B. Assist the County Administrator, as appropriate, in preparing and conducting the selection process.
- C. Recommend one design firm for contract award and two alternates for each project before the Committee.
- D. Submit the Committee's recommendations to the County Administrator and the County Board for review and further action.

- E. Upon request, make qualifications and evaluation information about recommended design firms available to the County Administrator and the Board.

**II. Committee organization, meetings, quorum, and term of service:**

- A. At the last meeting of each annual cycle, the members will elect a Committee Chair and other officers as necessary for the subsequent cycle.
- B. The Committee shall meet at the call of the Chair or at the request of any four members.
- C. A quorum shall consist of four members of the Committee. No business shall be transacted without a quorum.
- D. Members shall serve at the pleasure of the appointing County Commissioner with no predetermined term of service.
- E. Remuneration/Compensation shall not be provided to Committee members with the exception of food, beverages and parking during meetings.

**III. Committee Restraints:**

- A. Committee members shall not discuss with candidates any projects under consideration except during scheduled interviews before the Committee.
- B. Committee members are required to recuse\* themselves from participating in the selection process for a project when a firm in which they have a financial interest is a candidate for selection.

*\*The Property Services Department has interpreted the recusal as follows:*

The Committee can accept letters of solicitation and proposals from a design firm of which a Committee member has a current financial interest only when the Committee member recuses him/herself from the respective project's designer selection process. Recusal shall be defined as absenting oneself from all discussions, deliberations, and decisions including voting with respect to the project in question. The member is expected to fully perform all normal duties with respect to projects of which their firm is not proposing. Either ownership or employment in a firm shall constitute a financial interest.