
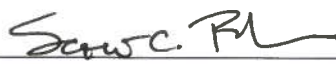




City of Riverside Administrative Manual

Effective Date: 09/2014
Review Date: 09/2017
Prepared by: Finance Department

Approved: 



Department
City Manager

SUBJECT:

Contracting for Professional Services when fees are in excess of \$50,000.

PURPOSE:

To establish procedures for obtaining professional services when the expected fees are in excess of \$50,000.

POLICY:

Professional Services include architectural, engineering, planning, financial and other consulting services such as advisory, information technology, surveying, research and/or developmental services, which involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience.

This policy shall not be construed as pertaining to the retention of outside legal counsel or the retention of bond counsel pursuant to the City Charter.

Professional services shall be retained on the basis of:

- A firm's demonstrated competence
- Professional qualifications
- Fair and reasonable prices
- Ability to meet City's time schedule(s) for the project
- Ability to meet City's insurance requirements

PROCEDURE:

Responsibility	Action
Originating Department	<ol style="list-style-type: none">1. Determines the need for professional services as approved by the City Council in the budget or arranges for required funds.2. Coordinates with other City departments that will be affected by the planned project as follows:<ol style="list-style-type: none">a. Capital improvement projects (except those for Public Utilities): Representatives from originating department, Public Works, Park & Recreation, General Services, Development Department's Real Property Services Division, Legal Department, City Manager's Office, and any other directly affected departments.b. Public Utilities Capital Improvements: Representatives from Public Utilities Department, Development Department's Real Property Services Division, Legal Department, and City Manager's office.3. If applicable, prepares and submits a memorandum to the City Manager requesting waiver of selection process. The consultant selection process may be waived by the City Manager under the following circumstances:<ol style="list-style-type: none">a. In cases of emergency or immediate need for services;b. The services required are so special and unique as to be provided by only one qualified consultant as documented by a single source memorandum; orc. The City Manager determines waiver is in the best interest of the City.
City Manager	<ol style="list-style-type: none">4. If applicable, reviews memorandum and determines if waiver of selection process is appropriate (Step #4). If request for waiver of selection process is approved, City Manager authorizes Originating Department to proceed with obtaining proposal from designated consultant (Proceed to Step #11).

PROCEDURE:

Responsibility	Action
Originating Department	<p>5. Establishes a Consultant Selection Committee, if necessary. Consultant Selection Committee shall consist of at least three qualified members to be selected from the Originating Department, other City departments the project may impact, members of relevant boards and commissions, or the City Council if the City Council has designated a representative to serve on the Consultant Selection Committee. Originating Department Head shall designate a consultant Selection Committee chairman.</p> <p>If no Selection Committee is necessary, Originating Department shall perform duties otherwise assigned to the Selection Committee.</p> <p>6. Prepares and, following City Attorney review and approval thereof, submits to a minimum of three (3) consultant firms a Request for Proposal (RFP) with detailed project description, a draft contract (prepared by City Attorney), other required documents and appropriate consultant questionnaire. Request for Proposal should include all necessary information that must be included in each consultant's proposal and should define the scope of the work to be done with sufficient detail that the consultant can submit estimated fee data for budgetary purposes and review. If department elects to post RFP on Purchasing Division website, PDF documents (a maximum of 25 MB each) are submitted to purchasing 3 business days prior to desired post date.</p> <p>7. Reviews the proposals submitted by the prospective consultants to conduct pre-screening and pre-qualification based on the following factors: demonstrated competence and qualifications for the types of services to be performed at fair and reasonable prices; record of the firm in accomplishing work on other projects in required time; quality of work previously performed by the firm for the City (if applicable); and recent experience showing accuracy of cost estimates. Selects and invites a reasonable number of firms to appear before the selection committee at a specified time and place for formal presentations and discussions of their proposals and qualifications.</p>
Selection Committee or Originating Department	<p>8. Interviews the prospective consultants and selects the preferred consultant firm based on demonstrated competence and qualifications for the types of services to be performed at fair and reasonable prices; record of the firm in accomplishing work on other projects in required time; quality of work previously performed by the firm for the City (if applicable); and recent experience showing accuracy of cost estimates. Fees may be discussed in the interview to confirm the accuracy of the estimated fee, explore the cost of optimal services, or suggestions by the consultant on ways to reduce costs.</p> <p>9. Ranks the other firms interviewed in the event a contract cannot be negotiated with the selected firm.</p>

PROCEDURE:

Responsibility	Action
	10. Notifies selected firm and requests selected firm to submit a written scope of work and a firm fee proposal covering the requirements for the work to be performed by the consultant.
	11. Reviews scope of work and fee proposal.
Originating Department	12. Negotiates a fee that is within the funds available for this project. <ul style="list-style-type: none"> a. If, after reasonable effort, a contract cannot be negotiated with suitable terms, the negotiations with the designated consultant shall be terminated in writing and negotiations shall be started with the consultant rated number 2. b. In no case shall renegotiation be entered into with the first consultant firm after negotiations have started with firm rated number 2.
City Attorney	13. Prepares and forwards draft contract to City Attorney for review.
	14. Reviews the draft contract.
	15. Returns the draft contract to the Originating Department for preparation of final form.
Originating Department	16. Determines if selected firm is required to file conflict of interest forms (with advice from City Attorney's office as appropriate), and notifies City Clerk.
City Clerk	17. Sends conflict of interest forms to selected firm, if necessary.
Originating Department	18. Sends contract to consultant for execution.
	19. Prepares a City Council or RPU Board agenda report regarding the selection of the consultant firm, the scope of work to be performed, and the fee proposal, and submits it into Agenda Manager. <ul style="list-style-type: none"> a. If the waiver of consultant selection process was approved by the City Manager, agenda report <u>must</u> include a statement addressing the waiver and justification therefore. b. If a board, commission or committee is involved, submits the report to that board, commission or committee through the appropriate department director for approval prior to sending it to the City Manager. c. If Public Utilities Department is the Originating Department and funds for the consultant agreement were not included in the City Council approved budget, then City Council approval is required in addition to RPU Board approval.
	20. Upon receipt of the executed contract, submits to City Attorney for approval as to form.

PROCEDURE:

Responsibility	Action
	21. Upon receipt of the required insurance documents, submits to Risk Manager for approval as to form.
City Attorney	22. Approves contract as to form and forwards to the City Clerk
Risk Manager	23. Approves required insurance documents as to form and forwards to City Clerk.
City Council/RPU Board	24. Takes appropriate action.
	22. If approved, authorizes execution of the contract with the selected firm.
Originating Department	26. Notifies selected firm of City Council or RPU Board approval. Sends letter with selection decision to firms interviewed, but not selected.
City Clerk	27. Ensures that the contract and certificates of insurance have been approved as to form and that originals are on file in the City Clerk's Office.
City Manager and City Clerk	28. Executes and attests contract based on City Council or RPU Board approval.
City Clerk	29. Processes approved documents. Notifies Originating Department, City Attorney, Purchasing and Risk Management of contract execution indicating that scanned contract will be available online within 24 hours.
	30. Establishes "tickler file" for expiration dates for insurance and contract.
Originating Department	31. Prepares Electronic Purchase Requisition in the current work order management system, with description of work to be performed, or service to be provided. States date approved by City Council or RPU Board on the Requisition.
	32. Secures electronic approval of Purchase Requisition. Attaches copy of City Council agenda report and supporting documentation to purchase requisition and retains the copies in Originating Department files.
Purchasing	33. Upon receipt of electronic Purchase Requisition and verification of approval level(s), prepares Purchase Order to encumber necessary funds.
	34. After notification by City Clerk that contract documents have been executed, releases Purchase Order for processing.
Originating Department	35. Upon completion of the work by the consultant, notifies City Clerk so the firm can be removed from "tickler file".