

RESOLUTION NO. 210194

MAR 21 1974

RESOLUTION ESTABLISHING COUNCIL POLICY
NO. 300-7 REGARDING HIRING OF CONSULTANTS

BE IT RESOLVED, by the Council of The City of San Diego,
as follows:

That Council Policy No. 300-7 regarding hiring of
consultants be and is hereby established as set forth in the
form of Council Policy filed in the office of the City Clerk
as Document No. 746805.

BE IT FURTHER RESOLVED, that the City Clerk be and he is
hereby instructed to add the aforesaid to the Council Policy
Manual.

APPROVED: JOHN W. WITT, City Attorney

By Jack Katz
Jack Katz, Chief Deputy

JK:K
2-20-74

City of San Diego, California

COUNCIL POLICY

Subject: HIRING OF CONSULTANTS

No. 300-7

BACKGROUND

On numerous occasions the City requires the services of consultants to undertake work beyond the scope of the City to perform. Such work may be of a recurring nature or may be for specific one-time projects. City departments have various procedures for obtaining these services. There is therefore a need for a standardized set of guidelines for the hiring of consultants.

PURPOSE

To provide a uniform policy for seeking and retaining the services of professional consultants.

DEFINITIONS

Recurring Contracts

Recurring contracts are those where professional services are required from a number of consultants throughout the year for a variety of similar projects. Examples of such services are architectural and engineering design, real estate appraisal, etc.

Nonrecurring (One-Time) Contracts

Nonrecurring contracts are those where there is a one-time need for a specific service. Examples of such services are public opinion surveys, feasibility studies, economic analyses, etc.

POLICY

It is the policy of the City that selection of consultants be made from as broad a base of qualified applicants as possible and that the choice be based on demonstrated capabilities or specific expertise. In keeping with this, the following points should be considered:

1. The nature and extent of the problem should be clearly defined to determine whether the solution can best be achieved through the use of City staff or by consultants.

2. Where professional assistance is required, the affected department should outline in detail the extent of the services that are required and their objective. This should be delineated in the form of a written document to be presented to prospective consultants.
3. Notice of the intent to seek consulting services and requests for submission of qualification statements shall be published in the City's official newspaper for all contracts in excess of \$1,000.
4. A minimum of three qualified consultants should be considered for selection except in those cases where unique expertise is required. For recurring contracts, selection may be made from a current file of qualified consultants in a particular field. The file should be reviewed annually by the City Manager or independent department head where applicable.
5. Consultants' presentations should be evaluated on the basis of their experience in the field, understanding and approach to the problem, financial responsibility, capability of the personnel to be assigned to or be subcontractors on the project, conformity with the City's Affirmative Action Program and the ability to complete the project within the required time frame and budget. The fee to be paid should be considered but shall not be the sole basis for selection. References submitted by the consultant should be contacted.

AUTHORIZATION FOR AGREEMENT

Once the selection of the consultant has been made by the responsible department and where Council approval is required, the following information shall be presented to the Council. It should be presented in the form of a report at the time authorization to execute the agreement is being considered:

1. Justification for use of consultant services;
2. Number of proposals solicited;
3. Method used in selection of consultant;
4. Basis for selection of consultant; and
5. Fee.

ATEL ES RAM

Passed and adopted by the Council of The City of San Diego on **MAR 21 1974**
 by the following vote:

Councilmen	Yeas	Nays	Excused	Absent
Gil Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maureen F. O'Connor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lee Hubbard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leon L. Williams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floyd L. Morrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Martinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Ellis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Bates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AUTHENTICATED BY:

PETE WILSON
 Mayor of The City of San Diego, California.

(Seal)

EDWARD NIELSEN
 City Clerk of The City of San Diego, California.

By *Gloria Limon*, Deputy.

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 CITY CLERK'S OFFICE
 1974 MAR 15 AM 10:59
 SAN DIEGO, CALIF.

Office of the City Clerk, San Diego, California

Resolution Number **210194** Adopted **MAR 21 1974**