

R. 75-1511

RESOLUTION NO. 212530

JAN 30 1975

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

WHEREAS, the Manager has recommended certain amendments to Council Policy No. 300-7, entitled "HIRING OF CONSULTANTS"; and

WHEREAS, said recommended amendments to the policy were considered by the Rules Committee on December 20, 1974; and

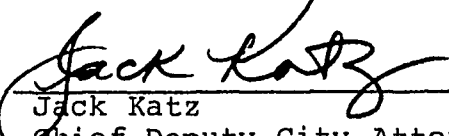
WHEREAS, the Rules Committee approved the proposed amendments and directed said Council Policy No. 300-7, as amended, be forwarded to the full Council for consideration and adoption;
NOW, THEREFORE,

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

That Council Policy No. 300-7, entitled "HIRING OF CONSULTANTS," be and the same is hereby amended as set forth in the form of Council Policy filed in the office of the City Clerk as Document No. 750115.

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

APPROVED: JOHN W. WITT, City Attorney

By 
Jack Katz
Chief Deputy City Attorney

JK:K:011.1
1-8-75

CITY OF SAN DIEGO

DOCUMENT NO. 750115

FILED FEB 6 1975

COUNCIL POLICY

OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

Subject
HIRING OF CONSULTANTS

1975 J. Policy No. J2
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.

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 every service in excess of \$3,000.
4. A minimum of three qualified consultants should be considered for selection except in those cases where unique expertise is required and can be provided only by a limited number of available consultants.

A consultant for providing real estate appraisals may be selected from an authorized listing, approved by Council once a year, of qualified consultants who have responded to an advertisement soliciting their services.

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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 may be considered but shall not be the sole basis for selection. References submitted by the consultant should be contacted.
6. An Administrative Regulation shall be developed by the City Manager to specifically define the procedure to be used for the selection of design consultants.

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 consultants responding for consideration in the selection process.
3. Method used in selection of consultants;
4. Basis for selection of consultant; and
5. Fee.

Passed and adopted by the Council of The City of San Diego on JAN 30 1975,
 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lee Hubbard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Jesse Haro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Pete Wilson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AUTHENTICATED BY:

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

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

By Patricia Polen, Deputy.

(Seal)

1975 JAN 10 PM 2:18

Office of the City Clerk, San Diego, California	
Resolution Number	212530
Adopted	<u>JAN 30 1975</u>