

2005

R-76-2005

RESOLUTION No. 215714

Adopted on APR 7 1976

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

That Council Policy 300-7, entitled "Hiring of Consultants,"
be and it is hereby amended as set forth in the form of Council
Policy on file in the office of the City Clerk as Document
No. 754936.

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

APPROVED: JOHN W. WITT, City Attorney

By Harold Valderhaug
Harold Valderhaug, Deputy

HOV:nb 011.1
3-17-76
Or. Dept. Mgr.

MICROFILMED

MAY 23 1978

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RECEIVED
CITY CLERK'S OFFICE

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

Rev. 254

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
	1976 MAR 31 13 9 12 SAN DIEGO TRANS. OF CONSULTANTS	300-7	1/30/75

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.

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.

DOCUMENT NO. 754936

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MAY 23 1978

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OFFICE OF THE CITY CLERK
SAN DIEGO, CALIFORNIA

City of San Diego, California

COUNCIL POLICY

REV.

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HIRING OF CONSULTANTS	300-7		2 of

POLICY (Continued)

5. (Continued)

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.

- NEW - 1. Identification of project by complete title;
- 2. Justification for use of consultant services;
- NEW - 3. Date(s) and medium of advertisement for consultant services and project title used in advertisement;
- 4. Number of consultants responding for consideration in the selection process;
- 5. Method used in selection of consultants;
- 6. Basis for selection of consultants;
- NEW - 7. Name of prime consultant, description of responsibilities, and dollar amount of prime-contract award; and
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W [8. For design consultant contracts, the name(s) of all sub-consultant(s), description of duties of sub-consultant(s), and dollar amount(s) of sub-consultant(s) fee, or percent of prime-consultant fee awarded to sub-consultant(s).
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W [9. The information requested in Items 1, 3, 7 and 8 above shall be recapitulated in a Report to Council in June of each year covering contracts executed during the preceding year.

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MAY 23 1978

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Passed and adopted by the Council of The City of San Diego on APR 7 1976,
 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"/>
Tom Gade	<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"/>
Jess D. Haro	<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.

EDWARD NIELSEN

City Clerk of The City of San Diego, California.

By Edward J. Salter, Jr. Deputy.

(Seal)

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 1976 MAR 31 AM 9:13
 SAN DIEGO, CALIF.

Office of the City Clerk, San Diego, California

Resolution Number 215714 Adopted APR 7 1976

CC-1276 (REV. 12-75)

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MAY 23 1978

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