

OCT 17 1978

RESOLUTION NO. 222061

(R.79-578)

RESOLUTION AMENDING COUNCIL POLICY NO. 300-7  
REGARDING CONSULTANT SERVICES SELECTION.

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

That Council Policy No. 300-7 regarding consultant  
services selection, be, and is hereby amended as set forth  
in the Council Policy filed in the office of the City Clerk  
as Document No. 764876.

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   
Harold O. Valderhaug, Deputy

HOV:dm:011.1  
9/28/78  
Or. Dept. PF&R

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COUNCIL POLICY  
300-7

SUBJECT: CONSULTANT SERVICES SELECTION

BACKGROUND

The City requires services of a recurring nature or for a specific one-time project which cannot be routinely provided by City staff, either because of the expertise required or the on-going workload. Consultants may be employed where City staff is unable to accommodate this requirement. The procedure to evaluate the need for and selection of consultants should be standardized to insure the product or service is of the highest quality in relation to available funding.

Consultant services may be performed by individuals licensed by the State of California (such as, Architects, Civil, Mechanical or Electrical Engineers, Engineering Geologists, etc.) or by individuals for which such licensing is not a requirement. Because of this variation, two separate procedures have been formulated for the selection and hiring of consultants.

PURPOSE

To provide a uniform policy to evaluate the need for and process for selecting consultants.

POLICY

It is the policy of the City that selection of consultants be made from as broad a base of applicants as possible and the choice be based

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on demonstrated capabilities or specific expertise. The type and scope of the required service or product must be clearly defined by the City Manager to determine whether it can be most efficiently provided by City staff or by a consultant, and where a consultant is chosen, whether licensed or non-licensed services are necessary. A licensed consultant will be selected where the <sup>significant</sup> ~~major~~ portion of the service or product requires such skills and will be chosen using a nomination process with a negotiated contract. In those cases where the <sup>significant</sup> ~~major~~ portion of the service or product does not require licensed skills, the selection process must be open and competitive involving comparison of cost statements and work effort.

The following criteria shall be applied in the consultant selection process:

A. General Procedure for All Consultants:

1. The affected department shall outline it's objectives and the extent of the services that are required. This will be delineated in the form of a written document to be presented to prospective consultants.
2. 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.
3. 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.

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In particular instances it may be desirable to use a "sole source" consultant. This decision must be based on circumstances where competition is not feasible and such selection must be adequately justified. Such justification must contain substantive reasons as to why only one firm was selected and must reference specific items such as time constraints, cost savings and unavailability of similar expertise.

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.

4. Consultants' presentations should be uniformly evaluated on a weighted basis of qualifications such as expertise, experience, understanding and approach to the problem, financial responsibility, capability of personnel and 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.

References submitted by consultant shall be contacted. All evaluation and selection records shall be maintained as permanent project records.

5. The consultant shall not perform any work prior to approval by the City Council of a contract to perform the work. The City shall not be liable for any work performed prior to such Council approval.

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B. Procedure for Consultants Performing Work Requiring Professional

Licensing:

1. Only firms with functioning offices in the San Diego area will be given consideration except in those instances where the required work that is concerned primarily with the application of established technical procedures where little professional judgment is involved.

The consultant contract shall be negotiated with the highest qualified person or firm at a compensation determined to be fair and reasonable to the City. The fee structure determined will take into consideration the estimated value of services, the scope, complexity and need for professional expertise and judgement. Should it not be possible to negotiate a satisfactory contract with the firm considered to be most qualified, negotiations would be terminated and subsequently undertaken with the next most qualified person or firm.

C. Procedure for Consultants Performing Work Which Does Not Require

Professional Licensing:

1. The contract shall be awarded to the highest qualified consultant using a selection criteria which will include comparison of cost statements and work effort. The fee to be paid consultants shall be considered but shall not be the sole basis for selection
2. Where the services required are of a recurring nature but of a type that can be described with precision, pre-qualification

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of consultants may be utilized as the initial phase of the selection process. Each consultant on a pre-qualified list for a particular type of service will then be invited to submit a competitive proposal whenever such services are needed. This selection method is most applicable to work that is concerned primarily with the application of established technical procedures where minimal professional judgement is involved.

AUTHORIZATION

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. Identification of project by complete title;
2. Justification for use of consultant services, including whether licensed or non-licensed services are necessary;
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;
7. Name of prime consultant, description of responsibilities, and dollar amount of prime-contract award; and

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8. For 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).

~~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.~~

Adopted by Resolution No. 210194 3/21/1974

Amended by Resolution No. 212530 1/30/1975

Amended by Resolution No. 215714 4/7/1976

Amended by Resolution No. 218315 5/4/1977

Amended by Resolution No. \_\_\_\_\_

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OFFICE OF THE CLERK  
SAN DIEGO COUNTY

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Passed and adopted by the Council of The City of San Diego on OCT 17 1978,  
 by the following vote:

Councilmen	Yeas	Nays	Excused	Absent
Bill Mitchell	<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"/>
Bill Lowery	<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"/>
Fred Schnaubelt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tom Gade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Larry Stirling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<del>Jess DeHaro</del> Lucy Killea	<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.

CHARLES G. ABDELNOUR  
 City Clerk of The City of San Diego, California.

By E. J. Cook, Deputy.

(Seal)

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 CITY CLERK'S OFFICE  
 1978 SEP 29 PM 12:40  
 SAN DIEGO, CALIF.

Office of the City Clerk, San Diego, California	
Resolution Number <u>222061</u>	Adopted <u>OCT 17 1978</u>