SUBJECT: REVISION OF POLICY FOR SELECTING CONSULTANTS TO PROVIDE ARCHITECTURAL, ENGINEERING AND SIMILAR SERVICES

SOURCE: Engineering and Building Department

COMMENT: Changes in the titles of individuals involved in the selection process have made it necessary to revise the subject policy. The City no longer has a Director of Community Development & Services. Therefore, the revised policy has substituted the Director of Public Works for the Director of Community Development & Services.

For the last several years the staff has been using the “Procedure for Ranking Firms Using Form GFGR-1” that appears at the end of the subject policy. However, this procedure has not been formally adopted by the City Council. This procedure is used to establish a policy designed to assure that each ranking is established fairly.

RECOMMENDATION: That the City Council adopt the subject policy.

ATTACHMENT: Policy for Selecting Consultants to provide Architectural, Engineering and Similar Services (Rev.8/21/02)
RESOLUTION NO. ________

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORTERVILLE
AMENDING THE GUIDELINES FOR RETAINING CONSULTANTS TO
PROVIDE ARCHITECTURAL, ENGINEERING AND SIMILAR SERVICES
AS SET FORTH IN THE PURCHASING POLICY AND PROCEDURES
MANUAL IN COMPLIANCE WITH SENATE BILL 2034

WHEREAS, on November 15, 1988, the City Council of the City of Porterville
adopted City Council Resolution 118-88 authorizing staff to amend the Purchasing
Policy and Procedures Manual to comply with Senate Bill 2034 by establishing
guidelines for retaining consultants to provide architectural and engineering services;
and

WHEREAS, on February 6, 2001, the City Council adopted Resolution 16-2001
directing staff to amend the Purchasing Policy and Procedures Manual; and

WHEREAS, the title Director of Community Development and Services is
changed to Director of Public Works, and different guidelines were established for the
ranking system.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of
Porterville that the Formal Selection Process shall be amended as set forth in the
Guidelines for Retaining Consultants to Provide Architectural, Engineering and Similar
Services which is attached hereto, along with the rating form, and made a part of this
resolution.

__________________________________________
Gordon T. Woods, Mayor

ATTEST:

______________________________
John Longley, City Clerk
CITY OF PORTERVILLE
GUIDELINES FOR RETAINING CONSULTANTS TO PROVIDE
ARCHITECTURAL AND ENGINEERING SERVICES

Introduction

The variety, complexity, size, and quantity of annual projects required of the City justifies an efficient procurement effort. These guidelines have been developed to establish the City’s policy for selection of consultants for architectural and engineering services. Separate guidelines are hereby established for three levels of anticipated fee:

Informal Selection Process: Anticipated fees less than $25,000.
Semiformal Selection Process: Anticipated fees from $25,000 to $100,000.
Formal Selection Process: Anticipated fees over $100,000.

It is the City’s intent to limit submittals by interested firms. It is believed that this is in everyone’s best interest and allows for more equal competition between small and medium size firms and large firms that have substantial overhead or PR budgets. The architect/engineer is expected to extend costs and effort in applying for consideration without any guarantee of success. The City is interested in seeking broad competition and encouraging extensive participation. It is therefore incumbent upon the City to minimize the information and effort required to institute a short list. This would encourage greater participation, reduce cost to both the City and the consultant, reduce selection time, and increase the responsiveness of the selection process.

In order to promote fairness and objectivity in evaluating consultants, a rating form has been developed. Consultants shall be evaluated and rated in accordance with the contents of the City’s “Consultant Selection Rating Form” (Form GFRC-1, dated 11-1-88, as amended).

Informal Selection Process (Anticipated fees less than $25,000)

A. The highest ranking registered Engineer or Architect in charge of the project shall select a Consultant based on the applicable criteria in the Consultant Selection Rating Form. The Consultant will be selected from a list maintained by the Engineering Division. New consulting firms are encouraged to make their capabilities known to the City. Selection of consultants by this method will be made on a rotational basis insofar as practicable; however, professional expertise and experience in the applicable field will be the major criteria for selection on any project.

B. The Director of Community Development & Services is authorized, by adoption of these guidelines, to execute professional services contracts under $25,000.
Semiformal Process (Anticipated fees between $25,000 and $100,000)

A. The Director of Community Development & Services (or his designee) will notify the professional community through advertisement in a newspaper or by other means, of the City’s proposed project and its need for professional services. Interested consultants will be invited to obtain a request for proposals (RFP) from the City.

B. The RFP will contain a brief description of the project, the estimated budget and selection criteria.

C. Interested consulting firms will be told what is expected to be in their submittal.

D. The Director of Community Development & Services (or his designee) shall develop a short list of at least three (3) firms who appear to have the desired professional expertise, experience, and capacity. These firms selected shall be invited to an interview to be conducted by a three (3) member staff committee. Said committee will consist of the director, the highest ranking engineer or architect in charge of the project and one other staff member. Prior to the interview, firms will be asked to prepare a presentation that develops their approach to the project.

E. The professional services contract will be awarded by City Council.

Formal Selection Process (anticipated fees over $100,000)

A. The Director of Community Development & Services (or his or her designee) will notify the professional community through advertisement in a newspaper or by other means, of the City’s proposed project and its need for professional services. Interested consultants will be invited to obtain a request for proposals (RFP) from the City.

B. The RFP will contain a description of the work to be done, the estimated project budget and other pertinent information regarding the project. The RFP will define the specific questions to be addressed in the proposal and selection criteria to be used.

C. The consulting firm will be told what specific information should be contained in their written proposal. Question responses regarding the firms technical perspective of the project are to be strictly limited to brief statements addressing consultants general concepts and approach to the project. Detailed, voluminous design information is not desired and will not be considered in the selection process.

D. A short list of at least three (3) firms whenever possible shall be developed under the direction of the Dept. Head who is responsible for the project.
E. Those consultants short listed will be formally invited to make presentations before a formal selection committee. All interviews will be conducted by the same people and be completed in one day. Consultant may be limited to participants allowed at the interview based on the size and complexity of the project.

F. The formal selection committee shall be composed of three (3) members. The formal selection committee is as follows:

(*) One - Professional from the private or public sector with specific knowledge in the field required of the consultant;

(*) Two - City Council members rotated per interview appointed by the Mayor;

(*) One - City staff person appointed by the Dept. Head under whose service the work will be performed. No City staff shall participate in the rating of the consultants, other than to advise the committee upon request and assist in the tabulation of the results for ranking purposes.

G. Staff will assist in selecting the private sector professional.

H. Authorization for staff to negotiate a professional service contract requires City Council approval.
**CONSULTANT SELECTION RATING FORM**

<table>
<thead>
<tr>
<th>Evaluation Factor</th>
<th>Rating Factor Numerical Range &amp; Weighting Based on Importance of Factor</th>
<th>Firm</th>
<th>Firm</th>
<th>Firm</th>
<th>Firm</th>
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<tbody>
<tr>
<td>a. Capability to perform all or most aspects of the project.</td>
<td>1-10</td>
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<td>b. Recent experience in projects comparable to the proposed project.</td>
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<td>c. Firm's reputation for professional integrity and competence.</td>
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<td>d. Key personnel's professional background and caliber.</td>
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<td>e. Adequate qualified personnel available for assignment to the project.</td>
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<td>f. Recent experience in specialized areas of expertise associated with the project.</td>
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<td>g. Demonstrated ability to meet schedules or deadlines.</td>
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<td>h. Demonstrated ability to complete projects without having major cost escalations or overruns.</td>
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<td>i. Qualifications and experience of outside consultants regularly engaged by the consultant under consideration.</td>
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<td>j. Quality of projects previously undertaken.</td>
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<td>k. Familiarity with and proximity to the geographic location of the project.</td>
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<td>l. Capability of a branch office which will do the work to perform independently of the home office, or conversely, its capability to obtain necessary support from the home office.</td>
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<td>m. Demonstration of an understanding of the project's potential problems and the City's special concerns.</td>
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<td>n. Degree of interest shown in undertaking the project.</td>
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<td>o. Evidence that consultant is an equal opportunity employer.</td>
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<td>p. Proximity of firm's office to project.</td>
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<td>TOTAL SCORE:</td>
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<td>RANKING:</td>
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