



## City Council Policy: CP015 - Selection of Professional Consulting Services

Effective Date: April 3, 1995

Amends:

Approved By: City Council

### I. SCOPE

### II. PURPOSE

A. To establish procedures for selection of **professional consulting services**.

### III. RESPONSIBILITY

A. City Administrator

### IV. DEFINITIONS

A. The term "**Professional Consulting Services**" shall mean those services within the scope of practice of **consultants** as defined by Kansas Statutes annotated 12-6a01(c). "**Consultant**" means engineers, architects, planners, attorneys and other persons deemed competent to advise and assist the governing body in planning and making improvements."

B. The term "**Firm**" shall mean any individual, **firm**, partnership, corporation or association or other legal entity permitted by law to practice **consulting services** as defined above in the State of Kansas.

C. The term "**Standing Committee**" shall refer to a committee of the Council recommending the consulting services.

D. The term "**Staff Committee**" shall refer to a committee of the Council recommending the consulting services.

### V. POLICY

A. **ROSTER OF CONSULTANTS** - The City Administrator or designated staff may maintain a roster, classified by category of professional service, of qualified **firms** interested in performing **professional consulting services** for the City. Names of **firms** may be placed on the roster upon their request; at the request of members of the City Council; or when recommended by City departments.

B. **CURRENT ADDRESS** - each person or **firm** listed on the roster shall be responsible for maintaining a current address. This information shall be filed in the City Administrator's office.

C. **CLASSES OF SERVICES** - Projects will be divided into two (2) classes as follows:

Class A - Services for projects where fees will exceed \$10,000. The members of the appropriate **Standing Committee** will act as the screening and selection committee and recommend the firm and appropriate contract to the City Council for their approval.

Class B - Services for projects where fees will not exceed \$10,000. The **firm** will be selected by a **staff committee** who will recommend the **firm** and appropriate contract to the City Council for their approval.

### VI. PROCEDURES

A. **PROJECT INITIATION** - When a department of the City identifies projects for which professional services will be necessary, the department will draft a scope of services for those projects. This scope of services will be submitted to the City Administrator for authorization to initiate the project and a determination as to whether the appropriate **Standing Committee** or the **Staff Committee** will act as the screening and selection committee.

B. **EXPRESSIONS OF INTEREST** - The administering department will contact those **firms** on the roster for a written expression of interest in the specific project. The written expression of interest shall request that the Request for Proposal (RFP) be sent to the **firm**. The administering department may add **firms** to those **firms** on the roster.

C. **INITIAL SCREENING OF PROPOSALS** - The submitted RFPs will then be presented to the appropriate committee for initial screening. The committee members will independently evaluate and rate each proposal based on the following criteria:

1. Quality of similar work that has been provided for other public and private entities.
2. Comparable experience and background of the specific personnel that shall be assigned to the team by the firm.
3. Overall responsiveness to the RFP.
4. Extent of applicable resources available to the **firm**.
5. Understanding of services required by the City as evidenced in the Letter of Transmittal.

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- D. RANKING THE RFPS - Once each member of the Committee has rated each proposal and completed a rating sheet, a composite is developed which indicates the Committee's collective ranking of the highest rated proposals in a descending order. At this point the Committee may request additional submittals or will proceed to conduct interviews with only the top ranked **firms**.
- E. INTERVIEW SCHEDULING - The Committee will set time and date for holding interviews with each of the qualified ranked firms. All interviews should be scheduled on the same and allow enough time for the selected **firms** to make a presentation and answer any committee questions.
- F. SELECTION - Based on the response to the RFP, any additional required submittals, and the interview, the Committee will decide which **consultants** are qualified to provide the services.
- G. COST PROPOSALS - Staff will obtain sealed cost proposals from the **consultants** selected as being qualified. The Committee will open the sealed cost proposals and select the **consultant** to provide the requested services.
- H. AGREEMENT - The staff will prepare an agreement with the successful firm. The agreement will be prepared and submitted to the City Attorney for review, and then submitted to the City Administrator for presentation to the City Council for approval.
- I. RIGHT TO WAIVE REQUIREMENTS - The City Council in its sole and absolute discretion, may waive any and all aforementioned procedural requirements.