

**CITY OF REDDING, CALIFORNIA  
COUNCIL POLICY**

<b>SUBJECT</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
<b>SELECTION OF TECHNICAL CONSULTANTS</b>	<b>N/A</b>	<b>1501</b>	<b>12-07-87</b>	<b>1</b>

**BACKGROUND**

On December 1, 1987, staff submitted a policy statement regarding the selection of technical consultants noting that this procedure will permit staff to retain consultants to assist in the solution of short-term problems where the department does not have staff or special knowledge.

**PURPOSE**

The purpose of this policy is to establish general guidelines for the selection of technical consultants. It is the intent of the City to make a selection on the basis of demonstrated competence and/or professional qualifications for the services required at a competitive price.

**POLICY**

Except as otherwise provided, the City of Redding will solicit competitive proposals by releasing, when practicable, Requests for Proposals (RFPs) to perform work for which the City does not have staff available or lacks the technical expertise required to perform a project/program. Consultants will be individually selected for specific projects with regard to the consultant's experience; special knowledge of the subject matter; ability to perform the services within the time allowed; record of success on similar work; and ability to perform effectively in the necessary discussion, presentation, coordination, and cooperation realms of the project. While the primary goal of consultant selection is on the basis of demonstrated competence and professional experience, the cost of providing the technical service to be performed will also be considered. Deviation from an RFP selection process (i.e., negotiated contracts) shall only be employed as discussed below.

**APPLICATION**

- This policy shall apply to the selection of technical consulting firms for design, review, inspection, field supervision, contract management, feasibility studies, master planning, and related services in connection with public improvement projects and/or governmental operations for the City of Redding. For purposes of this policy, consulting services include, but are not limited to, professional services which may be contracted for by the City in the following fields:
- Planning (City and regional, airports, electric, potable water, and wastewater utilities, solid waste disposal, etc.)
- Building and Landscape Architecture
- Engineering (AH disciplines)
- Financial
- Rates and Fees
- Recreation
- Risk Management
- Medical
- Property Appraisal

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- Human Resources (Key employee recruitment, training, etc.)
- Contract Management (Construction management, inspection, etc.)
- Administrative Services
- Legal Services
- Environmental Services
- Land Surveying

The term "consultant" may include individuals, partnerships, a corporation, joint ventures, or any other combination of firms or persons deemed by the City to be qualified to perform the required services.

**CRITERIA FOR SELECTION**

The following general selection factors will be considered, to the extent that each may apply, in selecting a consultant for a particular study or project:

- A. The Consultant and consultant team's demonstrated understanding of the City's capital program, infrastructure and standards; positive work experience with City's project development and operations staff; and availability to the project and City staff.
- B. Educational and experience background of the consultant's key staff that will be assigned to each of the primary elements of the project work as well as the individual within the consultant's organization who will be in overall charge of the work.
- C. Necessary license or other professional credential(s) of the consultant to perform the particular study, project, or work.
- D. Demonstrated recent record of success of the consultant on work previously performed for the City or others of a similar nature and magnitude. Key areas to consider are the consultant's ability to deliver the required work or services in acceptable form and detail, on schedule, and within budget.
- E. The consultant's documented record in delivering completed design, estimating, construction management services, etc., of proven reliability as evidenced by the final completion costs of previous projects of similar scope and magnitude.
- F. The adequacy of the consultant's staff to perform the work within the time allowance.
- G. The method(s) proposed by the consultant for the work required; the primary elements of the work shall

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be identified.

- H. The ability of the consultant to make effective written reports and public presentations of the work or design as may be required.
- I. The ability of the consultant to work effectively with City staff, other public agencies, and related parties as may be required during the course of the design, study, or other technical services.
- J. New or innovative ideas that are presented by the consultant in the proposal which demonstrate clear or advanced understanding of the work, its problems, and possible solutions.
- K. Whether the consultant has adequate knowledge of local conditions.
- L. The consultant's past record of continued interest in the success, efficiency, and workability of the program of services previously delivered.
- M. The ability of the consultant to furnish effective construction supervision services, where such services are an inherent part of a "package" of services for which the consultant is employed.
- N. The ability of the consultant to provide errors and omission insurance and other insurance as may be required by the City Attorney and/or Risk Manager.

Each of the above listed general selection criteria factors may typically be employed in the evaluation of any proposal. To this list may be added any specific or unusual evaluation criteria necessary because of any special work, process, or service required. Each selection criteria factor may be weighted according to its overall, perceived importance against the project whole.

While price may not be the singular guiding issue in selecting a consultant, the consultant's proposal shall include the "fixed" or "not-to-exceed" cost (whichever is required by the RFP). The proposal shall also include any required supporting data in the form of cost/man-hour of each employee classification to be used, anticipated total project, man-hours for each classification, overhead costs, expenses, etc. (Note: If a "not-to-exceed" cost is required by the RFP, the final cost of the service(s) shall be the consultant's actual cost incurred or the agreed upon "not-to-exceed cost," whichever is less.)

The consultant's proposal will be reviewed for any deviations and exceptions taken, work not included, or any other inconsistency between the City's RFP which details the "work required" and the consultant's proposal which details the "work offered." The consultant shall explain the reasons for the deviations and exceptions in the proposal. Deviations and exceptions which demonstrate clear benefit or advantage to the City may receive

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special consideration.

**SELECTION PROCESS-GENERAL GUIDELINES**

Firms that have been determined, by the department most familiar with the project or program, to be actively in the business of providing the required service will be invited to submit proposals. When possible, the minimum number of firms requested to submit a proposal in response to an RFP shall be three (3) for services estimated to cost from \$30,000 to \$200,000 and five (5) for services estimated to cost \$200,000 or more. When appropriate, qualified local firms (within Shasta County) will be sent RFPs. For unusual or extraordinary consulting services, Request for Qualifications (RFQs) will be sent to selected firms. The RFQs will be reviewed and evaluated to narrow and finalize the field of qualified firms to be sent RFPs.

Recognizing that the development and presentation of a professional proposal is often expensive, it is the City's position to request a proposal from a firm only when the firm will be seriously considered for the program, project, or work.

**SELECTION**

The review procedure for the selection of professional service contracts shall be as follows:

- O. Short-Term Supplemental Service Contracts Costing Less than or equal to \$60,000, request for professional services shall be initiated by the requesting department director. The department director may waive the formal RFP process and interview one or more consultants which the department director believes is/are qualified to perform the work. The department director will then select a consultant and forward a recommendation, to include an explanation/justification for bypassing a competitive RFP process, to the Purchasing Officer for issue of a contract/purchase order. At the discretion of the Purchasing Officer, award will be made as recommended, or the Purchasing Officer may require consideration of additional service providers.
  
- P. Professional Service Contracts Costing More Than \$60,000:
  - 1. *Review/Selection Committee:*  
The responses received to an RFP will be evaluated by a review/selection committee which shall provide a recommendation of a specific consultant for consideration. The review/selection committee shall normally consist of requesting department staff members appointed by the requesting department director. For projects of particular interest, complexity, or controversy, the City Manager may designate additional staff from other departments and/or request Council or others to participate on the review/selection committee. The review/selection committee will determine the ranking of the consultants. Final recommendation for awards valued greater than \$60,000 and less than or equal to \$200,000 will be presented to the City Manager for signature. Recommendations for awards over \$200,000 will then be presented to Council for its consideration of contract award.

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2. *Deviation from RFP process:*

The City Council, or the appropriate City officials as authorized by subsection L of Section 4.20.120 of the Municipal Code, may authorize the execution of a contract for services up to \$200,000 without any previous publication or posting of notice inviting proposals when the City Council or the appropriate officials find and declare that any one or more of the following situations exist (4.20.120(3)(L):

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1. When an offer(s) has been received for the subject supplies, services or equipment obtained in accordance with all the provisions of this chapter, including publication or posting of notice, and the City has rejected any and all offers, and has authorized negotiation with one or more bidders or other parties who possess the capability of supplying the required supplies, services or equipment, and the City finds that the proposed contract so negotiated is more favorable to the City than any which could be made in accordance with the bids or proposals heretofore requested.
2. Prior solicitation yielded no bids or proposals.
3. When there is only one available source which can supply the subject matter of the contract.
4. When the contract is for personal services, including peculiar or specialized skill or ability.
5. When an emergency exists which makes it essential to the health, safety or welfare of the people that emergency action be taken.

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6. When a sole-source procurement is based on standards previously adopted by the City Council.
7. When prices have been established by other governmental entities, or associations of governmental entities, in such a manner as to ensure the best value available to the City.
8. When, at the determination of the City Manager for awards up to two hundred thousand dollars (\$200,000.00), or upon approval by the City Council for awards over two hundred thousand dollars (\$200,000.00), goods or services are proposed to be procured which do not constitute public works projects.
9. On-Call Professional Architectural, Engineering and other Consulting related services list. The City may establish a list of professional consultants for services not to exceed City Manager awards of up to two hundred thousand dollars (\$200,000). The list will be established by formal solicitation of statements of qualifications and will be valid for no more than 5 years. The list will be approved by council or as otherwise delegated by council. A consultant on the list offering the best combination of expertise and value may be selected to provide services to the City.

All of the above is to be in accordance with the Government Code requirements.

**FINAL SCOPE OF WORK**

The final contract of work may vary somewhat from that originally contemplated in the RFP, if the review/selection committee determines that additions, deletions, or corrections are necessary to properly describe the work.

**Amended on May 2, 1995, by Resolution No. 95-113. Amended on February 18, 1997, by Resolution No. 97-023. Amended on January 6, 2004, by Resolution No. 04-01.**

**Amended on August 2, 2005, by Resolution No. 05-110**

**Amended on October 2, 2012, by Resolution No. 2012-084**

**Amended on June 2, 2020, by Resolution No. 2020-084**