

13  
34



# CITY OF SACRAMENTO

CITY MANAGER'S OFFICE  
**RECEIVED**

JAN 29 1980

DEPARTMENT OF ENGINEERING  
915 I STREET SACRAMENTO, CALIFORNIA 95814  
CITY HALL ROOM 277 TELEPHONE 442-4400

January 25, 1980

R. H. PARKER  
CITY ENGINEER  
J. E. NAROTTA  
ASSISTANT CITY ENGINEER

City Council  
Sacramento, California

Honorable Members in Session:

SUBJECT: Proposed Revision of the Present Policy for Retention of Professional Consultants for City Projects

### SUMMARY

The five page guide outlines the proposed modifications to the City Council and Redevelopment Agency policies and selection procedures for the retention of professional consultants. A copy of the existing guide is also attached for comparison, showing the deletions.

### BACKGROUND

On May 10, 1977, the City Council adopted the current selection procedures for the retention of professional consultants. The existing procedures, while generally acceptable to the consultants, have proven to be lengthy and time consuming to the City staff and expensive for the consultants to prepare. A committee composed of architects and engineers was formed at the request of the City Engineer to see if the procedures could be simplified and the selection time shortened without changing the concept of the selection process. It was the recommendation of the committee that the Request for Qualification (RQS) step be eliminated and parts of it be combined with the Request for Proposal (RFP). It was also recommended that the compensation guides of the various professional organizations be eliminated, since they are no longer used. It was also suggested that the \$10,000 limit for the City Council's approval be raised to \$20,000, due to inflation and to bring the approval in line with current subdivision practice.

It is believed that the proposed revisions will considerably shorten the time to select a consultant and, therefore, speed up City projects. It will also save the consultants money in preparing for the selection process, since there is only one set of documents to prepare. The proposed policy has been approved by the Central Valley Chapter of the American Institute of Architects, as indicated by the attached letter.

### RECOMMENDATION

It is recommended that:

1. The City Council/Redevelopment Agency approve by resolution, the Policy for Retention of Professional Consultants for City Projects, as submitted.

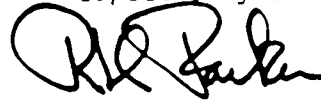
PFP +  
CONT 40  
2-19-80

**FILED**  
BY THE CITY COUNCIL  
CONT. TO 2-26-80  
FEB 19 1980

OFFICE OF THE  
CITY CLERK

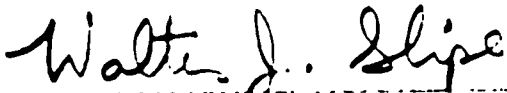
2. The City Council adopt an ordinance amending City Code Sections 59.102 and 59.103 to require Council approval of professional service contracts that exceed \$25,000. Presently, Council approval is required of such contracts in excess of \$10,000.

Respectfully submitted,



R. H. PAPER  
City Engineer

Recommendation Approved:



Walter J. Slips, City Manager

RH/1c

February 12, 1980  
All Districts

SACRAMENTO CITY COUNCIL/REDEVELOPMENT AGENCY  
POLICY FOR RETENTION OF PROFESSIONAL CONSULTANTS  
FOR CITY PROJECTS

This policy is established as a guide in the selection of professional consultants (architects, engineers, planners and related professional services) wherein such services are required.

Selection preference will be given to Sacramento area based firms on the premise that adequate professional services generally can be obtained locally. Only fully qualified individuals or firms will be considered for each specific project. In the case of those projects that require unusual and/or highly specialized services professional firms outside the local area will also be considered. It will further be the policy of this Council that available work will insofar as practical and consistent with the City's interest, be equitably distributed among the local qualified individuals or firms.

The determination of whether a firm is qualified is to a significant degree, a matter of professional judgement. There are, however, other factors that will be considered in determining qualified individuals or firms during the pre-selection process.

The City shall follow the provisions of Federal Executive Order 11246 relating to Equal Employment Opportunity. It is also the policy of the City that no consultant shall be hired if the City determines that the hiring or business practices of such consultant violates the provisions of said Executive Order 11246.

The selection of a professional consultant will be based on merit with an agreement and compensation negotiated after final selection. (One of the interviewed firms will be substituted if an agreement cannot be successfully negotiated with the first selected). Specific services, time constraints and consultants required for each project will be a part of the negotiation process.

Additionally, it will be the policy of this Council that:

1. When professional consultant compensation is less than \$20,000, the selection procedure will be utilized with the respective department head (Agency Director, City Engineer and/or Planning Director) and the concurrence of the City Manager for the selection and direct retention of the professional consultant or firm by a formal agreement or with a letter of authorization.
2. When professional consultant compensation is more than \$20,000 the selection procedure will be utilized with the specific consultant or firm being recommended by the respective department head (Agency Director, City Engineer and/or Planning Director) with the approval by the City Manager. The selection recommendation will be forwarded for Council action, i.e., approval of the selection and authorization for the City Manager to enter into an agreement for the specific project.
3. When engineer work for the development of a specific subdivision of a parcel is required, the City Engineer will retain the developer's selected engineering firm or individual and coordinate the required design work as a part of the City's engineering function. The retention will become the professional judgement of the City Engineer with concurrence by the City Manager and exempt from the selection process.

PROFESSIONAL CONSULTANT  
SELECTION PROCEDURE

SELECTION  
COMMITTEE

The Selection Committee shall be as small as possible; however, it should be tailored to the specific project needs. Therefore, the actual development of a committee composition will depend on whether: The project involves more than one public agency, is considered a minor or major project and whether it is a special project with extreme public interest. In all cases the committees are to participate in the selection process, i.e., from pre-selection to selection. The Selection Committee shall familiarize itself with the project and with the work of the consultant being considered. The committee's unity and guidance will be the duty of the project administrator. Committees are to be composed from the following:

1. User department director/administrator.
2. A member from Council's selection panel.
3. The City or Agency's project administrator.
4. A Council recommended member for special interest projects.
5. Others when applicable.
  - a. A member of the Project Area Committee (PAC).
  - b. A member from the public agency jointly developing or funding the project.
  - c. A member or members of a specifically aligned interest committee, profession or group such as art, history, etc. (particularly for special projects and studies).

Representatives on the Selection Committee must be duly authorized to speak for the group, department and agency they represent.

ARCHITECT  
ENGINEER  
PLANNER  
ETC. APPLY

Departments are to maintain a file of names and brochures of professional consultants that have expressed interest in doing work for the City of Sacramento. The files are to be divided into local and out of town firms and are to be updated annually.

For unusual and/or highly specialized services, additional firms will be solicited via a communique to professional associations and organizations in California asking each to communicate with its membership that the City intends to utilize private professionals for a select project.

The consultant or firm must be qualified with professional registration in the State of California except in the case of out of State registered consultants or firms for specialized services.

The individuals or firms RFP responses are screened by the Selection Committee and are reduced to a few firms, say 3 to 5. To assist in rating responses, a criteria guide as follows may be utilized:

1. Relative subject experience and references.
2. Specialized knowledge of the subject.
3. Ability to accomplish services in a target time frame.
4. Evaluate appropriate relative size for the subject services.
5. Evaluate present firm size and work load.

INTERVIEW/BASIS  
OF SELECTION

The individuals or firms chosen by the RFP evaluation process are interviewed after submission and screening of their proposals by the Selection Committee. A review of the RFP submissions, together with their interview presentations will be utilized in the evaluation and selection of one professional consultant or firm. A guide evaluation sheet will be utilized to assist in the final selection.

CONSUMMATION  
OF AGREEMENT

The selected individuals or firm is then submitted to the respective department head. Negotiation of work scope and fees will proceed. Upon successful completion of the negotiations, the selection is then forwarded to the City Manager for concurrence. Upon the endorsement of the selection, the City Manager will then directly retain the professional consultant or firm by a formal agreement or letter of authorization.

When the consultants fee is anticipated to be in excess of \$20,000 the selection recommendation will be forwarded to the City Council for approval and authorization for the City Manager to enter into a formal agreement by execution of a resolution.

**SACRAMENTO CITY COUNCIL /  
REDEVELOPMENT AGENCY POLICY  
FOR  
RETENTION OF PROFESSIONAL CONSULTANTS  
FOR  
CITY PROJECTS**

This policy is established as a guide in the selection of professional consultants (architects, engineers, planners and related professional services) wherein such services are required.

Selection preference will be given to Sacramento area based firms on the premise that adequate professional services generally can be obtained locally. Only fully qualified individuals or firms will be considered for each specific project. In the case of those projects that require unusual and/or highly specialized services professional firms outside the local area will also be considered. It will further be the policy of this Council that available work will, insofar as practical and consistent with the City's interest, be equitably distributed among the local qualified individuals or firms.

The determination of whether a firm is qualified is, to a significant degree, a matter of professional judgment. There are, however, major factors that will be considered in determining qualified individuals or firms during the pre-selection process.

The City shall follow the provisions of Federal Executive Order 11246 relating to Equal Employment Opportunity. It is also the policy of the City that no consultant shall be hired if the City determines that the hiring or business practices of such consultant violate the provisions of said Executive Order 11246.

The selection of a professional consultant will be based on merit with an agreement and compensation negotiated after final selection. (One of the interviewed firms will be substituted if an agreement cannot be successfully negotiated with the first selected.) Specific services, time constraints and consultants required for each project will be a part of the negotiation process. The latest professional compensation guide of the American Institute of Architects (AIA), the American Consulting Engineers Council (ACEC), the American Institute of Planners (AIP), and the American Society of Engineers (ASCE) will be used as a guide in determining the compensation for a project.

## PROFESSIONAL CONSULTANT SELECTION PROCEDURE

### SELECTION COMMITTEE

The Selection Committee shall be as small as possible; however, it should be tailored to the specific project needs. Therefore, the actual development of a committee composition will depend on whether: The project involves more than one public agency; is considered a minor or major project and whether it is a special project with extreme public interest. In all cases the committees are to participate in the selection process, i. e., from pre-selection to selection. The Selection Committee shall familiarize itself with the project and with the work of the consultant being considered. The committee's unity and guidance will be the duty of the project administrator. Committees are to be composed from the following:

1. User department director/administrator.
2. A member from Council's selection panel.
3. The City or Agency's project administrator.
4. A Council recommended member for special interest projects.
5. Others when applicable:
  - a. A member of the Project Area Committee (PAC).
  - b. A member from the public agency jointly developing or funding the project.
  - c. A member or members of a specifically aligned interest committee, profession or group such as art, history, etc. (particularly for special projects and studies).

Representatives on the Selection Committee must be duly authorized to speak for the group, department and agency they represent.

RQS  
REQUEST

~~The individuals or firms of the pre-selection list are sent a Request for Qualification Submittal (RQS). They are given a brief description of the proposed project and are asked to address their response specifically to the following:~~

1. Management and personnel structure (project assignments).
2. Specific project experience and/or research.
3. Capacity and availability to deliver services. (List the subject project time frame.)
4. Include references of other similar projects.
5. List your current contractual obligations.

RQS  
EVALUATION

The individuals or firms RQS responses are screened by the Selection Committee and are reduced to a few firms, say 3 to 5. To assist in rating the responses, a criteria guide as follows may be utilized:

1. Relative subject experience and references.
2. Specialized knowledge of the subject.
3. Ability to accomplish services in a target time frame.
4. Evaluate appropriate relative size for the subject services.
5. Evaluate present firm size and work load.

RFP  
REQUEST

Subject to RQS screening, the remaining individuals or firms are sent a Request for Proposal (RFP). The request states, "The selection process will be determined by analyzing the qualification and proposal submission and interview presentation."

As a guide in the development of an (RFP) request questionnaire some of the following types of concerns should be outlined in order to allow the consultant or firm being considered an opportunity to respond, addressing the items of insight on the specific project.

1. The outline of the project considerations and/or problem statement.
2. Project time frame, program through construction.
3. Range of compensation for services.
4. Project cost. (Guesstimate.)
5. Program presentation to public and citizen groups.

June 6, 1977

June 6, 1977





# CENTRAL VALLEY CHAPTER OF CALIFORNIA OF THE AMERICAN INSTITUTE OF ARCHITECTS

January 15, 1980

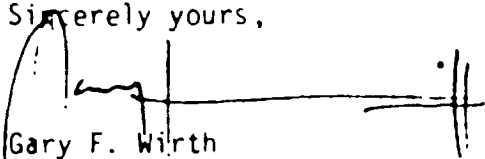
Mr. Ron Parker  
City Engineer  
City of Sacramento  
915 I Street Room 207  
Sacramento, California 95814

Dear Mr. Parker:

The Central Valley Chapter of the American Institute of Architects Board of Directors approved the 1980 revision of the Sacramento City Council/Redevelopment Agency Policy for Retention of Professional Consultants for City Projects, at their board meeting January 8, 1980.

We appreciate the opportunity to have input into City policy, particularly where we are so directly involved. We thank you for your participation in working with the architectural community.

Sincerely yours,

  
Gary F. Wirth  
1980 President

JAN 21 1980

ORDINANCE NO.

FOURTH SERIES

AN ORDINANCE AMENDING SECTION 59.102 AND 59.103  
OF THE SACRAMENTO CITY CODE RELATING TO CONTRACTS  
FOR SERVICES

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Section 59.102 of the Sacramento City Code is hereby amended to read as follows:

Sec. 59.102 Contracts more than ~~ten~~ twenty thousand dollars.

The city council shall, by resolution, authorize the execution of contracts for services where the amount to be expended under each such contract will be in excess of ~~ten~~ twenty thousand dollars.

SECTION 2.

Section 59.103 of the Sacramento City Code is hereby amended to read as follows:

Sec. 59.103 Contracts less than ~~ten~~ twenty thousand dollars.

The city manager, or his authorized representative, may, without the prior consent of the city council, execute contracts for services where the amount to be expended under each such contract will not exceed ~~ten~~ twenty thousand dollars.

PASSED FOR PUBLICATION:

ENACTED:

EFFECTIVE:

\_\_\_\_\_  
CITY CLERK

ATTEST:

\_\_\_\_\_  
CITY CLERK

ORDINANCE NO.

FOURTH SERIES

AN ORDINANCE AMENDING SECTION 59.102 AND 59.103  
OF THE SACRAMENTO CITY CODE RELATING TO CONTRACTS  
FOR SERVICES

BE IT ENACTED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

SECTION 1.

Section 59.102 of the Sacramento City Code is hereby amended to read as follows:

Sec. 59.102 Contracts more than twenty thousand dollars.

The city council shall, by resolution, authorize the execution of contracts for services where the amount to be expended under each such contract will be in excess of twenty thousand dollars.

SECTION 2.

Section 59.103 of the Sacramento City Code is hereby amended to read as follows:

Sec. 59.103 Contracts less than twenty thousand dollars.

The city manager, or his authorized representative, may, without the prior consent of the city council, execute contracts for services where the amount to be expended under each such contract will not exceed twenty thousand dollars.

PASSED FOR PUBLICATION:

ENACTED:

EFFECTIVE:

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**RESOLUTION No.**

**Adopted by The Sacramento City Council on date of**

February 12, 1980

RESOLUTION APPROVING REVISED POLICY FOR  
RETENTION OF PROFESSIONAL CONSULTANTS  
FOR CITY PROJECTS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That the revised Policy For Retention of  
Professional Consultants for City Projects, dated  
February, 1980, is hereby approved.

---

MAYOR

ATTEST:

---

CITY CLERK

RESOLUTION NO. \_\_\_\_\_

Adopted by the Redevelopment Agency of the City of Sacramento

February 12, 1980

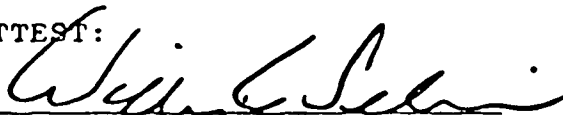
ADOPTION OF POLICY FOR RETENTION OF  
PROFESSIONAL CONSULTANTS FOR CITY PROJECTS

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE  
CITY OF SACRAMENTO:

Section 1. The Redevelopment Agency hereby approves  
and adopts the "Sacramento City Council/Redevelopment Agency  
Policy for Retention of Professional Consultants for City  
Projects" attached hereto as Exhibit "A".

\_\_\_\_\_  
CHAIRMAN

ATTEST:

  
\_\_\_\_\_  
SECRETARY

**SACRAMENTO CITY COUNCIL/REDEVELOPMENT AGENCY  
POLICY FOR RETENTION OF PROFESSIONAL CONSULTANTS  
FOR CITY PROJECTS**

This policy is established as a guide in the selection of professional consultants (architects, engineers, planners and related professional services) wherein such services are required.

Selection preference will be given to Sacramento area based firms on the premise that adequate professional services generally can be obtained locally. Only fully qualified individuals or firms will be considered for each specific project. In the case of those projects that require unusual and/or highly specialized services professional firms outside the local area will also be considered. It will further be the policy of this Council that available work will insofar as practical and consistent with the City's interest, be equitably distributed among the local qualified individuals or firms.

The determination of whether a firm is qualified is to a significant degree, a matter of professional judgement. There are, however, other factors that will be considered in determining qualified individuals or firms during the pre-selection process.

The City shall follow the provisions of Federal Executive Order 11246 relating to Equal Employment Opportunity. It is also the policy of the City that no consultant shall be hired if the City determines that the hiring or business practices of such consultant violates the provisions of said Executive Order 11246.

The selection of a professional consultant will be based on merit with an agreement and compensation negotiated after final selection. (One of the interviewed firms will be substituted if an agreement cannot be successfully negotiated with the first selected). Specific services, time constraints and consultants required for each project will be a part of the negotiation process.

Additionally, it will be the policy of this Council that:

1. When professional consultant compensation is less than \$20,000, the selection procedure will be utilized with the respective department head (Agency Director, City Engineer and/or Planning Director) and the concurrence of the City Manager for the selection and direct retention of the professional consultant or firm by a formal agreement or with a letter of authorization.
2. When professional consultant compensation is more than \$20,000 the selection procedure will be utilized with the specific consultant or firm being recommended by the respective department head (Agency Director, City Engineer and/or Planning Director) with the approval by the City Manager. The selection recommendation will be forwarded for Council action, i.e., approval of the selection and authorization for the City Manager to enter into an agreement for the specific project.
3. When engineer work for the development of a specific subdivision of a parcel is required, the City Engineer will retain the developer's selected engineering firm or individual and coordinate the required design work as a part of the City's engineering function. The retention will become the professional judgement of the City Engineer with concurrence by the City Manager and exempt from the selection process.

February, 1980

4. Operational services will be exempt from the selection process. These would be services such as:

**Engineering**

- a. Aerials
- b. Drafting
- c. Surveys
- d. Topography

**Testing**

- a. Soils
- b. Water
- c. Air
- d. Materials

**Inspection**

- a. Welding
- b. Concrete
- c. Soils
- d. Miscellaneous

**Others**

- a. Reports
- b. Investigations
- c. Photography
- d. Data Processing

## PROFESSIONAL CONSULTANT SELECTION PROCEDURE

### SELECTION COMMITTEE

The Selection Committee shall be as small as possible; however, it should be tailored to the specific project needs. Therefore, the actual development of a committee composition will depend on whether: The project involves more than one public agency, is considered a minor or major project and whether it is a special project with extreme public interest. In all cases the committees are to participate in the selection process, i.e., from pre-selection to selection. The Selection Committee shall familiarize itself with the project and with the work of the consultant being considered. The committee's unity and guidance will be the duty of the project administrator. Committees are to be composed from the following:

1. User department director/administrator.
2. A member from Council's selection panel.
3. The City or Agency's project administrator.
4. A Council recommended member for special interest projects.
5. Others when applicable.
  - a. A member of the Project Area Committee (PAC).
  - b. A member from the public agency jointly developing or funding the project.
  - c. A member or members of a specifically aligned interest committee, profession or group such as art, history, etc. (particularly for special projects and studies).

Representatives on the Selection Committee must be duly authorized to speak for the group, department and agency they represent.

### ARCHITECT ENGINEER PLANNER ETC. APPLY

Departments are to maintain a file of names and brochures of professional consultants that have expressed interest in doing work for the City of Sacramento. The files are to be divided into local and out of town firms and are to be updated annually.

For unusual and/or highly specialized services, additional firms will be solicited via a communique to professional associations and organizations in California asking each to communicate with its membership that the City intends to utilize private professionals for a select project.

The consultant or firm must be qualified with professional registration in the State of California except in the case of out of State registered consultants or firms for specialized services.



Develop a pre-selection list from the files for each project, utilizing some of the following considerations: The nature of the specific project under consideration, together with the qualifications and experience of the firm in having performed similar projects; the past general history of a firm, both in years experience, type of projects and adequacy of work successfully completed; the past relationship of the City of Sacramento with the individual or firm under consideration.

Some pre-selection considerations are:

1. Include firms who have not previously been awarded City work.
2. Include firms of appropriate relative size for the specific project involved.
3. Include firms that have specifically inquired for the subject project.

The pre-selection list should be screened to a manageable number of individuals or firms. The list size would be dependent on the discipline being sought and the services available.

RFP REQUEST  
AND EVALUATION

Subject to the pre-selection process, individuals or firms are sent a Request for Proposal (RFP). The request states, "The selection process will be determined by analyzing the qualification and proposal submission and interview presentation."

As a guide in the development of an (RFP) request questionnaire, some of the following types of concerns should be outlined in order to allow the consultant or firm being considered an opportunity to respond, addressing the items of insight on the specific project.

1. The outline of the project considerations and/or problem statement.
2. Project time frame program through construction.
3. Program presentation to public and citizen groups.
4. Management and personnel structure (Project assignments).
5. Specific project experience and/or research.
6. Capacity and availability to deliver services (list the subject project time frame).
7. Include references of other similar projects.
8. List your current contractual obligations.

The individuals or firms RFP responses are screened by the Selection Committee and are reduced to a few firms, say 3 to 5. To assist in rating responses, a criteria guide as follows may be utilized:

1. Relative subject experience and references.
2. Specialized knowledge of the subject.
3. Ability to accomplish services in a target time frame.
4. Evaluate appropriate relative size for the subject services.
5. Evaluate present firm size and work load.

INTERVIEW/BASIS  
OF SELECTION

The individuals or firms chosen by the RFP evaluation process are interviewed after submission and screening of their proposals by the Selection Committee. A review of the RFP submittals, together with their interview presentations will be utilized in the evaluation and selection of one professional consultant or firm. A guide evaluation sheet will be utilized to assist in the final selection.

CONSUMMATION  
OF AGREEMENT

The selected individuals or firm is then submitted to the respective department head. Negotiation of work scope and fees will proceed. Upon successful completion of the negotiations, the selection is then forwarded to the City Manager for concurrence. Upon the endorsement of the selection, the City Manager will then directly retain the professional consultant or firm by a formal agreement or letter of authorization.

When the consultants fee is anticipated to be in excess of \$20,000 the selection recommendation will be forwarded to the City Council for approval and authorization for the City Manager to enter into a formal agreement by execution of a resolution.

CITY OF SACRAMENTO

STANDARD AGREEMENT FOR ARCHITECTURAL SERVICES

THIS AGREEMENT, dated for identification this 6th day of February, 1980, by and between the CITY OF SACRAMENTO, hereinafter called "City", and Jack D. London, Architect

(Licensed with the State of California)

hereinafter called "Architect".

W I T N E S S E T H I S

WHEREAS, City intends to construct:

- Fire Station No. 11
- Florida Road and Havenside Drive

such facility as described in Exhibit A and is hereafter called "Project".

AND, WHEREFORE, City and Architect agree as follows:

1. BASIC SERVICES OF THE ARCHITECT

The Architect shall provide to the City the basic services described in the following five phases, and shall include normal structural, mechanical, and electrical engineering services.

A. Schematic Design Phase

1. On receipt of written notice to proceed with the Schematic Design Phase:
  - a. Ascertain the requirements of the Project and assist in the development of the program for the Project;
  - b. Prepare and submit for review by designated community groups, fifteen (15) sets of Schematic Design Documents consisting of: