

CHAPTER 7.16

ACQUISITION OF SERVICES FROM ARCHITECTS,
ENGINEERS, LAND SURVEYORS, CONSTRUCTION
MANAGEMENT FIRMS

7.16.010 Requirement

A. Unless otherwise provided, the City's selection of architects, engineers, land surveyors and construction project management firms to provide professional services by contract with the City shall be on the basis of the following criteria: (Ord. 91-11)

1. of demonstrated competence;
2. qualifications necessary for the satisfactory performance of the services required; and
3. a fair and reasonable price proposal. (GC 4525, et seq.)

B. The provisions of this Chapter shall not apply where the City Manager determines that the services needed are of a technical nature and involve little professional judgement and that selecting the lowest responsible proposal would be in the public's interest.

C. In administering this Chapter, the Contracting Officer shall encourage the participation of small business firms. (GC 14837)

7.16.020 Contracting Officer. Unless otherwise specified by the City Council for a particular contract, the City Manager or the Manager's designee shall be the Contracting Officer for purposes of this Chapter.

7.16.030 Annual Statements of Qualifications. The City Manager may develop and maintain a procedure whereby architects, engineers, land surveyors and construction project management firms may submit annual statements of qualifications and performance data.

7.16.040 Selection Procedures. For each proposed, professional contract:

A. The Contracting Officer shall establish the professional competence and qualifications necessary to be possessed by a firm in order to be awarded the proposed professional services contract.

- B. The Contracting Officer may publish a notice that the City is proposing to award a contract to obtain specified, professional services.
- C. The Contracting Officer may directly solicit proposals from appropriate firms.
- D. The Contracting Officer may discuss with one or more firms the alternative methods for providing the required professional services.
- E. The Contracting Officer may conduct further negotiations with one or more of the most qualified firms to fully clarify each firm's offer to provide services.

7.16.050 Award of Contract.

- A. Unless otherwise directed by the City Council, the Contracting Officer shall submit the proposals of the most qualified firm or firms together with a recommended action to the City Council for review and awarding of the professional services contract.
- B. The City Manager is authorized to award contracts to acquire professional services when the amount to be paid by the City is \$10,000 or less.

7.16.060 Prohibited practices.

- A. No City official or City employee shall receive a rebate, kick-back or other consideration as a result of the award of a contract regulated by this Chapter.
- B. No City official or City employee shall participate in the award of a contract regulated by this Chapter when such official or employee is disqualified by law from participating in the process. (GC 87100.)