

## SECTION 4

### CONSULTANT SELECTION

#### 4.1 POLICY STATEMENT

Policy for the selection of professional consultants has been formally adopted by the City Council in Resolution No. 80-116. In general, the policy provides for a selection committee to send Requests For Proposals (RFP's), an interview process and an agreement. Consultant Services Agreements in excess of \$25,000 must be approved by the City Council.

Selection preference will be given to Sacramento area based firms on the premise that adequate professional service 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. Insofar as practical and consistent with the City's interest, available work will be equitably distributed among the local qualified individuals or firms.

Operational services exempt from the selection process are as follows:

- |                  |                    |
|------------------|--------------------|
| 1. Engineering   | 2. Testing         |
| a. Aerials       | a. Soils           |
| b. Drafting      | b. Water           |
| c. Surveys       | c. Air             |
| d. Topography    | d. Materials       |
| 3. Inspection    | 4. Others          |
| a. Welding       | a. Reports         |
| b. Concrete      | b. Investigations  |
| c. Soils         | c. Photography     |
| d. Miscellaneous | d. Data Processing |

#### 4.2 SELECTION PROCEDURE

The selection procedures will normally be as follows, however, special cases may deviate from these general procedures.

Request for Proposals will be prepared and sent, subject to pre-selection process, to qualified individuals and firms. Proposals received will then be evaluated by a selection review panel normally comprised of the project engineer and two other individuals with experience in the type of project requiring services. Panels may be larger and include City Council selected individuals depending on the scope or special nature of the project. After the proposals are reviewed, the most qualified individuals or firms (normally 3 to 4) will be invited for interviews for final selection. A Consultant Services Agreement will then be negotiated and executed with the selected individual or firm in accordance with current City policy.