





City of Riverside Administrative Manual

Effective Date: 09/2014
Review Date: 09/2017
Prepared by: Finance Department

Approved: 



Department
City Manager

SUBJECT:

Contracting for Professional Services when fees are \$50,000 or less.

PURPOSE:

To establish an expedient procedure for obtaining professional services when the fees are \$50,000 or less.

POLICY:

Professional Services include architectural, engineering, planning, financial, and other consulting services such as advisory, information technology, surveying, research and/or developmental services, which involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience.

This policy shall not be construed as pertaining to the retention of outside legal counsel or the retention of bond counsel pursuant to the City Charter.

Professional services shall be retained on the basis of:

- A firm's demonstrated competence
- Professional qualifications
- Fair and reasonable prices
- Ability to meet City's time schedule(s) for the project
- Ability to meet City's insurance requirements

PROCEDURE:

Responsibility	Action
Originating Department	1. Determines the need for professional services.
	2. Prepares a Request for Proposal (project description and scope of work required) and contacts, in writing, a minimum of three (3) qualified consultants and invites them to submit a proposal.

City Manager may authorize Originating Department to contact only one

PROCEDURE:

Responsibility	Action
	<p>qualified consultant under the following circumstances:</p> <ul style="list-style-type: none"> a. In cases of emergency or immediate need for services; b. The services required are so special and unique as to be provided by only one qualified consultant as documented by a single source memorandum; or c. If it is determined to be in the best interests of the City. <p>If the Originating Department is requesting authorization to contact only one consultant, a written recommendation shall be prepared by the Department Head or his/her designee and forwarded to the City Manager for approval, justifying why only one consultant will be contacted.</p>
City Manager	3. Approves recommendation and returns to Originating Department with authorization to continue with consultant selection process (Step #5), or requires Originating Department to contact additional firms (Step #3).
Originating Department	<p>4. Reviews proposal(s) and selects qualified consultant based on: availability, demonstrated competence and qualifications for the types of services to be performed at fair and reasonable prices, record of timely completion of other projects, and previous service to the City of Riverside. Interviews prospective consultants, if necessary.</p> <p>5. Prepares draft contract (if not prepared by City Attorney), which includes specific information on scope of work to be performed or service to be provided, time limits, payment terms, insurance and indemnification provisions, and any other necessary information or provisions.</p> <p>6. Forwards draft contract to the City Attorney for review.</p>
City Attorney	7. Reviews or prepares draft contract and returns it to Originating Department in final form.
Originating Department	8. Determines if selected firm is required to file conflict of interest forms, and notifies City Clerk.
City Clerk	9. Sends conflict of interest forms to selected firm, if necessary.
Originating Department	<p>10. Sends contract to consultant for execution.</p> <p>11. Receives executed contract and required insurance documents:</p> <ul style="list-style-type: none"> a. If funds for contract are included in Originating Department's approved budget: <ul style="list-style-type: none"> i. Submits contract to Assistant City Manager/CFO for certification as to fund availability if contract exceeds \$10,000; ii. Submits contract to City Attorney for approval as to form; and iii. Submits required insurance documents to Risk Manager for approval as to form (Step #14).

PROCEDURE:

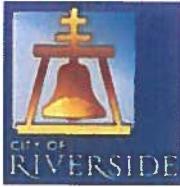
Responsibility	Action
	<ul style="list-style-type: none"> b. If funds for contract are not included in Originating Department's approved budget: <ul style="list-style-type: none"> i. Prepares a City Council agenda report regarding selection of consultant firm, scope of work to be performed, fee proposal, and budget transfer information and submits to Agenda Manager. If Advisory Board exists, Originating Department may submit report to such board for approval prior to sending to Agenda Manager. ii. Submits contract to City Attorney for approval as to form. iii. Submits required insurance documents to Risk Manager for approval as to form.
City Attorney	12. Approves contract as to form and prepares and submits document transmittal form.
Risk Manager	13. Approves required insurance documents as to form and forwards to City Clerk.
City Manager	14. Schedules item on Council agenda, if necessary.
City Council	15. Takes appropriate action.
	16. When approved, authorizes budget transfer and execution of contract with selected firm.
City Clerk	17. Ensures that the contract and insurance documents have been approved as to form and that originals are on file in the City Clerk's Office.
City Manager or Department Head and City Clerk	18. City Manager executes contract based on appropriate approvals, or if contract does not exceed the approval authority delegated by the City Manager to Department Heads, Originating Department Head may execute the contracts with City Clerk's attestation of signature.
City Clerk	19. Processes approved documents. Notifies Originating Department, City Attorney, Finance Administration, Purchasing and Risk Management of contract execution, indicating that scanned contract will be available online within 24 hours.
	20. Establishes "tickler file" for expiration dates for contract and insurance.
Originating Department	21. Prepares Electronic Purchase Requisition in the current work order management system, with description of work to be performed, or service to be provided. Also, if City Council or RPU Board approval was required, states date approved by City Council or RPU Board on the Purchase Requisition.
	22. Secures electronic approval of purchase requisition. Attaches copy of contract and supporting documentation to purchase requisition and retains the copies in Originating Department files.
Purchasing	23. Upon receipt of electronic purchase requisition and verification of approval

PROCEDURE:

Responsibility	Action
	level(s), prepares purchase order to encumber necessary funds.
	24. After notification by City Clerk that contract documents have been executed, releases purchase order for processing.
Originating Department	25. Upon completion of work by consultant, notifies City Clerk so firm can be removed from "tickler file"

Attachment

Form authorizing department to contact a single qualified consultant



Department Name

City of Arts & Innovation

Date:

To: John A. Russo
City Manager

From: Name, Title

Subject: **CONTRACTING FOR PROFESSIONAL SERVICES (LESS THAN \$50,000)**

Under the provisions of the Administrative Manual, 02.005.00 *Contracting for Professional Services when fees are \$50,000 or less*, the department is requesting to contact a single qualified consultant for:

Project:

Consultant:

Justification:

- a. In cases of emergency or immediate need for services;
- b. The services required are so special and unique as to be provided by only one qualified consultant as documented by a single source memorandum (attached); or
- c. It is determined to be in the best interests of the City.

<i>Department Head Name</i>	<i>Signature</i>
<i>Title</i>	

Approved:

<i>John A. Russo</i>	<i>Date</i>
<i>City Manager</i>	

Include this approval with the contract