

(CITY/COUNTY) OF _____, _____

ORDINANCE NO. _____, _____

AN ORDINANCE REQUIRING THAT THE SELECTION OF CONSULTANTS FOR PROFESSIONAL ARCHITECTURAL, ENGINEERING, AND LAND SURVEYING SERVICES FOR THE (CITY/COUNTY) OF _____ BE BASED ON DEMONSTRATED COMPETENCE AND QUALIFICATION FOR THE TYPE OF PROFESSIONAL SERVICES REQUIRED AT A FAIR AND REASONABLE FEE.

WHEREAS, the public interest is best served when governmental agencies select architects, engineers, and related professional technical consultants for projects and studies through qualifications based selection procedures; and

WHEREAS, basing selections on qualifications and competence fosters greater creativity and flexibility, and minimizes the potential for disputes and litigation.

It is the policy of the (City/County) of _____, _____, to publicly announce all requirements for architectural, engineering and land surveying services, and to select a firm for architectural, engineering and land surveying services on the basis of demonstrated competence and qualification for the type of professional services, and to negotiate contracts with the selected firm at a fair and reasonable fee.

This policy is relevant for architectural, landscape architectural, professional engineering, geotechnical, environmental, land surveying, and construction project management services.

Criteria to be used in the selection of a firm for these services should include:

- Educational background of key consultant personnel;
- Experience record of the consultant team;
- Record of success by the consultant, demonstrated by work previously performed for the agency or similar work performed by others;
- Individual within the consultant's organization who will have direct charge of the work;
- Whether the consultant has adequate staff or other resources such as sub-consultants to perform the work within the time allowance;
- The approach the consultant proposes to use for the work;
- The ability of the consultant to work effectively with agency staff or other public agencies, and related parties as may be required during the course of the design, study, or other technical services;
- Pertinent new ideas which may be presented by the consultant during the course of the selection process;
- Where appropriate, whether the consultant has adequate knowledge of local conditions;

- Whether the consultant has available experienced, capable, and acceptable resource and design professional personnel or consultants as may be pertinent to the particular project;
- Whether the consultant has an effective quality control program;
- The consultant's record of keeping construction costs within project budgets and design estimates;
- The consultant's ability to furnish adequate and effective construction supervision services, where such services are an inherent part of a "package" of services for which the consultant is employed;
- Financial stability and capacity of the consultant to carry out the kinds and extent of work needed;
- Availability of the consultant of adequate amounts and forms of liability and professional responsibility insurance.

A comprehensive agreed-upon scope of services shall be the basis for consultant compensation and contract finalization. Final approval of the negotiated contract for professional services shall be authorized by

_____.

PASSED AND ADOPTED, SIGNED AND APPROVED THIS _____ DAY OF

_____, _____.