



City of Arts & Innovation

City of Riverside Administrative Manual

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Policy Owner(s): Finance Department

Approved:

Charles Mike Fitzrell

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.

SOURCE OF AUTHORITY: Purchasing Resolution Articles Four and Seven

POLICY:

Professional Services means advisory, consulting, architectural, information technology, engineering, financial, legal (including claims adjustment), surveying, research, or developmental and any other 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:

- Compliance to technical requirements
- A firm's demonstrated competence
- Professional qualifications
- Adequate financial resources
- Satisfactory performance record
- Satisfactory record of integrity and business ethics
- Sustainability, e.g., social, economic, environmental
- Fair and reasonable prices
- Ability to meet City's time schedule(s) for the project
- Ability to meet City's insurance requirements

To optimize the strategic value of Procurement, departments should involve Procurement early in the process for the best outcome.

PROCEDURE:

Responsibility	Action
Originating Department	<ol style="list-style-type: none">1. Determines the need for professional services and identifies source of funding.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.3. Purchasing Manager may authorize Originating Department's request for a waiver of selection process, providing the applicable Purchasing Resolution Exception to be utilized.<ol style="list-style-type: none">a. If the Originating Department is requesting authorization to contact only one consultant, a memorandum/written recommendation shall be prepared by the Department Head or his/her designee and forwarded to the Purchasing Manager for approval through the online portal, justifying the request for concurrence.
Purchasing	<ol style="list-style-type: none">4. If applicable, reviews memorandum and determines if waiver of selection process is appropriate.5. Approves recommendation and informs Originating Department of authorization to continue with consultant selection process (Step #6), or requires Originating Department to contact additional firms (Step #2).
Originating Department	<ol style="list-style-type: none">6. 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.7. Applies Local Vendor Preference when applicable.8. Interviews prospective consultants, if necessary.9. Tabulates scores for each responsive firm and maintains supporting documents.10. Negotiates a fee that is within the funds available for the project.<ol style="list-style-type: none">a. If, after reasonable effort, a contract cannot be negotiated with suitable terms, the negotiations with the designated consultant shall be terminated in writing and negotiations shall be started with the consultant rated number 2.b. In no case shall renegotiation be entered into with the first consultant firm after negotiations have started with the firm rated number 2.

PROCEDURE:

Responsibility	Action
	11. Prepares a Request for City Attorney Services Form for Agreements over \$25,000 and 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.
	12. Forwards form and draft contract to the City Attorney for review.
	13. If no contract is required, proceed to (Step #27).
City Attorney	14. Reviews or prepares draft contract and returns it to Originating Department in final form.
Originating Department	15. Determines if selected firm is required to file conflict of interest forms, and notifies City Clerk.
City Clerk	16. Sends conflict of interest forms to selected firm and files with contract, if necessary.
Originating Department	17. Sends contract to consultant for execution.
	18. Receives executed contract and required insurance documents.
	19. Determines approval requirements as follows: <ol style="list-style-type: none">If funds for contract are included in Originating Department's approved budget:<ol style="list-style-type: none">Submits contract to Purchasing Division for certification of procurement process.Submits contract to Finance Director for certification as to funds availability if contract exceeds \$25,000;Submits contract to City Attorney for approval as to form; andCoordinates with Contractor to submit required insurance documents to Risk Manager through online portal for approval as to form.If funds for contract are not included in Originating Department's approved budget:<ol style="list-style-type: none">Prepares a City Council or Board of Public Utilities agenda report regarding selection of consultant firm, scope of work to be performed, fee proposal, and funding request, and submits to Purchasing Manager for concurrence through online portal.If Advisory Board exists, Originating Department may submit report to such Board for approval prior to sending to Purchasing Manager.If Public Utilities Department is the Originating Department and funds for the consultant

PROCEDURE:

Responsibility	Action
	<p>agreement were not included in the City Council approved budget, the City Council approval is required in addition to RPU Board approval.</p> <p>iv. Submits contract to City Attorney for approval as to form.</p> <p>v. Coordinates with Contractor to submit required insurance documents to Risk Manager through online portal for approval as to form.</p> <p>vi. Once concurrence is obtained from the Purchasing Manager, department submits Agenda Report, contract and supporting documents into Legistar/Agenda Manager.</p>
City Attorney	20. Approves contract as to form and prepares and submits document transmittal form.
Risk Manager	21. Approves required insurance documents as to form and forwards to City Clerk.
City Council/RPU Board	22. Takes appropriate action.
	23. When approved, approves funding request and execution of contract with selected firm.
City Clerk	24. 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	25. 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	26. 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.
Originating Department	27. 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.
	28. Secures electronic approval of purchase requisition. Attaches copy of executed contract and supporting documentation to purchase requisition and retains the copies in Originating Department files.

PROCEDURE:

Responsibility	Action
Purchasing	29. Upon receipt of electronic purchase requisition and verification of approval level(s), prepares purchase order to encumber necessary funds.
Originating Department	30. Upon completion of work by consultant, notifies City Clerk.