

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 6/08/09

Item No.: 13.d

Department Approval

City Manager Approval

WJ Malinen

Item Description: Discuss Professional Services Policy

1 **BACKGROUND**

2 The City Council has discussed possible revisions to the Professional Services Policy.
3 Councilmember Pust provided a draft for consideration and will walk the Council through it at
4 the 6/08/09 meeting.

5 **STAFF RECOMMENDATION**

6 Discuss revisions to the Professional Services Policy.

7 **REQUESTED COUNCIL ACTION**

8 Discuss revisions to the Professional Services Policy.

Prepared by: William J. Malinen

Attachments: A: Draft of Professional Services Policy

Professional Services Policy

Background

The City of Roseville retains outside professional services in ~~the many areas of~~ including:

- Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
- Appraisal
- Planning and Landscape Design
- Audit
- Engineering, Architectural, and Environmental

~~The City enters into Agreements—contracts for the above services have been through contracts either for specific projects or services, or for a given period of time. For legal services, written agreements are completed annually.~~

Purpose

It is ~~desirable~~ good public policy to amend the current ~~utilize a~~ methods of selecting and retaining consulting services to that:

- Consolidates significant professional service policies into one uniform policy;
- Provides Citywide consistency in the procedure of selecting and retaining professional services;
- Ensures public confidence in process integrity by providing maximum transparency and avoiding long-term relationships that are insulated from the economic market forces of open competition; by limiting the amount of time professional services are provided;
- ~~Ensure a fresh perspective and new approach to professional services.~~ Ensures that the City obtains the best overall value for its investment when retaining professional services; and
- Ensures a regular, consistent fiscal review of professional services.

Policy

It is the policy of the City to employ a ~~consistent~~ practice for selecting and retaining professional services that attains the purposes set forth herein. ~~Contracts for professional services shall be for a period not to exceed three (3) years. All contracts, shall and include a mid-term review process designed to ensure that the purposes of the contract are being met. All contracts shall, by their terms, allow the City to terminate the contract prior to completion, upon payment of just compensation, if the City determines that the contract does not continue to serve the City's purposes. Subsequent contracts may be awarded to the same consulting firm if the firm is selected following an appropriate competitive or best value contracting process. Consulting firms shall be engaged for a period of not more than two (2) consecutive three (3) year periods. After six (6) years, they shall not be allowed to renew consulting services for a period of three (3) years. If deemed in the City's best interests, the City Manager may continue professional services for longer than six (6) years. If the need arises, the City Manager may solicit proposals~~

~~and select firms for special projects or services. Contracts will be reviewed on a case by case basis.~~

Selection of all firms, and terms of all professional services contracts, shall be approved by the City Council.

Consulting firms selected to provide professional services to the City of Roseville:

- Shall ~~avoid any conflicts of interest and~~ commit to the principles of the Professional Code of Ethics for their profession and the City of Roseville Code of Ethics for Public Officials;
- May contact only designated Roseville City staff as approved by the City Manager;
- Will not represent any individual or corporation involved in litigation against the City of Roseville; and
- Will comply with all applicable state and federal law and local ordinances.

Procedure

1. The City Manager or designated staff will invite firms to submit proposals for providing professional services to the City of Roseville. The proposals shall include all information necessary to allow the City to select either the lowest responsible bidder or the best value contractor, not limited to the following:

- Description of firm
- Technical qualifications
- Work experience
- Prior city experience
- References
- Fee schedule for all personnel

2. The City Manager will appoint a Selection Committee that will interview firms, if necessary. The Committee will recommend to the City Council ~~that the firms are~~ to be selected. A proposed contract will be included with the recommendation.

3. The City Council will select the firms and approve the contracts at a regular Council meeting.

Implementation

~~All service areas will be on the same time cycle effective in 2000. This can best accommodate overlap and service areas, and provide additional consistency.~~