

Introduced by Hindman

First Reading 4-19-99

Second Reading 5-3-99

Ordinance No. 015992

Council Bill No. B 129-99

AN ORDINANCE

establishing procedures and guidelines for procurement of architectural, engineering and land surveying services; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. General Policy

It is the intent of the City of Columbia to assure that selection of architectural, engineering and land surveying service providers is based on demonstrated abilities to perform the services in a competent and timely manner. Criteria for selection shall include proven background and experience in the work required, reputation of the firm, availability of the firm, references, ability to complete the work in the time required and specific background and experience of the key people who will be involved in providing the services. Procedures for procurement are established in this ordinance for Standard Professional Services and for Special Project Services.

SECTION 2. Standard Professional Services

(a) Standard professional services are defined as those architectural, engineering and land surveying services of a routine nature that require experience and expertise in specific areas. To expedite the procurement process and encourage the effective utilization of professional service providers, a minimum of three firms, when possible, shall be pre-qualified annually for each identified area of professional services.

(b) Providers of standard professional services shall be pre-qualified based on past experience with similar projects and qualifications of professional staff designated to perform the services. Architects and Engineers may apply for pre-qualification using a current Standard Form 254 or 255-Architect-Engineer and Related Services Questionnaire, where applicable. Qualifying interviews may be required depending on the number and the qualifications of the firms submitting applications. Firms shall indicate categories of service for which pre-qualification is requested and may be pre-qualified in one or more categories.

(c) Requests for pre-qualification shall be reviewed by staff designated by the City Manager and then forwarded to the City Manager with recommendations. The City Manager shall make a determination of the firms to be pre-qualified and the services which the firm may provide. Upon notification of pre-qualification, approved firms shall submit a schedule of hourly rates for the services identified. The schedule may be adjusted annually.

(d) The head of the operating department requiring standard professional services shall provide the City Manager a scope of services needed and a recommendation of a pre-qualified firm to perform the services. The City Manager may authorize the department head to negotiate directly with the pre-qualified firm. For the identified scope of services, the selected firm shall furnish a project approach, names of persons to perform the services and a not-to-exceed fee.

(e) The City Manager may execute contracts with pre-qualified firms for projects having professional service fees of less than \$20,000 provided that appropriated funds are available in the operating department budget.

(f) Contracts with pre-qualified firms will be limited to a maximum of \$20,000 per project and an aggregate maximum of \$100,000 per year. These amounts may be exceeded only by written change order approved by the City Manager and reported to the City Council.

(g) For projects having professional service fees in excess of \$20,000 but less than \$100,000 or for which funding has not been appropriated in the operating budget, the City Manager may negotiate directly with the pre-qualified firm but the contractor must be approved by the City Council.

### SECTION 3. Special Project Services

(a) Special project services are defined as services for projects where fees are expected to be greater than \$100,000, projects that are unique in terms of professional requirements such as parking structures, major bridge structures or projects which are funded by grants that require a specific procurement process such as Federal Aviation Administration Airport Improvement Projects or MoDOT Enhancement Projects.

(b) The selection of a firm for Special Project Services shall be through a formal Request for Proposals process. The request will contain the following elements:

1. Description of Project and Source of Funding
2. Required Submittals
  - a) A brief description of the firm.
  - b) The qualifications and background of the firm.
  - c) A summary of any arrangements that will be made with any other firm for assistance on the work.
  - d) A list of key personnel to be involved in the work.
  - e) A list of similar work performed for other municipalities or agencies, including a description of work and the name of the municipality or agency, and the action taken as a result of the work. A list of references should be included.
  - f) Discussion explaining why the firm believes the City of Columbia would benefit from selecting the firm to do the work.
  - g) A description of the approach the firm will take to complete the work, including an estimate of the total time needed for the firm to complete the work.
  - h) A description of the firm's fee schedule, method of payment, and a budget estimate or range with a not-to-exceed amount for each phase of work. (Note: does not apply to grant funded projects that do not allow requests for fees in the proposal)
3. Selection Criteria
  - a) Evaluation of proposals.
  - b) Proven background and experience in the work required.
  - c) Reputation of the firm with respect to design and construction of major public improvement projects.
  - d) Availability of the firm for participation at public hearings and Council meetings.
  - e) References provided.
  - f) Ability to complete the work in the time required.
  - g) Specific background and experience of the key people who will be involved in providing these services.
4. Project Background
5. Scope of Services Required
6. Project Information Available
7. City Contact for Inquiries

(c) After receipt of the proposals, a review committee appointed by the City Manager at least two members of which are licensed professional engineers or architects shall evaluate the proposals and select as a general rule, not less than three firms for interview.

(d) After interviews are conducted, the review committee shall select a firm for negotiation of terms of an agreement. The services in the agreement shall substantially conform with those described in the request for proposals. Modifications may be made to accommodate budget limitations or to address related issues not considered in the original scope of work.

(e) When agreement on a detailed scope of services and fee schedule is reached, a formal contract will be prepared and submitted to City Council for approval. If an agreement cannot be reached, the City will terminate negotiations and select an alternate firm for negotiations.

SECTION 4. This ordinance shall be in full force and effect from and after its passage.

PASSED this 3rd day of May, 1999.

ATTEST:

Denny Sirona  
City Clerk

Larry Windman  
Mayor and Presiding Officer

APPROVED AS TO FORM:

Fred Bredem  
City Counselor