

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 370-21

AN ORDINANCE

repealing Ordinance No. 015992 which established procedures and guidelines for procurement of architectural, engineering and land surveying services and enacting new provisions related thereto; and fixing the time when this ordinance shall become effective.

WHEREAS, Ordinance No. 015992 passed by the City Council on May 3, 1999 established procedures and guidelines for procurement of architectural, engineering and land surveying services; and

WHEREAS, the City Council finds it is in the best interest of the City to repeal Ordinance No. 015992 and reenact certain provisions related to the procedures and guidelines for procurement of architectural, engineering and land surveying services.

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

SECTION 1. Ordinance No. 015992 is hereby repealed.

SECTION 2. 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 to perform the work, 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 3. 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 (3) 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 for approval. For the identified scope of services, the selected firm shall, at a minimum, furnish a project approach, names of persons to perform the services, a timeframe in which 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 \$50,000 provided that appropriated funds are available in the operating department budget.

(f) The Purchasing Agent may issue a purchase order to a pre-qualified firm with professional services fees of less than \$20,000 for any project which has been determined by the Risk Manager to be low risk, provided the pre-qualified firm provides a certificate of insurance in coverage amounts as determined by the Risk Manager, or designee, provided that appropriated funds are available in the operating department budget.

(g) Contracts with a pre-qualified firm for standard professional services shall be limited to a maximum of \$50,000 per project and an aggregate maximum of \$250,000 per fiscal year. These dollar limits may be exceeded only by written approval by the City Manager in advance of entering into the contract or issuance of the purchase order and shall be reported to the City Council at the next regular City Council meeting.

(h) Any project which has a professional service fee for standard professional services in excess of \$50,000 but less than \$250,000, or any project for which funding has not been appropriated in the operating budget, may be negotiated with a pre-qualified firm; however, the contract with the pre-qualified firm must be presented to the City Council for approval.

SECTION 4. Special Project Services.

(a) Special project services are defined as services for any project where the professional services fees are expected to be greater than \$250,000, any project determined by the City Manager to be 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 Qualifications process. At a minimum, 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.
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 (2) members of which are licensed professional engineers or architects, shall evaluate the proposals and select, as a general rule, not less than three (3) firms for interview.

(d) After interviews are conducted, the review committee shall select a firm for negotiation of terms. The services in the agreement shall substantially conform to those described in the request for proposals; however, modifications may be made to accommodate budget limitations or to address related issues not considered in the original scope of work. At any time in the negotiation process, if an agreement cannot be reached with the selected firm, the City may terminate negotiations and select an alternate firm for negotiations.

(e) When consensus on a detailed scope of services and fee schedule is reached with a firm, a proposed contract will be submitted to City Council for approval. In the event the City Council does not authorize the submitted contract, the review committee may select an alternate firm with which to begin negotiations and return to the City Council with a proposed contract for approval.

SECTION 5. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2021.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor