



1 RESOLUTION NO. 20943

2 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIVERSIDE,  
3 CALIFORNIA, (1) ADOPTING ADMINISTRATIVE MANUAL PROFESSIONAL  
4 CONSULTANT SERVICES SELECTION PROCEDURES AND CITY MANAGER  
5 AUTHORITY LIMITS OF \$50,000 (A) IN ACCORDANCE WITH VOTER-  
6 APPROVED MEASURE MM FOR PUBLIC UTILITIES DEPARTMENT AND (B)  
7 FOR OTHER DEPARTMENTS AT SAME LEVELS AS PUBLIC UTILITIES  
8 DEPARTMENT; (2) SETTING MONETARY LIMITS OF CITY MANAGER  
9 AUTHORITY OF \$50,000 FOR NEGOTIATED CONTRACTS; AND (3)  
10 REPEALING RESOLUTION NO. 18277.

11 WHEREAS, under the provisions of Section 419 of the City Charter of the City of Riverside,  
12 the City Council may authorize the City Manager or other designated officers to bind the City to  
13 contracts for, among other things, services to be rendered to the City included within the budget  
14 approved the City Council, and may impose monetary limits upon such authority; and

15 WHEREAS, by Resolution No. 20557 adopted October 21, 2003, the City Council established  
16 procedures and monetary limits of City Manager authority of \$25,000 to procure goods, public works  
17 construction work and non-professional services; and

18 WHEREAS, on July 6, 1993, the City Council adopted Resolution No. 18277 establishing the  
19 procedures and monetary limits of City Manager authority of \$25,000 for obtaining professional  
20 services for the City pursuant to Administrative Manual Sections II-4 and II-5; and

21 WHEREAS, on November 2, 2004, the voters of the City of Riverside approved Measure MM,  
22 among others, which measure amended the City of Riverside City Charter; and

23 WHEREAS, Measure MM revised Section 1109 of the City Charter to allow the Board of Public  
24 Utilities to award bids and execute contracts exceeding \$50,000 for construction, goods or services for  
25 the public utilities, provided such bid awards and contracts are within the limits of the budget of the  
26 department of public utilities, which budget has been approved by the City Council; and

27 WHEREAS, it is desirable to adopt a resolution establishing rules and regulations for obtaining  
professional services and negotiated contracts for the Department of Public Utilities consistent with  
Measure MM, for establishing monetary limits of City Manager authority similar to Measure MM's  
\$50,000 limits for such contracts for all City departments, and to authorize the City Manager to execute  
all contracts awarded or authorized in accordance with this resolution; and

1 NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Riverside  
2 California:


3 Section 1: That the procedures and monetary limits of authority for obtaining professional  
4 services, for the City of Riverside and for the Department of Public Utilities, set forth in Administrative  
5 Manual Sections 2.004.000 and 2.005.000, attached hereto as Exhibit "A" and incorporated herein by  
6 this reference, are hereby adopted.

7 Section 2: That the monetary limits of authority to enter into contracts negotiated under and in  
8 compliance with the provisions of Administrative Manual Section 07.014.00 are hereby set at \$50,000  
9 for the City Manager and \$10,000 for Department Heads.

10 Section 3: That Resolution No. 18277 is repealed.

11 ADOPTED by the City Council and signed by the Mayor and attested by the City Clerk this 17th  
12 day of May, 2005.

13   
14 Mayor of the City of Riverside

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16 Attest:  
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18 City Clerk of the City of Riverside

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I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a meeting of the City Council of said City at its meeting held on the 17th day of May, 2005, by the following vote, to wit:

Ayes: Councilmembers Betro, Moore, Gage, Schiavone, Adkison, Hart, and Adams  
Noes: None  
Absent: None

IN WITNESS WHEREOF I have hereunto set my hand and affixed the official seal of the City of Riverside, California, this 17th day of May, 2005.

  
\_\_\_\_\_  
City Clerk of the City of Riverside

**EXHIBIT "A"**

Administrative Manual Section 2.004.000  
and  
Administrative Manual Section 2.005.000

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City of Riverside



Administrative Manual

Effective Date:	06/2005	Approved:	
Review Date:	06/2008		
Prepared by:	City Manager		Department
			City Manager

**SUBJECT:**

**Contracting for Professional Services when fees are in excess of \$50,000.**

**PURPOSE:**

To establish procedures for obtaining professional services when the expected fees are in excess of \$50,000.

**POLICY:**

Professional Services include architectural, engineering, planning, financial and other consulting services such as advisory, information technology, surveying, research and/or developmental 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:

- A firm's demonstrated competence;
- Professional qualifications;
- Fair and reasonable prices; and
- Ability to meet City's time schedule(s) for the project.

PROCEDURE:		
Responsibility		Action
Originating Department	1.	Determines the need for professional services as approved by the City Council in the budget or arranges for required funds.
	2.	Obtains current files from Purchasing on qualified consultants in appropriate categories and specialties. As part of the consultant selection process, each department may determine a logical time period to submit Request for Qualifications for pre-qualification of consultant firms as a means of maintaining current files with Purchasing on qualified consultants.
	3.	Coordinates with other City departments that will be affected by the planned project as follows: <ul style="list-style-type: none"> <li>a. Capital improvement projects (except those for Public Utilities): Representatives from originating department, Public Works, Park &amp; Recreation or Administrative Services Department, Real Property Services Division, Legal Department and City Manager's Office, and any other directly affected departments.</li> <li>b. Public Utilities Capital Improvements: Representatives from Public Utilities Department, Real Property Services Division, Legal Department, and City Manager's office.</li> </ul>
	4.	Prepares and submits a memorandum to the City Manager requesting approval to issue a Request for Proposal, or waiver of selection process Memorandum should include a detailed project description, cost estimates for services required, and a progress and coordination schedule. <p>The consultant selection process may be waived by the City Manager under the following circumstances:</p> <ul style="list-style-type: none"> <li>a. In cases of emergency or immediate need for services;</li> <li>b. The services required are so special and unique as to be provided by only one qualified consultant; or</li> <li>c. The City Manager determines waiver is in the best interest of the City.</li> </ul>

PROCEDURE:		
Responsibility		Action
City Manager	5.	<p>Reviews memorandum and determines if waiver of selection process is appropriate (Step #14), or if the issuance of a Request for Proposal is necessary.</p> <ul style="list-style-type: none"> <li>a. If request for waiver of selection process is approved, City Manager authorizes Originating Department to proceed with obtaining proposal from selected consultant (Step #13).</li> <li>b. If a Request for Proposal is necessary, City Manager determines if a City Council member, or for Public Utilities' projects, if a Board member, should serve on consultant selection committee (Step #6).</li> </ul>
	6.	<p>Reviews memorandum and determines if project will have significant effect on the City requiring a City Council member or RPU Board member to serve on a consultant selection committee.</p> <ul style="list-style-type: none"> <li>a. If project is determined to have a significant effect on the City, City Manager notifies Originating Department and requests that City Council or RPU Board agenda report be prepared and submitted to City Council or RPU Board for review <u>for the option</u> of selecting a representative to serve on a consultant selection committee (Step #7).</li> <li>b. If project is <u>not</u> considered to have a significant effect on the City, City Manager returns memorandum to Originating Department with approval to proceed with consultant selection process (Step #8).</li> </ul>
City Council/RPU Board	7.	<p>Takes appropriate action and determines, <u>at its option</u>, if Council member(s) or RPU Board member(s) shall serve on a Consultant Selection Committee.</p>
Originating Department	8.	<p>Establishes a Consultant Selection Committee, if necessary. Consultant Selection Committee shall consist of at least three qualified members to be selected from the Originating Department, other City departments the project may impact, members of relevant boards and commissions, or the City Council if the City Council has designated a representative to serve on the Consultant Selection Committee. Originating Department Head shall designate a consultant Selection Committee chairman.</p> <p>If no Selection Committee is necessary, Originating Department shall perform duties otherwise assigned to the Selection Committee.</p>

PROCEDURE:		
Responsibility		Action
	9.	Prepares and, following City Attorney review and approval thereof, submits to a minimum of three (3) consultant firms a Request for Proposal (RFP) with detailed project description, a draft contract, other required documents and appropriate consultant questionnaire. Request for Proposal should include all necessary information that must be included in each consultant's proposal and should define the scope of the work to be done with sufficient detail that the consultant can submit estimated fee data for budgetary purposes and review.
	10.	Reviews the proposals submitted by the prospective consultants to conduct pre-screening and pre-qualification based on the following factors: demonstrated competence and qualifications for the types of services to be performed at fair and reasonable prices; record of the firm in accomplishing work on other projects in required time; quality of work previously performed by the firm for the City; and recent experience showing accuracy of cost estimates. Selects and invites a reasonable number of firms to appear before the selection committee at a specified time and place for formal presentations and discussions of their proposals.
Selection Committee or Originating Department	11.	Interviews the prospective consultants and makes the final selection as to the consultant firm based on demonstrated competence and qualifications for the types of services to be performed at fair and reasonable prices; record of the firm in accomplishing work on other projects in required time; quality of work previously performed by the firm for the City; and recent experience showing accuracy of cost estimates. Fees may be discussed in the interview to confirm the accuracy of the estimated fee, explore the cost of optimal services, or suggestions by the consultant on ways to reduce costs.
	12.	Ranks the other firms interviewed in the event a contract cannot be negotiated with the selected firm.
	13.	Notifies selected firm and requests selected firm to submit a written scope of work and a firm fee proposal covering the requirements for the work to be performed by the consultant.
	14.	Reviews scope of work and fee proposal.
Originating Department	15.	<p>Negotiates a fee that is within the funds available for this project.</p> <ul style="list-style-type: none"> <li>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.</li> <li>b. In no case shall renegotiation be entered into with the first consultant firm after negotiations have started with firm rated number 2.</li> </ul>



PROCEDURE:		
Responsibility		Action
	16.	Prepares and forwards draft contract to City Attorney for review.
City Attorney	17.	Reviews the draft contract.
	18.	Returns the draft contract to the Originating Department for preparation of final form.
Originating Department	19.	Determines if selected firm is required to file conflict of interest forms, and notifies City Clerk.
City Clerk	20.	Sends conflict of interest forms to selected firm, if necessary.
Originating Department	21.	Sends contract to consultant for execution.
	22.	Prepares a City Council or RPU Board agenda report regarding the selection of the consultant firm, the scope of work to be performed, and the fee proposal, and submits it to the City Manager, City Attorney and Finance Director for approval. If the waiver of consultant selection process was approved by the City Manager, agenda report <u>must</u> include a statement addressing the waiver and justification therefore. If a board, commission or committee is involved, submits the report to that board, commission or committee through the appropriate department director for approval prior to sending it to the City Manager. If Public Utilities Department is the Originating Department and funds for the consultant agreement were not included in the City Council approved budget, then City Council approval is required in addition to RPU Board approval.
	23.	Upon receipt of the executed contract, submits to City Attorney for approval as to form.
	24.	Upon receipt of the required insurance documents, submits to Risk Manager for approval as to form.
City Attorney	25.	Approves contract as to form and forwards to City Clerk
Risk Manager	26.	Approves required insurance documents as to form and forwards to City Clerk.
City Manager	27.	Submits report to the City Council, or if Public Utilities is the Originating Department submits report to RPU Board and if required under #22 to City Council.
City Council/RPU Board	28.	Takes appropriate action.
	29.	When approved, authorizes execution of the contract with the selected firm.

<b>PROCEDURE:</b>		
<b>Responsibility</b>		<b>Action</b>
Originating Department	30.	Notifies selected firm of City Council or RPU Board approval. Sends letter with selection decision to firms interviewed, but not selected.
City Clerk	31.	Ensures that the contract and certificates of insurance have been approved as to form and that originals are on file in the City Clerk's Office.
City Manager and City Clerk	32.	Executes and attests contract based on City Council or RPU Board approval.
City Clerk	33.	Processes approved documents. Notifies Originating Department, City Attorney, Purchasing, Risk Management and Finance Administration of contract execution indicating that scanned contract will be available online within 24 hours.
	34.	Establishes "tickler file" for expiration dates for insurance and contract.
Originating Department	35.	Prepares Purchase Requisition in duplicate, with description of work to be performed, or service to be provided. States date approved by City Council or RPU Board on the Requisition.
	36.	Forwards original copy of Purchase Requisition to Purchasing Division with copy of City Council agenda report and retains the duplicate copy in Originating Department files.
Purchasing	37.	Upon receipt of properly prepared Purchase Requisition and verification of approval level(s), prepares Purchase Order to encumber necessary funds.
	38.	After notification by City Clerk that contract documents have been executed, releases Purchase Order for processing.
Originating Department	39.	Upon completion of the work by the consultant, notifies City Clerk so the firm can be removed from "tickler file".
	40.	Prepares a one page summary evaluation of the consultant's handling of project upon completion or termination of the contract including the following data: Name of consultant; date of contract and date of completion; cost as stated in initial contract, amount paid, reason for any difference; names of key personnel working on the project; special strengths or weaknesses exhibited by consultant; major problems encountered. Summary will be filed with originating department, and Purchasing Division.

Distribution: Regular

Adopted by Resolution No. \_\_\_\_\_, on \_\_\_\_\_.

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# City of Riverside Administrative Manual



Effective Date: 06/2005  
Review Date: 06/2008  
Prepared by: City Manager

Approved:

\_\_\_\_\_  
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.

## POLICY:

Professional Services include architectural, engineering, planning, financial, and other consulting services such as advisory, information technology, surveying, research and/or developmental 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:

- A firm's demonstrated competence;
- Professional qualifications;
- Fair and reasonable prices; and
- Ability to meet City's time schedule(s) for the project.

## PROCEDURE:

Responsibility	Action
Originating Department	<ol style="list-style-type: none"> <li>1. Determines the need for professional services.</li> <li>2. Obtains current files from Purchasing on qualified consultants in appropriate categories or specialties. As part of the consultant selection process, each department may determine a logical time period to issue a Request for Qualifications for prequalification of consultant firms as a means of maintaining current files with Purchasing on qualified consultants.</li> </ol>

**PROCEDURE:**

Responsibility	Action
	<p>3. 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.</p>
	<p>City Manager may authorize Originating Department to contact only one qualified consultant under the following circumstances:</p>
	<ul style="list-style-type: none"> <li>a. In cases of emergency or immediate need for services;</li> <li>b. The services required are so special and unique as to be provided by only one qualified consultant; or</li> <li>c. If it is determined to be in the best of the City.</li> </ul>
	<p>If the Originating Department is requesting authorization to contact only one consultant, a written recommendation shall be prepared by the Department Head or his/her designee and forwarded to the City Manager for approval, justifying why only one consultant will be contacted.</p>
City Manager	<p>4. Approves recommendation and returns to Originating Department with authorization to continue with consultant selection process (Step #5), or requires Originating Department to contact additional firms (Step #3).</p>
Originating Department	<p>5. 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. Interviews prospective consultants, if necessary.</p>
	<p>6. Prepares draft contract 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.</p>
	<p>7. Forwards draft contract to the City Attorney for review.</p>
City Attorney	<p>8. Reviews draft contract and returns it to Originating Department for preparation of final form.</p>
Originating Department	<p>9. Determines if selected firm is required to file conflict of interest forms, and notifies City Clerk.</p>
City Clerk	<p>10. Sends conflict of interest forms to selected firm, if necessary.</p>
Originating Department	<p>11. Sends contract to consultant for execution.</p>
	<p>12. Receives executed contract and required insurance documents:</p> <ul style="list-style-type: none"> <li>a. If funds for contract are included Originating Department's approved budget:</li> </ul>

**PROCEDURE:**

Responsibility	Action
	<ul style="list-style-type: none"> <li>i. Submits contract to Finance Director for certification as to fund availability; submits contract and required insurance documents to City Attorney for approval as to form; (Step #16).</li> <li>ii. Submits contract to City Attorney for approval as to form (Step #13); and</li> <li>iii. Submits required insurance documents to Risk Manager for approval as to form (Step #14).</li> </ul>
	<ul style="list-style-type: none"> <li>b. If funds for contract are not included in Originating Department's approved budget:               <ul style="list-style-type: none"> <li>i. Prepares a City Council agenda report regarding selection of consultant firm, scope of work to be performed, fee proposal, and budget transfer information and submits to City Manager, City Attorney and Finance Director for approval. If Advisory Board exists, Originating Department may submit report to such board for approval prior to sending to City Manager. (Step #13)</li> <li>ii. Submits contract to City Attorney for approval as to form. (Step #13)</li> <li>iii. Submits required insurance documents to Risk Manager for approval as to form (Step #14).</li> </ul> </li> </ul>
City Attorney	13. Approves contract as to form and forwards to City Clerk.
Risk Manager	14. Approves required insurance documents as to form and forwards to City Clerk.
City Manager	15. Schedules item on Council agenda, if necessary.
City Council	16. Takes appropriate action.
	17. When approved, authorizes budget transfer and execution of contract with selected firm.
City Clerk	18. 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	19. City Manager executes contract based on appropriate approvals, or if contract does not exceed \$10,000 Originating Department Head may execute the contracts with City Clerk's attestation of signature.
City Clerk	20. 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.
	21. Establishes "tickler file" for expiration dates for contract and insurance.

**PROCEDURE:**

<b>Responsibility</b>	<b>Action</b>
Originating Department	22. Prepares Purchase Requisition in duplicate, 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.
Purchasing	23. Forwards original copy of Purchase Requisition with copy of contract to Purchasing and retains the duplicate copy in Originating Department files.
Purchasing	24. Upon receipt of properly prepared Purchase Requisition and verification of approval level(s), prepares Purchase Order to encumber necessary funds.
Purchasing	25. After notification by City Clerk that contract documents have been executed, releases Purchase Order for processing.
Originating Department	26. Upon completion of work by consultant, notifies City Clerk so firm can be removed from "tickler file"
Originating Department	27. Prepares a one page summary evaluation of the consultant's handling of project upon completion or termination of the contract including the following data: Name of consultant; date of contract and date of completion; cost as stated in initial contract, amount paid, reason for any difference; names of key personnel working on the project; special strengths or weaknesses exhibited by consultant; major problems encountered. Summary will be filed with Originating Department, and Purchasing Division.

Distribution: Regular

Adopted by Resolution No. \_\_\_\_\_, on \_\_\_\_\_.

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