

APPENDIX A TO TITLE 4 OF THE ADMINISTRATIVE MANUAL

COUNTY OF GLENN POLICIES REGARDING THE SELECTION, ENGAGEMENT AND REQUIREMENTS OF PROFESSIONAL CONSULTANTS

I. POLICY:

It is the policy of the Board of Supervisors of the County of Glenn that selection by County agencies for professional services of architectural, engineering, construction project management, land surveying, environmental firms and other consultant services shall be on the basis of demonstrated competence and professional qualifications, rather than competitive bidding. It is the policy of the Board that County agencies shall encourage the participation of local professional firms in the competition and selection process for County projects. This Board policy is in compliance with the governing State statute (Gov. Code Section 4526).

II. QUALIFICATION PROCEDURES

All known consultants who may provide professional services on a particular project having the experience and capabilities for providing the necessary professional service for that project will be contacted when the project is being developed. Each firm will be sent a description of the project or services, a brief review of the work to be performed, and an inquiry regarding their interest in being considered.

From those firms indicating an interest, brochures and other information which describe their qualifications for the project will be requested. This information furnished by the consultants should provide, at the minimum, the following essential information:

- The firm's principals indicating experience, background, academic training and where registered.
- Size of the organization and availability of sufficient personnel to complete the project within the time required.
- Qualifications of key personnel to be used on the project.
- Office location and space availability where work is to be performed.
- Name of any associate consultants proposed, how they will be utilized on the project, and the registration of the associate consultant's principals, if appropriate.
- List of previous clients and similar projects.
- List of references including banks.
- Length of time in business.

Three to five firms will be selected for personal interviews. Interviews will be conducted on an individual basis. Each firm selected to be interviewed will be sent a copy of the Review Board form and explanation.

III. METHOD OF SELECTING PROFESSIONAL CONSULTANTS MAJOR PROJECTS — FEES OVER \$20,000

The Review Board process shall be used for major projects, where fees are estimated to exceed \$20,000.

1. The agency director will maintain a current list of qualified professional consultant firms and will request the consultants to submit their qualifications.
2. The director will appoint a review board which may include qualified professionals, including individuals familiar with the type of project or services proposed and the nature of the services required. The review board will review the qualifications submitted, establish a list of finalists, and interview the finalist firms.
3. The director will negotiate an agreement with the top ranked firm regarding the extent of services, the amount and method of compensation, and other conditions. If agreement cannot be reached, the director will terminate discussion with the number-one selection and open negotiations with the second ranked firm, and repeat the process until an agreement is reached. Upon successful negotiation, the director shall present the contract for approval by the Board of Supervisors. At its discretion, the Board will accept the director's recommendation, or direct the director to enter negotiations with a lower ranked firm.

IV. METHOD OF SELECTION FOR CONSULTANTS ON MINOR PROJECTS — FEES LESS THAN \$20,000 BUT GREATER THAN \$6,500

1. The agency director will maintain a current list of qualified professional consultant firms and will request the consultants to submit their qualifications.
2. The director will appoint a review board which may include qualified professionals, including individuals familiar with the type of project or services proposed and the nature of the services required. The review board will review the qualifications submitted, establish a list of finalists, and interview the finalist firms.
3. The director will negotiate an agreement with the top ranked firm or individual regarding the extent of services, the amount and method of compensation, and other conditions. If agreement cannot be reached, the director will terminate discussion with the number-one selection and open negotiations with the second ranked firm, and repeat the process until an agreement is reached. Upon successful negotiation, the director will execute a professional services contract with the successful firm.

V. METHOD OF SELECTION FOR CONSULTANTS ON MINOR PROJECTS — FEES

LESS THAN \$6,500

The agency director may select a qualified firm and negotiate and enter into a professional services contract with that firm. Consideration of consultants will be made on a rotational basis where possible in the case of ongoing or serial projects.

VI. ADDITIONAL CONSIDERATIONS

- All firms considered should be prepared to submit references from persons of known character and status in the community.
- Where the profession is regulated by the State of California, the principal member of the firm must be registered in the State of California in the field in which the firm is to be employed.

The project manager to be in direct charge of the work performance must have substantial recent experience in, and responsible charge for, the type of work involved in the project and, where appropriate, must be licensed by the State of California to perform the type of professional work involved in the project. All additional consultants retained by the selected consulting firm as subcontractors must be licensed by the State of California to practice within the field for which they are to be employed.

VII. FEE NEGOTIATIONS

Following interviews and evaluation, the firm deemed to be most qualified shall be selected and fee and contract negotiations entered into. A final determination of the services to be furnished, the type of fee arrangement and actual amount of the fee shall be established.

A. Types of fee payment:

1. Lump sum or fixed fee.
2. Cost of services plus a fixed fee.
3. Per diem or hourly basis.
4. Direct payroll costs times a multiplier to cover overhead and profit.
5. Retainer fees, annual or otherwise.

B. Fee determination:

The actual fee to be paid will be governed by the complexity of the project or services and the completeness of services required. In the event that a service and fee arrangement cannot be reached with the first consultant selected, negotiations are to be terminated and the next consultant in order of preference called to negotiate.

VIII ROSTER OF PROFESSIONAL CONSULTANTS

- A. Each County department desiring to use professional consultants shall maintain a roster of firms interested in performing professional services.
- B. Names of firms shall be placed on the roster at the request of the firm or upon request of the Board of Supervisors or department head.
- C. Each firm listed on the roster shall be responsible for maintaining a current résumé.