BILL NO. 1299 RESOLUTION NO. R-90-7

A BILL TO CREATE A RESOLUTION ENTITLED:

"A RESOLUTION OF THE CITY OF CENTRALIA, MISSOURI ADOPTING A NEW POLICY RELATING TO CONTRACTS FOR ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES."

WHEREAS, Section 8.285 through Section 8.291 of the Revised Statutes of Missouri set forth detailed conditions concerning contracting by the City for architectural, engineering and land surveying services; and

WHEREAS, Section 8.291(5) of the Revised Statutes of Missouri also allows political subdivisions to adopt a formal procedure for the procurement of architectural, engineering and land surveying services in lieu of compliance with Section 8.285 through Section 8.291 of the Revised Statutes of Missouri.

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen of the City of Centralia, Missouri hereby adopts the following formal written policy setting forth a formal procedure for the procurement of architectural, engineering and land surveying services.

CENTRALIA POLICY NO. 9

PROCUREMENT OF ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES

1. Selection of a firm to provide architectural, engineering and/or land surveying services shall be based on an evaluation of the following criteria:

   a. The specialized experience and technical competence of the firm with respect to the type of services required;
   b. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;

   c. The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules;

   d. The firm's proximity to and familiarity with the area in which the project is located; and

   e. Previous work performed by the firm on other portions of the same project.

2. When the estimated cost of such professional services for a city project shall be less than five hundred ($500) dollars, the City Administrator shall select a firm based on the above criteria and negotiate with the firm concerning price, deadlines, and details of the scope of work. If the City Administrator is unable to negotiate a satisfactory agreement with a firm, he may terminate negotiations and select another firm with which to negotiate.

3. When the estimated cost of such professional services for a city project shall be greater than five hundred ($500) dollars but less than ten thousand ($10,000) dollars, the City Administrator shall recommend to the Mayor and the Aldermanic committee having jurisdiciton over the project that negotiations proceed with a specific firm or that a written scope of work be prepared and the provisions of professional services be let out for bids. Negotiations shall occur as outlined in Paragraph 2 above, except that if negotiations with the recommended firm are not successful, the City Administrator shall report that fact to the Aldermanic committee before proceeding with negotiations with any other firm. The City Administrator and the committee may elect to bid for services on occasions when the scope of service can be easily and specifically described, when several firms can be expected to be interested in the job, and when the project does not require any unique skill, costs or knowledge.

   a. If the City bids for services, the firm selected shall be the lowest and best bidder, as judged by the Board of Aldermen.

b. If the City elects to negotiate for services, the selection of the firm shall be based on the criteria set forth in Paragraph 1 above.

c. Whether a firm is selected on the basis of bids or negotiation, the cost and scope of services shall be reduced to a written contract, which shall be authorized by ordinance approved by the Board of Aldermen.

4. If the estimated cost of such professional services shall exceed ten thousand ($10,000) dollars, the City Administrator shall recommend to the full Board of Aldermen that (a) the City bid for such services, or (b) that the City negotiate with a specific vendor, or (c) that the City advertise and solicit statements of qualifications and performance data from all interested firms. If the Board elects to bid or negotiate or request bids, then the procedures outlined in Paragraphs 1 to 3 above shall be followed. If the Board elects to solicit statements of qualifications and performance data, then the City Administrator shall generally advertise the opportunity and also contact individually any firm which he knows to be qualified to perform the work.

The City Administrator shall examine the statements of qualifications and performance data as submitted to the City by each firm. Based on the criteria set forth in Paragraph 1 above he shall recommend three highly qualified firms to the appropriate Aldermanic committee. The committee shall rank the firms and direct the City Administrator to negotiate with the first firm or subsequent firms in the manner set forth in Paragraph 2 above. If a satisfactory contract cannot be negotiated with any of the selected firms, the City Administrator shall reevaluate the necessary architectural, engineering or land surveying services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the above provisions. Upon successful completion of negotiations, a satisfactory contract shall be prepared, which shall be authorized by ordinance approved by the Board of Aldermen.

5. When any project shall in part or whole be funded by the State of Missouri or the federal government and thus be subject to any restriction concerning the selection of a firm to provide architectural, engineering and/or land surveying services, then those restrictions shall supersede this policy and be observed.

PASSED AND APPROVED by the Board of Aldermen of the City of Centralia, Missouri this 18th day of June, 1990.

A. W. Burkhardt, Mayor

ATTEST:

Ruby McDonald, City Clerk