

REQUEST FOR COUNCIL ACTION

Date: 10/22/12

Item No.: 13.c

Department Approval

City Manager Approval



Item Description: Discuss and Adopt Exhibit A to the Professional Services Policy and
Authorize the City Manager to Use the Six (6) Criteria and Guidelines for
Seeking a New Contract for Legal Services

BACKGROUND

In 2009, the City of Roseville revised a Professional Services Policy to include the use of a 'Best Overall Value Selection Process' for services contracted by the City. In an effort to appropriately use the selection process a draft of general guidelines have been created for your review. Additionally, the City's contract for legal services is expiring at the end of 2012. City Staff will use the Best Overall Value Process for seeking legal services in 2013 – 2015. The addition to the Professional Services Policy will guide our selection process and outline six (6) criteria in the Best Overall Value Process:

- Cost
- Past Performance Information
- Project Capability
- Risk Assessment
- Value Added
- Interview

POLICY OBJECTIVE

Amend the Professional Services Policy to include general guidelines and evaluation criteria to the Best Overall Selection Process (Exhibit A).

BUDGET IMPLICATIONS

None.

STAFF RECOMMENDATION

The purpose of this discussion is to review the guidelines for a basic framework so we can start to solicit proposals for legal services (recognizing these guidelines can be amended or modified as we move forward). Staff recommends that the Council adopt Exhibit A to the Professional Services Policy and authorize the City Manager to use the six (6) aforementioned criteria and guidelines for seeking a new contract for legal services.

REQUESTED COUNCIL ACTION

Discuss and Adopt Exhibit A to the Professional Services Policy and authorize the City Manager to use the six (6) criteria and guidelines for seeking a new contract for legal services.

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Prepared by: William J. Malinen, City Manager
Attachments: A: Professional Services Policy Including Exhibit A

Adopted 8/17/09

CITY OF ROSEVILLE

Professional Services Policy

Background

The City of Roseville retains outside firms or individuals to provide professional services in many areas, including:

1. Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
2. Appraisal
3. Planning and Landscape Design
4. Audit
5. Engineering, Architectural, and Environmental

The City enters into professional services contracts for specific projects or services, for a specific period of time.

Purpose

The City of Roseville has determined that it is good public policy to utilize a method of selecting and retaining professional services in order to:

1. Ensure Citywide consistency in the process of selecting and retaining professional services.
2. Ensure public confidence in process integrity by providing maximum transparency and avoiding long-term relationships that are insulated from the economic market forces of open competition.
3. Ensure that the City obtains the best overall value for its investment when retaining professional services.
4. Ensure a regular, consistent fiscal review of professional services.

Policy

Contracts for professional services shall be for terms of not more than three (3) years. Multi-year contracts shall not be renewed at their expiration, except as a result of a competitive selection process consistent with this policy, unless this requirement is waived by a vote of the City Council.

Multi-year contracts shall include an annual performance review to ensure that the purposes of the contract are being met with reporting of results to the City Council. All contracts shall, by their terms, allow the City to terminate the contract prior to completion if the City determines that the contract does not continue to serve the City's purposes.

Selection of firms shall be through a competitive process, using a "best overall value" ([Appendix A](#)) approach whenever applicable and appropriate.

All professional services contracts shall be approved by the City Council.

The City Council should be represented in the interviews and evaluation of candidate firms for Civil Attorney services, including the determination of evaluation criteria.

Firms selected to provide professional services to the City of Roseville:

1. Will avoid any conflicts of interest and commit to the principles of the Professional Code of Ethics for their profession and the City of Roseville Code of Ethics for Public Officials.
2. Will conduct their business through designated Roseville City staff as approved by the City Manager.
3. Will not represent any individual or corporation involved in litigation against the City of Roseville.
4. Will comply with all applicable state and federal laws and local ordinances.

BEST OVERALL VALUE SELECTION PROCESS

DRAFT

GENERAL GUIDELINES

The Guidelines listed below should serve to provide uniformity to the Best Overall Value Selection Process. The City solicits contracts for a variety of services and a level of discretion is necessary, however, the following guidelines should be followed to maintain the integrity of the Best Value process.

I. Evaluation Groups

The City Manager shall approve the evaluation group comprised of staff with direct involvement with the services being sought. Most evaluation groups will consist of a Department Head, Project Leader, and two or three users of the service.

II. Criteria

Each Evaluation Group shall use the same criteria for evaluating proposals. The proposals that score the highest based on the first five (5) criteria below will receive an interview. The Evaluation Group will determine the weight of each criterion according to the services being sought. *For all contracts, Overall Cost will be weighted at a minimum of 30% the of total points awarded.

The six (6) criteria for evaluating Best Value are:

Cost
Past Performance Information
Project Capability
Risk Assessment
Value Added
Interview

III. Rank

Best Overall Value looks at the quality of responses and determines whether or not the response is dominant. Proposals with dominant responses will rank higher. Rank will be determined using a combination of the score of each proposal and performance in the interview. The contract will be awarded to the proposal ranking the highest.