

REQUEST FOR COUNCIL ACTION

Date: 1/12/09

Item No.: 13.a

Department Approval

City Manager Approval



Item Description: Discuss Professional Services Policy

BACKGROUND

Council has previously discussed the Professional Services Policy. Councilmember Johnson has requested a discussion on the policy and effect on current legal services agreements.

POLICY OBJECTIVE

Revisit policy for selecting and retaining professional services while balancing the best interests of the City.

BUDGET IMPLICATIONS

- 1) The current policy limits a firm from reappointment after providing services for two consecutive 3-year terms:
 - a. This could potentially keep the City from procuring the best contract, and
 - b. Upon yearly review, Council has the right to extend or not extend the contract based upon performance and existing relationship
- 2) It may be to the City's advantage to limit the contract term to one year to:
 - a. Allow more flexibility in the budget, and
 - b. Allow a more fluid approach to professional services contracts

REQUESTED COUNCIL ACTION

Motion to remove language from the Professional Services Policy that limits service to six consecutive years; and

Consider extending legal service contracts for one year (2009) at the same terms as 2008.

Prepared by: Bill Malinen

Attachments: A: Proposed Professional Services Policy

Professional Services Policy

Background

The City of Roseville retains outside professional services in the areas of:

- ☐ Legal (Prosecution, Civil, Economic Development, and Bond Counsel)
- ☐ Appraisal
- ☐ Planning and Landscape Design
- ☐ Audit
- ☐ Engineering, Architectural, and Environmental

Agreements for the above services have been through contracts either for specific projects or services, or a given period of time. For legal services, written agreements are completed annually.

Purpose

It is desirable to ~~amend the current~~ maintain consistent methods of selecting and retaining consulting services to:

- ☐ Consolidate significant professional service policies into one uniform policy
- ☐ Provide Citywide consistency in the procedure of selecting and retaining professional services
- ☐ ~~Ensure public confidence in process integrity by limiting the amount of time professional services are provided~~
- ☐ ~~Ensure a fresh perspective and new approach to professional services~~
- ☐ Ensure a regular, yearly ~~consistent~~ fiscal review of professional services

Policy

It is the policy of the City to employ a consistent practice for selecting and retaining professional services. Contracts for professional services shall be for no more than three (3) years, and include a review process. ~~Consulting firms shall be engaged for a period of not more than two (2) consecutive three (3) year periods. After six (6) years, they shall not be allowed to renew consulting services for a period of three (3) years. If deemed in the City's best interests, the City Manager may continue professional services for longer than six (6) years.~~ If the need arises, the City Manager may solicit proposals and select firms for special projects or services. Contracts will be reviewed on a case by case basis.

Selection of all firms shall be approved by the City Council.

Consulting firms:

- ☐ Shall commit to the principles of the Professional Code of Ethics for their profession and the City of Roseville Code of Ethics for Public Officials
- ☐ May contact only designated Roseville City staff
- ☐ Will not represent any individual or corporation involved in litigation against the City of Roseville

Procedure

1. The City Manager or designated staff will invite firms to submit proposals for providing professional services to the City of Roseville. The proposals shall include the following:
 - ☐ Description of firm
 - ☐ Technical qualifications
 - ☐ Work experience
 - ☐ Prior city experience
 - ☐ References
 - ☐ Fee schedule for all personnel
2. The City Manager will appoint a Selection Committee that will interview firms, if necessary. The Committee will recommend to the City Council that firms are to be selected. A proposed contract will be included with the recommendation.
3. The City Council will select the firms and approve the contracts at a regular Council meeting.

Implementation

All service areas will be on the same time cycle effective in 2000. This can best accommodate overlap and service areas, and provide additional consistency.