



## CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

1. COMMON COUNCIL
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CHAPTER: Procurement

SUBJECT: Engagement of Professional Services

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Chairman, Finance, Budget and Personnel Committee

**Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

### POLICY:

It is the policy of the City of Marshfield to retain necessary consultant services on the basis of demonstrated competence and qualification for the type of services required at a fair and reasonable cost.

### PROCEDURE:

All financial, appraisal, engineering, architectural, development analysis, risk management, human resources, compensation, administrative, or cable television coordination services engaged by the City from independent professional consultants or contractors in an amount exceeding \$15,000 for an individual project (or \$15,000 annually for ongoing projects or programs) shall be subject to this policy. Legal services are specifically excluded from this policy.

When a project is identified that requires professional services that will or may result in consultant fees exceeding \$ 15,000, the administering City department or responsible City committee will draft a Scope of Services to be performed by the consultant(s) to the project. This Scope of Services will define the services to be rendered by the consultant or contractor and the relationship of these services to the total project scope. The Scope of Services, as well as the proposed plan of the administering City department or City committee for soliciting proposals and its criteria for

evaluating all proposals received will be submitted to the City Administrator, who will present the request to the Common Council for authorization to initiate the process for engaging professional services.

Whenever possible, the administering City department or responsible City committee will prepare and disseminate a final Request for Proposals (RFP) or a similar document to elicit written proposals for professional services.

The RFP, or similar document, shall minimally require the responding consultants or independent contractors to address the following factors:

1. The respondent shall state the firm's or independent contractor's capabilities to perform the full scope of services outlined by the City or City agency, and shall identify any proposed use of any subconsultants, if appropriate;
2. The respondent shall indicate whether any services will be subconsulted;
3. The respondent shall indicate the firm's or independent contractor's ability to meet required time schedules;
4. The respondent shall include resumes of the principal or project manager or single point of contact to be assigned to the engagement;
5. The respondent shall address his/her intended use or intended interaction with the City's staff, as well as his/her intended use of City offices, materials or equipment, or other City property;
6. The respondent shall provide a list of similar projects that the firm or independent contractor has been involved with, as well as references of persons who can address the firm's or independent contractor's capabilities; and
7. The respondent shall provide a statement of the anticipated compensation for the services provided under the contract for this engagement.

Additionally, the RFP, or similar document, shall identify a deadline for the receipt of proposals from interested persons or firms; shall include a timetable and process for the City's evaluation of all proposals or statements of qualifications; and shall identify the City's criteria by which all proposals will be screened and evaluated.

An ad hoc screening and selection committee may be convened by the administering department director or chairperson of the appropriate City committee on an ad hoc basis, as appropriate, for the purpose of reviewing all proposals, interviewing prospective consultants, and formulating a final recommendation for a consultant to be forwarded to the Common Council for final approval. However, if a standing committee decides to delegate the interview process to a subcommittee, it shall indicate such action in the form of a motion approved by the entire committee. In situations where this work is delegated to an ad hoc screening and selection committee or a subcommittee, such committee shall forward its recommendations first to the standing committee, which will then forward its selection recommendation to the Common Council for final approval.

#### CONTRACT EXECUTION:

The Common Council's authorization to engage professional services shall be demonstrated by its consideration and approval of a professional services agreement or contract. All professional services agreements or contracts shall be reviewed and approved by the City Attorney, and shall be executed by the Mayor, Finance Director, and City Clerk.