

PARADISE RECREATION AND PARK DISTRICT
SELECTION PROCEDURES FOR PROFESSIONAL CONSULTANTS
FOR CAPITAL PROJECTS

POLICY

It shall be the policy of the Paradise Recreation and Park District that selection for professional services of architectural, engineering, land surveying, environmental firms, and construction project management shall be on the basis of demonstrated competence and professional qualifications. It is the policy of the Paradise Recreation and Park District that the District shall encourage the participation of local professional firms within Butte County in the competition and selection process for District projects.

In order to implement this policy, the following procedures will be followed:

PROCEDURES

1. Method of Determining Qualifications of Consultants:
 - a. The firm or individual shall be of high ethical and professional standing, its members or self being of good moral character, and should be able to submit references from persons and/or public agency clientele of known repute.
 - b. If licensing is required, the person or principal and other responsible members of the firm, must be professionally licensed in California.
 - c. The firm or individual must possess the experience, background, academic training, and ability to perform the task required.
2. Method of Selecting a Professional Consultant:
 - a. Projects with fees over \$25,000.00:
 - i. The PRPD approved list of consulting firms or individuals located in Butte County qualified for the services desired who are professionally qualified to undertake the proposed project will be given prime consideration.
 - ii. If there are not at least two local consulting firms or individuals recommended to perform the services required , at least two additional consulting firms or individuals outside the area that are qualified to perform the services will be recommended.
 - iii. The District Manager will submit a list of recommended firms or individuals to the Paradise Recreation and Park District Board of Directors for their approval. The Board may delete or add other qualified consultants to this list.

- iv. Once it is determined that a consultant is needed the District will draft a scope of work and request proposals from the PRPD approved list of consultants.
 - v. A review board of the District Manager, Park Superintendent, and if requested, a Paradise Recreation and Park District Board Member or District Standing Committee will rate the proposals submitted and evaluate the affected consultant's ability to perform the task. The evaluation system may include, but is not limited to, application review, reference checks, interviews, and evaluation of past work.
 - vi. After review, the ratings will be used to establish the order in which consultants will be called for consultant fee negotiations.
 - vii. The District Manager or Park Superintendent will negotiate an agreement with the number one selection of the review board for the extent of services to be rendered and the method of compensation. If an agreement is not reached, the talks will be terminated with the number one selection and negotiations with the second choice of the review board will open. This procedure will be continued until an agreement is reached. The fees discussed with one should not be disclosed to the other. Previous negotiations will not be divulged in discussion with subsequent choices. Published schedules of fees for professional services may be used as a guide to help with these negotiations.
 - viii. The District Manager or Park Superintendent will present a signed agreement to the Paradise Recreation and Park District Board of Directors for consideration of approval. The agreement will be a pre-approved District standard form of contract or a task specific contract approved by District legal counsel.
- b. Projects with fees less than \$25,000.00:
- i. The District will maintain a current file of qualified professional consultants in various categories. When selecting a consultant to provide services, the District Manager or Park Superintendent, in addition to capability and qualifications, will consider the consultant on a rotational basis whenever feasible. The selection of the current qualified professional consultants list will follow the same procedure as listed above except the District Manager will have the authority to approve an agreement with notification in the consent agenda to the Paradise Recreation and Park District Board of Directors the

following regular board meeting. This list will be reviewed and updated every five years or sooner if determined to be necessary by the District Manager or Paradise Recreation and Park District Board of Directors.

Approved and Adopted by the PRPD Board of Directors - September 8, 2009
Resolution #09-09-1-337
Policy Effective Monday, September 14, 2009 at 8:00 a.m.

O:\Admin\Policies\Professional Consultants\Professional.Consultants.Policy.FINAL.doc