

El Cajon Municipal Code

3.22.040 Selection procedures.

For each proposed professional contract:

A. The contracting agent shall establish the professional competence and qualifications necessary to be possessed by a firm in order to be awarded the proposed professional services contract. Professional competence and qualification may be determined in accordance with, but not limited to, the following factors:

1. The firm's experience and expertise in the field;
2. The quality of the firm's work;
3. The firm's ability to meet project deadlines; and
4. The firm's past performance on similar projects.

B. The contracting agent may publish a notice that the city is proposing to award a contract to obtain specified, professional services or, in the alternative, may directly solicit proposals from appropriate firms. Requests for proposals shall require the following information (when applicable):

1. The scope of work;
2. Plans and specifications;
3. A time schedule for the project;
4. An estimate or range for total cost;
5. Proof of insurance and/or other surety;
6. Proof of city business license or ability to obtain such license;
7. A list of employees who will be assigned to the project and their qualifications;

and

8. Other special conditions related to the contract.

C. The contracting agent may discuss with one or more firms the alternative methods for providing the required services and may conduct further negotiations with one or more of the most qualified firms to fully clarify each firm's offer to provide services.

(Ord. 4528 § 15 (part), 1997.)