



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701

Public Works Department

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MEMORANDUM

TO: Mayor Allender and Common Council

FROM: Dale Tech, Acting Public Works Director

DATE: December 8, 2015

SUBJECT: Consultant Selection Procedure Policy revisions

The Public Works Department and Council members Ritchie Nordstrom and Amanda Scott reviewed the existing Consultant Selection Policy and have prepared minor revisions to the policy. The policy is a City wide document and is intended to be used for all City Departments and Boards for the selection of technical consultants.

The changes recommended in the policy are intended to make the policy more useable for all Departments and Boards, to make the policy clearer and easier to understand, to maintain a fair and equal process for all, and to ensure the public is receiving value.

The policy is based on the "Qualification Based Selection" process. The policy has been revised to better meet the needs of the Consultants and add efficiencies for staff. In general, there are two modifications to the policy. Item one is a revision to the minimum number of consultants to be interviewed for a specific project based on the estimated contract value and raises the dollar limit of when a direct selection of a consultant can be made (an informal contract). Item two is the insertion of a paragraph formalizing the process for Consultants to request proposal and interview selection process scores and rankings.

The attached policy is presented for Council consideration and approval. The attached Policy document indicates the modifications by highlighting. If you have any questions or concerns please feel free to contact me.



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