

Section	ADM-3 Administration	Approval Date	10/23/03
Policy	ADM-3.2 Consultant/Professional Services Selection Policy	Latest Revision	

ADM-3.2 Consultant/Professional Services Selection Policy

The procurement of consulting and professional services for the San Juan Water District will be on the basis of documented competence and qualifications for the types of services to be performed, and at a fair, competitive and reasonable price.

For the purposes of this policy, the term “consulting and professional services” means any specialized services performed by firms or persons who are qualified, by education, experience, licenses or certification in a particular field. Types of services may include, but are not limited to: engineering, environmental, information technology, financial, public relations, legal, and human resources.

For consulting and professional services for a District project that would cost less than \$50,000, which cost is included in the current District budget and follows policy direction from the board, the General Manager is authorized to determine an appropriate process for selection of the consultant, and to execute the consulting agreement on behalf of the District. Consulting and professional services that would cost more than \$50,000 will be obtained by a competitive proposal process by issuance of a Request for Proposals or the issuance of a Request for Qualifications, as determined by the General Manager, and would require approval of the Board of Directors. The General Manager will recommend to the Board of Directors selection based on documented competence and qualifications for the types of services to be performed, and at a fair, competitive and reasonable price, and not based solely on the lowest-cost proposal submitted. The Board of Directors may waive or amend this policy at any time, and may waive the competitive proposal process in cases where a consulting firm has satisfactorily performed the previous stage of a project, has acquired extensive background and working knowledge of the work to be performed, is a highly-recognized authority in the field or area of work to be performed, or is the only-known available highly-recognized authority.

A written description of the selection process, including selection rationale, list of firms on a selection short-list, basis of selection and determination of project fee/cost will be submitted by the General Manager to the Board of Directors with each contracting recommendation.

Revision History:

Revision Date	Description of Changes	Requested By