

Provisional Procedure for Consultant Contracts
City of Madison Water Utility

1. Water Utility Staff shall prepare a Scope of Services for the Request for Proposals to be included with the City's standard consulting contract (the "draft contract"), clearly defining the project objectives and limits. A potential consultant shall not prepare the scope of services.

Potential consultants may submit revisions to the scope of services with their proposals and during the interview process, if an interview is held.

Interviews may be held at the discretion of the Water Utility.

2. The draft contract shall be provided to all consulting firms using the list of consultants maintained by the Engineering Division along with the Request for Proposals.
3. The liability and Affirmative Action Provisions are not negotiable.
4. The draft contract shall be made available to the Board of Water Commissioners and the Common Council. (When? It has been an attachment to the resolution on some but probably not all contracts. It will be standard practice in the future.)
5. Unless precluded by Federal regulations, all responses shall include the cost of the work.
6. Each proposal shall be independently reviewed by at least three members of staff. Each staff member shall rate the top three proposals and then meet and confer regarding their findings.
7. Price shall be a factor but not the sole factor for consultant selection.
8. The pavement provisions of the contract shall include, a breakdown of tasks to be completed under the contract, the estimate of hours required for each task, hourly rates to be used for individuals working under the contract, equipment rates to be used (if applicable) and costs for any copying, travel or other expenses to be charged to the contract.