

**TOWN OF PINCHER CREEK**

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<b>Approved by:</b> <b>Council</b>	<b>Date:</b> <b>October 27, 1997</b>	<b>Policy Number:</b> <b>128-97</b>
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<b>Reference:</b> <b>Motion 97-622</b> <b>Motion 04-240</b>	<b>Revision Date/by:</b> <b>June 14, 2006</b>
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<b>Title:</b>	<b>CRITERIA FOR SELECTING A CONSULTANT</b>
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**Policy Statement**

The Town of Pincher Creek will provide criteria for the ways of methodically selecting the best qualified consultant.

**1. Definitions**

- 1.1 CAO shall mean the Chief Administrative Officer of the Town of Pincher Creek.
- 1.2 COUNCIL shall mean the Municipal Council of the Town of Pincher Creek.
- 1.3 MAYOR shall mean the Chief Elected Official of the Town of Pincher Creek.
- 1.4 SELECTION COMMITTEE shall mean a committee comprised of the Chief Administrative Officer, Director of Operations, Director of Community Services and Director of Corporate Services.
- 1.5 CONFLICT OF INTEREST shall mean when a pecuniary or personnel benefit is obtained or could be obtained as the result of a certain consultant being chosen.

**2. Responsibilities**

2.1 Selection Committee

2.1.1 Assignment Outline. The selection committee shall put forward the name(s) of a consultant to be appointed as this municipalities' consultant. The Consultant shall be appointed for a one year term by resolution of Council. IN the event of a disagreement of the selection committee, the CAO shall make the final determination of the name of the consulting firm to be put forward for Council's approval.

2.1.2 Prepare terms of reference to define the municipalities needs and expectations. They must be clear and understood by the CAO and all Directors.

- 2.1.3 Identify qualified consultants through industry references or by calling for submission of credentials.
- 2.1.3.1 Must be registered with the affiliation of their profession.
  - 2.1.3.2 Must provide proof of Commercial General Liability.
- 2.1.2 Review all proposals and score by the CAO and each Director. The Selection Committee may choose to interview each consultant being considered and check references from former clients of past projects on the overall performance and satisfaction of engineering services. Immediately following each interview, the Selection Committee shall score each consultant. The CAO shall present the recommendation of the Selection Committee to Council for approval.
- 2.1.3 Compensation for Services. A fee basis selected for an assignment should not compromise objectivity, however, the committee must evaluate type of service being rendered for fees being paid. Fee negotiations should proceed immediately following the selection committees most suitable consultant. The fee basis would be established between the Town and the consultant for each individual project. If the committee and the consultant are unable to reach an agreement on fees, the negotiations should be terminated and negotiations with the second place consultant should begin. This action precludes any further discussion with the first consultant.
- Fee Basis (to be established for each reoccurring project)
- (a) Time Basis: This fee basis is applicable in circumstances where the scope of work is not well defined, or where the consultant does not have control over man-hours and disbursements.
  - (b) Fixed fee Basis: This fee is applicable to projects where the scope of work is clearly defined, and the inputs accurately predictable.
  - (c) Combination of time Basis and fixed Fee Basis: Used for projects where certain areas are well defined, and other conditions cannot be predicted in advance.
- 2.1.4 Following the successful completion of negotiations, an appropriate agreement should be completed.
- 2.1.5 All safety measures pursuant to the nature of the project are to be outlined pursuant to Town and Provincial policies and that safety records be obtained from the Workers Compensation Board.

**3. Proposal Assessment System**

3.1 The Proposal Assessment System, attached as Appendix B may be used in selecting the appropriate consultant. The CAO shall have the final say in determining or devising an appropriate assessment system.

**4. Exceptions**

4.1 Where the project being considered does not fall within the expertise limit of the appointed firm, the Directors may recommend a particular consultant to match the needs of a particular project.

4.2 Where a Conflict of Interest exists with any member of the Selection Committee, the remaining two members of the Selection Committee will appoint a third member.

4.3 Where one or more of the selection committee is not available a Special Committee shall be deemed to be formed, and this Committee shall constitute the Selection Committee.

**5. End of Policy**

**POLICY NO. 128-97**

**APPENDIX 'A'**

ENGINEERING FIRM

LIST OF SUGGESTED QUESTIONS

1. Availability of Resources (smaller firms to demonstrate affiliations, i.e. environmental, mechanical, structural, electrical, etc.).
2. What format of Public Presentations do you use?
3. What type of billing system do you use?
  - a. Can you provide an example of a typical project's billing?
  - b. Can you provide a sample document or procedures for controlling man-hours?
4. What is your firm's present workload?
5. What type of computer systems or programs are you presently using?
6. Do you provide GIS services?
7. Who would be our main contact in your firm?
8. Can you provide some insight to your quality assurance procedures, including organizational responsibility, professional development policies, project staff assignment policies?
9. Can you describe your technical approach and methodology which would be utilized for an \_\_\_\_\_ (project type) \_\_\_\_\_ project?