

**City of Prescott Procurement Code Requirements
August 2, 2012**

Procurement Type	Dollar Amount	PROCUREMENT METHOD						DOCUMENTS				APPROVALS REQUIRED	
		P-Card or Direct Invoice (1)	Purchase Order (2)	Three written quotes	Job Order Contract (3)	Competitive Selection (4)	Requires Evaluation Committee/ Negotiation	City Contract (5)	Bid Bond	Perform Bond	Pymt Bond (subs)	City Mgr Approval	Council Approval
Goods	Up to \$3K	X											
	>\$3K - \$10K		X	X									
	>\$10K - \$20K		X	X									X
	>\$20K		X			X							X
Services	Up to \$3K	X											
	>\$3K - \$10K		X	X				m					
	>\$10K - \$20K		X	X				m	o	o			X
	>\$20K		X			X		X	o	o			X
Construction	Up to \$3K	X			X								
	>\$3k - \$10K		X	X	X			m					
	>\$10K - \$20K		X	X	X			m	o	o	o		X
	>\$20K - \$1M		X		X	X		X	o	o	o		X
	>\$1M		X			X		X	o	o	o		X
Professional Services	Up to \$3K	X			X								
	>\$3K - \$10K		X	o	X			m					
	>\$10K - \$20K		X	o, e	X			m					X
	>\$20K		X		X	o, e	m, e	X					X
Used Equipment Sole Source Emergency	Up to \$3K	X											
	>\$3K - \$10K		X	o									X
	>\$10K - \$20K		X	o								X	X
	> \$20K		X	o								X	X
Surplus Disposal (6)	Up to \$3K												
	>\$3K												X

X = required

m = may be required depending upon project

o = recommended where feasible

e = architectural, engineering, surveying, professional services, subject to specific ARS requirements

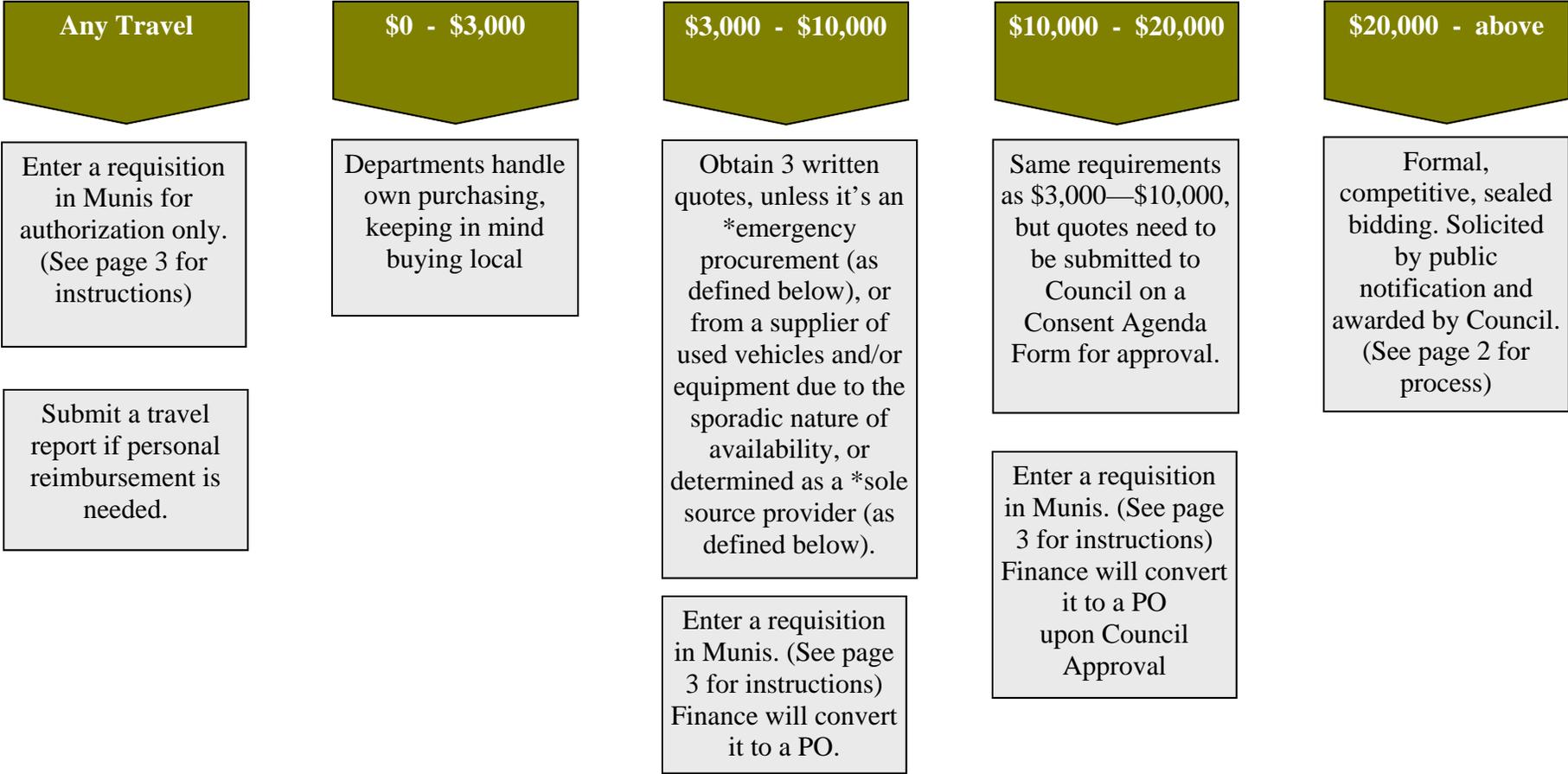
Notes:

- (1) All purchases of less than \$3,000 shall have been made with as much economy as practicable in the open market place at the prevailing price
- (2) All Purchase Orders are issued by the Finance Department after a Requisition is entered in Munis with documentation supporting the purchasing method
- (3) Job Order Contracting not currently established in City Procurement - Piggyback options maybe available through other public agencies
- (4) Includes Notice Inviting Bids (NIB), Request for Proposal (RFP) and Statement of Qualifications (SOQ)
- (5) Use standard City contract (see templates - services, professional services, construction horizontal / vertical) and required insurance per template
- (6) All disposed of assets need to be reported to Finance for removal from asset list

This is only a guideline - All employees engaged in procurement activities for the City must have an understanding of the City's Procurement Code and relevant State Statutes. If there is any doubt as to whether various contracts or insurance is required, please refer to Legal and Risk Management personnel prior to finalizing your purchase.

Procedure to purchase goods, services or travel

The cost of an item, not the method of payment, determines the method of procurement. Splitting a transaction to avoid bid requirements or authorized approvals is prohibited. The City may participate with the State of Arizona or any other public entity for goods and services that have been obtained in accordance with the State Procurement Code.

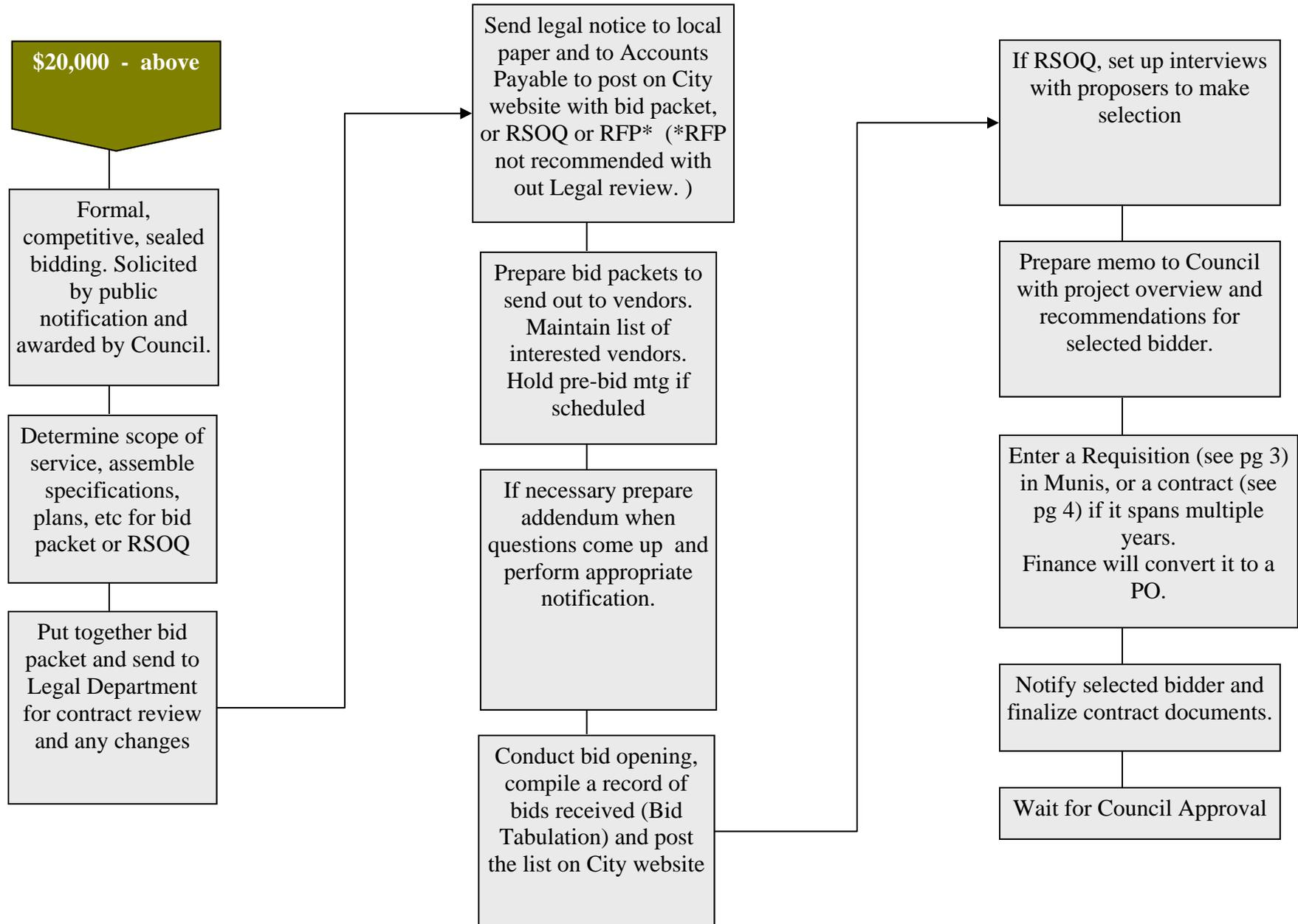


***Emergency Procurement:** A purchasing agent may make or authorize others to make emergency procurements if there exists a threat to the public health, welfare or safety or if a situation is determined to be necessary for the public interest. An emergency procurement shall be limited to the goods or services necessary to satisfy the emergency with as much competition as practical under the circumstances. If the expenditure exceeds ten thousand dollars (\$10,000.00) it shall be submitted to Council for authorization at the next Council Meeting. Consult with Legal before purchase is made.

***Sole Source Provider:** A contract may be awarded for a supply, service or construction item without competition or solicitation when the purchasing agent, with concurrence of the City Manager, determines in writing that there is only one source. Professional services may be retained on an as-needed basis for a project without formal bidding requirements if the project requires specialized knowledge and expertise acquired by advanced training and/or experience.

\$20,000 - Above

Department Head should assign a point of contact for purchasing in their department. The employee selected should make sure to familiarize themselves with the procurement code.



CONTRACT PROCESS:

- I. Receive Project Checklist from Project Manager:
 - List includes Project Name, Project Description, Project Account Number, Dates for Pre-Bid, Bid Opening, Pre-Con and NTP, Engineer's Estimate and Time of Completion
- II. Prepare Contract from checklist information, bid schedule, technical specs, and special provisions using standard contract template.
- III. Print Contract Documents and Plans either in house or at A & E
- IV. Send Notice Inviting Bids to Courier for publication of legal ad & assure appropriate advertisement duration
- V. Notice Inviting Bids legal ad sent to Plan Rooms and Vendors.
- VI. Send applicable documents to Plan Rooms (plans, specs, contract)
- VII. Send applicable documents to Vendors upon request
- VIII. Pre-Bid Meeting
 - Sign-in Sheets
 - Agenda from Project Manager
 - Record meeting
 - Transcribe minutes and give to project manager for any clarifications and/or addenda items
 - Distribute approved minutes to all attendees
 - Distribute Addenda (if needed) to all plan holders and attendees
- IX. Bid Opening – By City Clerk with procuring dept. in attendance
 - Create Bid Opening Record
 - Open bids and record bid amounts, verify bid bond
 - Create Bid Tabulation from Bids received, Bid Schedule and Engineer's Estimate
 - Make three copies of bid documents received from apparent low bidder and one copy of other bids
 - Original Bid Opening Record and Original Bid Documents including envelopes to City Clerk. Original bid from low bidder is retained for one of the contracts.
 - Send out Bid Tab to plan rooms and bidders
 - Contact apparent low bidder for Confirmation of Bid
 - Complete investigation of capabilities, license, etc
 - Send Notice Of Award after Council Action/ Approval
 - Prepare 3 Original Contracts for bidder's signature, request payment and performance bonds and certificates of insurance to be returned with signed contracts
 - Send 3 Original bidder-signed contracts to City Clerk for final City signatures

AWARD OF CONTRACT:

- I. Pre-Construction Meeting
 - Sign-in Sheets
 - Agenda from project manager
 - Attend and record meeting
 - Transcribe and distribute minutes to all attendees
 - Notice to Proceed issued after all contracts & appropriate submittals are received & determined acceptable.

- II. Approved Council Agenda Memo is Received:
 - Enter Contract into Munis
 - Create Summary Sheet and Bid Schedule for payment processing.
 - Process Monthly Pay Request
 - Maintain Contract File

**REQUEST FOR STATEMENTS OF QUALIFICATIONS (RSOQ) PROCESS:
(RSOQ used when scope of work needs to be identified)**

- I. Modify SOQ boilerplate - Project Manager:
- II. Send RSOQ to Courier for publication of legal ad
- III. Send RSOQ legal ad to Plan Rooms and Vendors.
- IV. Send applicable documents to Plan Rooms
- V. Send applicable documents to Vendors upon request
- VI. Pre-Proposal Meeting
 - Sign-in Sheets
 - Agenda from Project Manager
 - Attend and record meeting
 - Transcribe minutes and give to project manager for any clarifications and/or addenda items
 - Distribute approved minutes to all attendees
 - Distribute Addenda (if needed) to all plan holders and attendees
- VII. Receive SOQ's at City Clerk's office
- VIII. Create Proposal Opening Record and record proposals received
- IX. Retain Original Proposal from each submittal and Original envelopes
- X.. Distribute SOQ's to review panel
 - Review panel will evaluate proposals and rank firms independently of other panel members
 - Select top 3-5 firms for interview
 - Send rejection letters to firms not selected for interview
 - Send interview letters to selected firms
 - Hold interviews and rank firms
 - Send acceptance letter to top ranked firm
 - Send notice of ranking to rejected firms
- XI. Negotiate Scope and Fees
- XII. Prepare PROFESSIONAL SERVICES AGREEMENT

**REQUEST FOR PROPOSALS (RFP) PROCESS:
(RFP used when scope of work is known. Proposed Vendor will submit a fee for the scope)**

- I. Modify RFP boilerplate - Project Manager:
- II. Send RFP to Courier for publication of legal ad
- III. Send RFP legal ad to Plan Rooms and Vendors.
- IV. Send applicable documents to Plan Rooms
- V. Send applicable documents to Vendors upon request
- VI. Pre-submittal Meeting
 - Sign-in Sheets
 - Agenda from Project Manager

- Attend and record meeting
- Transcribe minutes and give to project manager for any clarifications and/or addenda items
- Distribute approved minutes to all attendees
- Distribute Addenda (if needed) to all plan holders and attendees

VII. Receive RFP's at City Clerk's office

VIII. Create Submittal Opening Record and record submittals received

IX. Retain Original set each submittal and Original envelopes

X. Project Manager will evaluate scope and fees

XI. Prepare PROFESSIONAL SERVICES AGREEMENT

Procurement of Professional Services and Construction

Arizona Revised Statutes (ARS) and the City Procurement Code provide for the procurement of professional services (engineers, architects, and surveyors), construction, and construction services in the delivery of projects for public facilities.

Professional Services for engineering are typically obtained via a formal solicitation through public advertisement requesting Statements of Qualifications (SOQs) for a specified project thereby initiating a competitive qualifications based procurement process. A firm's fees or man hours for a project cannot be required at this stage of procurement. An appropriately qualified selection committee reviews the SOQs and ranks them based on project specific criteria contained in the solicitation. Interviews are held with the top ranked 3 – 5 firms to determine the final ranking. After final ranking, discussions begin with the top ranked firm to define the scope of work and negotiate the fee for services. State Statutes also allow, with public competition, annual solicitations for professional services for the establishment of a list of firms based on qualifications and experience for individual or multiple contracts to be awarded. As stated above, an appropriately qualified selection committee must evaluate the SOQs and rank the firms for each procurement, which may include one contract or multiple contracts.

Construction Projects may be initiated under any of the following project delivery methods:

1. Construction-manager-at-risk

- There is an award of 2 separate contracts for design and construction
- Design and construction may be sequential or concurrent
- The owner may switch to D-B-B at any time prior to entering construction

2. Design-build

- There is an award of 1 contract for design and construction
- Design and construction may be concurrent
- The Design-Builder controls much of the process. Owner control is limited.

3. Job-order-contracting

- May be 1 or more awards for construction. Simple project design may be part of contract.
- Typically for 1 or more year terms for multiple projects
- Basically an "on-call/ as-needed" contract for construction/ repair
- One Million Dollar project contract limit

4. Design-bid-build

- There is a sequential award of 2 contracts
- The 1st is for Design Services
- The 2nd is for Construction
- Design and Construction are distinct and separate phases

The City has used each of these delivery methods on different types of projects as shown below.

Construction-manager-at-risk: Fleet Maintenance Facility, Elks Theatre Restoration, Airport Water Reclamation Facility

Design-build: Transfer Station

Job-order-contracting: Marina Street Sidewalk Improvements

Design-bid-build: Iron Springs Road, Copper Basin Road, & Williamson Valley Road

*All contracts with a value greater than \$10,000 require approval by City Council.

GOODS
SERVICES
CONSTRUCTION
PROFESSIONAL

CONTRACT CHECKLIST

Project Manager _____

Date _____

The following is a list of items for contract preparation, advertisement and award

1)	Project Title (use name in CIP; explain if different)	
2)	Project Description	
3)	Project Number (account majority of funds are taken from)	
4)	Advertise Date(s)	
5)	Pre-Bid Mtg Date, Time & Location (mandatory or not)	
5)	Bid Opening Date	
6)	Council Award Date	
7)	Pre-Construction Meeting Date	
8)	Notice to Proceed Date	
9)	Cost for Plans and Contract Documents	
10)	Engineer's Estimate for liquidated damages	
11)	Bidding Schedule quantities (needed for Bid Tabulation)	
12)	Number of Calendar days for completion	
13)	Special Provisions General Provisions Technical Specifications	
14)	Notes	

**CITY OF PRESCOTT
PUBLIC WORKS DEPARTMENT**

**CAPITAL PROJECT
CHECKLIST No. 1**

IDENTIFY PROJECT / DRAFT PRELIMINARY SCOPE

Project Name: _____

Initial and Date Each Item as Appropriate (All Pages)

- 1. Preliminarily Define Extent of Proposed Improvements - Limits
- 2. State Rationale for Project - PMS Rating / Growth / Economic Development
- 3. Identify & Analyze Existing Facility Problems / Inadequacies
- 4. Design Concept Report (as / if Required or "Downscaled" Version)
- 5. Determine project delivery method: Design/Build, Besign/Bid/Build, CMAR, Job-Order-Contracting
- 6. Environmental / Cultural / Biological Study / Special Permits
- 7. Drainage Study
- 8. Traffic Study
- 9. Right-of-way
- 10. Utilities - Pothole & Coordinate / Facilitate New Utility Improvements or Relocations – on street projects, ensure utility service is extended to undeveloped parcels within project limits
- 11. Evaluate night-work alternative.
- 12. Budget - Prepare Preliminary Estimate to include Design, Construction, Inspection, Testing, Administration, Rights-of-way, Utility Relocation Costs
- 13. Identify Revenue Source(s) / Seek Budget Approval

**CAPITAL PROJECT
CHECKLIST No. 2**

DESIGN AGENT SELECTION & PROCEDURE

- 1. Confirm Funding Availability
- 2. Design Services Contract or Public Works Design
- 3. Assign Project Manager & Inspector
- 4. Set-up Design File
- 5. Set Schedule for Design and Construction
- 6. SOQ Process / Short List / Select Design Engineer
- 7. Define Scope of Design Services / Schedule- incorporate Engineering Design Submittal Requirements
- 8. Negotiate Fees / Council Agenda Memo / Award Contract
- 9. Survey
- 10. Geo-technical Investigation
- 11. 30 – 60 – 95 – 100% Plans / Specifications / Engineer’s Estimate Review / Comment / Final Bid Documents
- 12. Assess Sight Distance / ADA & Access Issues / Driveway Transitions Etc.
- 13. Public Meetings & Coordination w/ City Council When Necessary
- 14. Right-of-way / Easement Acquisition – Appraisals / Title Reports / Negotiate Agreements - Obtain City Council Approval / Close Escrow / Dedicate & Record Right-of-way Map
- 15. Utility Relocation / Clearance. Pothole all utilities. Require utility clearance letters, understanding of prior rights and/or conflicts. Plan for resolution.
- 16. Obtain Required Permits
- 17. Confirm Utility Relocation has been completed.
- 18. Advertise / Pre-bid Meeting / Issue Addenda

**CAPITAL PROJECT
CHECKLIST No. 3**

CONSTRUCTION

- 1. Confirm Funding Availability
- 2. Set-up Construction Project File
- 3. Video Project Area for Future Reference
- 4. Provide for Quality Acceptance Testing
- 5. Receive Bids / Analyze Bid Tab / Confirm Low Bid / Council Agenda Memo Award Contract
- 6. Pre-Construction Meeting / Review Schedule / Traffic Control / List Submittals & Material Certifications Required / Discuss Project Specific Issues / Review Contractor Responsibility for Conducting Weekly Construction Meetings and Keeping Minutes, Process for resolving RFI's
- 7. Confirm Contract Execution / Bonds / Insurance Posted with City Clerk
- 8. Review Storm Water Pollution Prevention Plan / Send ADEQ / EPA Notice of Intent
- 9. Issue Notice to Proceed

**CAPITAL PROJECT
CHECKLIST No. 4**

CONSTRUCTION DOCUMENTATION

- 1. Daily Construction Inspection Reports / Format / Photos
- 2. Weekly Contract Time Summary
- 3. Weekly Media Release
- 4. Weekly Review / Response to Contractor Weekly Project Meeting Minutes
- 5. Monthly Progress Report with Contractor Schedule Review
- 6. Monthly Measurement and Verification of Quantities
- 7. Contractor Submittal Form / Submittal Log
- 8. Requests for Clarification or Information / RFI Log
- 9. Record of Telephone Conversations with Content of Discussion
- 10. Review / Approve Monthly Pay Estimates
- 11. Review / Recommend Contract Amendments
- 12. Review QC / QA Test Reports and Control Charts
- 13. Project Correspondence – Letters, Faxes and E-mail
- 14. Project Punch List / Completion
- 15. As-built Plans
- 16. Reconciliation of Final Quantities / Contract Amendment
- 17. Contractor's Affidavit of Completion and Certification of Warranty
- 18. Public Works Letter of Acceptance and Warranty Confirmation
- 19. Send EPA Notice of Termination

**CAPITAL PROJECT
PROJECT MANAGER'S BID OPENING CHECKLIST #5**

Project: _____

Bid Opening: _____

Project Manager: _____

- 1. Receive Bid Tab from Contracts Specialist, Review
- 2. Review Proposal form for completeness, signatures, written bid amount
- 3. Confirm Bid Bond has been received and is in order (Contracts Specialist)
- 4. Confirmation Of Bid has been Received (Contracts Specialist)
- 5. Review Subcontractors bid list and confirm General Contractor % of performance
- 6. Confirm Bidders Affidavit has been submitted and properly signed and notarized
- 7. Contact minimum of 3 References, document conversations and attach
- 8. Contractor to submit list of 10 similar, recent projects for municipal/ public entities with project briefs and contact info. Attach
- 9. Confirm Contractors license status with Registrar of Contractors, print and attach. **www.azroc.gov If complaint found, investigate with ROC and obtain Contractor's written response/ explanation**
- 10. Prepare draft Council memo, include area vicinity map.

CIP		
CHECKLIST NO. 6		
ATTACHMENTS IN TRAKIT		
<u>DESIGN BID</u>		
<input type="checkbox"/>	Newspaper Ad	Contract Spec
<input type="checkbox"/>	Scope of Services	Contract Spec
<input type="checkbox"/>	Notice - Statement of Qualifications	Contract Spec
<input type="checkbox"/>	Summary Rating Sheet	Project Mgr
<input type="checkbox"/>	Council Agenda Memo	Admin
<input type="checkbox"/>	Contract	Contract Spec
<input type="checkbox"/>	Agreements/IGA's	Contract Sp/PM
<input type="checkbox"/>	Notice to Proceed Letter	Contract Spec
<u>DESIGN</u>		
<input type="checkbox"/>	Schedule (submittals/deliverables)	Project Mgr
<input type="checkbox"/>	Design Concept Report	Project Mgr
<input type="checkbox"/>	Correction Letters	Project Mgr
<input type="checkbox"/>	Correspondence	Project Mgr
<input type="checkbox"/>	Environmental/Cultural/Biological Study (Final)	Admin
<input type="checkbox"/>	Special Permits (ADEQ, ADOT, 404, LOMR, etc) (Final)	Dev Coor/PM
<input type="checkbox"/>	Drainage Study (Final)	Dev Coor
<input type="checkbox"/>	Traffic Study (Final)	Dev Coor
<input type="checkbox"/>	Utility (Water/Sewer) Reports (Final)	Dev Coor
<input type="checkbox"/>	Meeting Notes – if not in chronology	Project Mgr
<input type="checkbox"/>	Public Meeting Notes	Project Mgr
<input type="checkbox"/>	E-Mails – if not in chronology	Project Mgr
<input type="checkbox"/>	Contract Change Orders	Project Mgr
<input type="checkbox"/>	Supplemental Agreements/Council Memo, if applicable	Contract Spec
<u>RIGHT-OF-WAY/EASEMENTS</u>		
<input type="checkbox"/>	Appraisals	Project Mgr
<input type="checkbox"/>	Title Reports	Dev Coor
<input type="checkbox"/>	Negotiation Agreements	Project Mgr
<input type="checkbox"/>	Offer Worksheet	Project Mgr
<input type="checkbox"/>	Agreement for Sale of Property	Dev Coor

<input type="checkbox"/>	Agreement for Exchange of Property	Dev Coor
<input type="checkbox"/>	Easement Document(s)	Dev Coor
<input type="checkbox"/>	TCE/ROE Document	Dev Coor
<input type="checkbox"/>	Signed Ordinance, if applicable	Dev Coor
<input type="checkbox"/>	Original Clerk's Certification, if applicable	Dev Coor
	Request for Signatures	
<input type="checkbox"/>	Escrow Instructions	Dev Coor
<input type="checkbox"/>	Commitment Approval	Dev Coor
<input type="checkbox"/>	Pre-audit Settlement statement	Dev Coor
<input type="checkbox"/>	Refund of Overpayment (if any)	Dev Coor
<input type="checkbox"/>	Commitment for Title Insurance	Dev Coor
<input type="checkbox"/>	Check	Dev Coor
	Final Closing Statement	
<input type="checkbox"/>	Settlement Agents Statement	Dev Coor
<input type="checkbox"/>	Signed copy of closing documents	Dev Coor
<input type="checkbox"/>	Refund check (if any)	Dev Coor
<input type="checkbox"/>	Title Insurance	Dev Coor
	<u>CONSTRUCTION BID</u>	
<input type="checkbox"/>	Advertise	Contract Spec
<input type="checkbox"/>	Contract Front End (Bid bond, Sub Contractors List, Proposal)	Contract Spec
<input type="checkbox"/>	Approved Plans	Dev Coor
<input type="checkbox"/>	Specifications	Dev Coor
<input type="checkbox"/>	Engineers Estimate	Contract Spec
<input type="checkbox"/>	Pre-Bid Agenda/Minutes	Contract Spec
<input type="checkbox"/>	Addendums	Contract Spec
<input type="checkbox"/>	Pre-Bid Sign in Sheet	Contract Spec
<input type="checkbox"/>	Bid Tab (Final)	Contract Spec
<input type="checkbox"/>	Confirmation of Bid	Contract Spec
<input type="checkbox"/>	3 References	Project Mgr
<input type="checkbox"/>	List 10 Similar Projects	Project Mgr
<input type="checkbox"/>	ROC License Status	Project Mgr
<input type="checkbox"/>	Council Memo w/area vicinity map	Contract Spec
<input type="checkbox"/>	Construction Contract/Bonds/Insurance	Contract Spec
<input type="checkbox"/>	Notice of Award	Contract Spec
<input type="checkbox"/>	Pre-Construction Agenda/Minutes	Contract Spec

	<u>CONSTRUCTION</u>	
<input type="checkbox"/>	Video/Pictures of Project Area	Project Mgr
<input type="checkbox"/>	Construction Schedule	Project Mgr
<input type="checkbox"/>	Traffic Control Plan	Project Mgr
<input type="checkbox"/>	List Submittals & Materials Certifications Required	Project Mgr
<input type="checkbox"/>	Weekly Construction Meeting Minutes/Responses to Contractor	Project Mgr
<input type="checkbox"/>	RFI Log/Responses	Project Mgr
<input type="checkbox"/>	SWPPP	Project Mgr
<input type="checkbox"/>	ADEQ/EPA NOI	Project Mgr
<input type="checkbox"/>	Inspectors Daily Reports/Photos	Inspectors
<input type="checkbox"/>	QC/QA Test Reports and Control Charts	Inspectors
<input type="checkbox"/>	Monthly Measurement and Verification of Quantities	Project Mgr
<input type="checkbox"/>	Media Releases	Admin
<input type="checkbox"/>	Contractor Submittal Log	Project Mgr
<input type="checkbox"/>	Telephone Conversations – if not in chronology	Project Mgr
<input type="checkbox"/>	Project Punch list	Inspectors
<input type="checkbox"/>	Contract Amendments/Change Orders	Contract Spec
<input type="checkbox"/>	Contractor's Affidavit of Completion and Certification of Warrant	Contract Spec
<input type="checkbox"/>	PW Letter of Acceptance and Warranty Confirmation	Project Mgr
<input type="checkbox"/>	EPA Notice of Termination	Project Mgr