## Sunnyslope County Water District Employment of Outside Contractors and Consultants Policy

## 8170: Employment of Outside Contractors and Consultants

8170.1 The District employs outside contractors or consultants for various tasks, such as construction, engineering, rates, auditing, finance, personnel, planning, and environmental review projects. The District's procedure is as follows:
A. Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available. The bid opening is open to the public and will be specified in the bid documents.
B. Consultant services will be solicited by issuance of "Request for Proposals" or "Request for Qualifications" by developing a broad list of possible qualified consultants and soliciting their bid by mail.
8170.2 Consultants will be recommended by the General Manager and are subject to approval by the Board of Directors. The General Manager and/or Board of Directors will make their selection based on the consultant's experience and qualifications. The consultant will also be required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultant services may be evaluated based upon qualification and not on cost of services per state law.
A. Once the Consultant is selected, two copies of our standard Professional Services contract will be drawn up and executed/signed by the District and Consultant representatives. Each party will retain one of the signed original contracts.
B. Extensions of an existing contract for additional services or change orders will be considered for approval by the Board of Directors on a case-by-case basis.
Policy Approved: $\frac{\text { July 14, } 2011}{\text { Date }}$

