



CITY OF CORNER BROOK

Policy Statement

Index	Operational Services	Section	General		
Title	Professional Engineering Consultant Selection	Policy Number	15-03-01	Authority	Council
Approval Date	17 Apr 02	Effective Date	17 Apr 02	Revision Date	

Purpose:

The City of Corner Brook frequently requires the services of professional engineering companies. Hiring of professional consultants is outside the terms of the Public Tender Act. This policy establishes a policy and procedure to be followed for appointment or selection of professional engineering companies.

Policy Statement:

The City of Corner Brook shall use the following guidelines for the selection of professional engineering services:

1. Major Projects (Over \$500,000)

A Public proposal call for engineering services shall be used. The Proposal call shall include an evaluation rating system with evaluations to be done by an internal committee of at least three persons, as selected by the Director of Operational Services. A suggested rating system is attached, but any actual rating system will be tailored to the particular project for which engineering services are required. Prior to appointment of the consultant a recommendation will be brought to Council for approval.

2. Intermediate Project (\$300,000 to \$500,000)

Proposals shall be invited from at least three engineering firms. The Terms of Reference shall include an evaluation rating system with evaluations to be done by an internal committee of at least three persons, as selected by the Director of Operational Services. A Public proposal call may be conducted at the discretion of the Director of Operational Services. Council will be advised of the selection.

3. Small Projects (Under \$300,000)

Consultants to be retained at the discretion of the Director of Operational Services and selection to be based on familiarity and knowledge of the company and its ability to carry out the work. Past performance will be considered. Council will be advised of the selection.

Definitions:

Proposals will be evaluated as follows:

Rating:**15 points**

- Comprehension:
- Understanding of the problem.
 - Appreciation of the factors involved in preparing a pre-design report.
 - Understanding of local conditions, funding system, tendering procedures and construction costs.

Experience:**20 points**

- Organization of the firm
- Projects of a similar nature (should be listed in proposal)

Project Team**20 points**

- Quality:
- Organization of team
 - Experience as a team on similar projects.
 - Expertise and experience of individual team members
 - Leadership/Supervision

Report

- Scheduling of Components and Work Plan Approach

25 points

- Methodology:
- Reporting Procedures

Local**10 points**

- In-house capabilities

Experience:

- Work experience related to the area
- Percentage of work handled in Corner Brook

Cost

10 points

- Cost of report including all: 10 points
 - expenses
 - Insurance coverage of firm or team

Total: 100 points

Reference:

Minute # 02-60 (April 17, 2002)

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[REDACTED]
MAYOR

[REDACTED]
CITY CLERK

