

Amendment No. 2

ORDINANCE NO. _____

1 AN ORDINANCE amending Title 2 of the Lincoln Municipal Code relating to
 2 Officers, Departments and Personnel by adding new Sections numbered 2.04.060 and 2.04.070
 3 requiring the reporting of contracts to the City Council and adding a new Section numbered
 4 2.18.080 requiring the pre-qualification of firms providing professional services to the City.

5 BE IT ORDAINED by the City Council of the City of Lincoln, Nebraska:

6 Section 1. That Section 2.04.060 of the Lincoln Municipal Code shall read as
 7 follows:

8 **2.04.060 Definitions.**

9 (a) Director shall mean the person designated as director by the Mayor of the City of
 10 Lincoln for each department sponsoring a project.

11 (b) Firm shall include any individual, partnership, corporation, company, or consortium
 12 offering professional consulting services.

13 (c) Professional consulting services shall include only those services within the scope of
 14 the practice of architecture, professional engineering, construction management inspection,
 15 landscape architecture, and consulting services related to land use planning, parks, and urban
 16 development, including facilitation and public process services.

17 (d) Project shall mean the issue and/or focus of the professional consulting services.

18 Section 2. That Section 2.04.070 of the Lincoln Municipal Code shall read as
 19 follows:

20 **2.04.070 Reporting Requirement for Contracts for Professional Services.**

1 At the time of solicitation of proposals, city directors shall begin providing weekly reports
2 to the Mayor and City Council on all projects involving contracts for professional services. The
3 obligation to report on professional services contracts shall continue until the projects involving
4 professional services are completed or are cancelled. The following information shall be included:

5 (a) Identification of the project and services;

6 (b) Name of firms under consideration, those who have submitted proposals, and the
7 chosen firm;

8 (c) Estimate of cost of the project and/or services;

9 (d) Anticipated project time line including proposed deadlines to review and reach
10 a decision on the firm;

11 (e) Identify the business classification, if applicable, which shall include whether the
12 firm is Nebraska/locally based, veteran owned, minority owned, or female owned;

13 (f) Cumulative dollar amount awarded to firms or vendors being considered during
14 the current City biennium.

15 Section 3. That Section 2.18.080 of the Lincoln Municipal Code

16 shall

17 read as follows:

18 **2.18.080 Pre-qualification and Reporting Requirements.**

19 The Purchasing Agent shall maintain a list of pre-qualified firms. This list will be
20 maintained on an on-going basis and the information shall be updated throughout the year.

21 Information shall include whether the firm is Nebraska or locally based, veteran owned,
22 minority owned, or female owned. The process for pre-qualification is as follows:

1 (a) Any firm wishing to be listed as a pre-qualified firm and to be considered for
2 professional consulting contracts as defined in 2.04.060 for a contract less than
3 \$250,000 shall submit an application to the Purchasing Agent. Any firm may up-
4 date its application with the Purchasing Agent at any time.

5 (b) The Purchasing Agent shall review and enter into the list the relevant information
6 from each application received and shall contact the business references listed in the
7 application. Based upon the information provided by the firm and any other
8 pertinent information, the Purchasing Agent shall make a recommendation as to
9 whether or not the firm shall be pre-qualified. The Purchasing Agent shall advise the
10 Mayor, the City Council, and the firm of the recommendation and, in the case of a
11 recommendation not to pre-qualify, shall list the specific reasons for the decision.

12 (c) The Mayor will make the determination as to whether any applicant should be
13 excluded from the pre-qualified list. Any applicant so denied shall have the right to
14 appeal to the City Council.

15 Section 4. That this ordinance shall take effect and be in force on March 31,
16 2016, from and after passage and publication in one issue of a daily or weekly
17 newspaper
18 of general circulation in the City, according to law.

19
20 Introduced by:

Approved this ___ day of _____, 2016:

Mayor

Approved as to Form & Legality:

City Attorney