

Purpose & Need:

City Departments must comply with Lincoln Municipal Code and Executive Orders regarding the selection and reporting of Professional Services Contracts related to the practice of architecture, professional engineering, construction management inspection, landscape architecture, and consulting services related to land use planning, parks, and urban development, including facilitation and public process services.

Governing Authority:

LMC [2.04](#) along with Executive Order [80199](#)

2.04.060 Definitions:

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

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

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

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

2.04.070 Reporting Requirement for Contracts for Professional Services.

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

The following information shall be included:

(a) Identification of the project and services;

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

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

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

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

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

Steps to Follow:

1. By Thursday noon, each Department needs to report all updates to their Professional Services Contracts (and associated amendments) covered under the definition in LMC 2.04.60 by placing information into the most current version of the spreadsheet.

Current Location of the shared spreadsheet: <S:\Shared\Professional Services Contract Reporting 2016>

Only enter data in the one named: Pro Services 2016 Contract Report Current.xlsx

2. When you have a contract to report, please add it in alphabetical order, if the firm always has a contract, please right click on the row below the last enter for the firm and "Insert Table Row Above".
3. Rick Hoppe will be reviewing the information, asking questions of the departments, and calculating the cumulative totals and creating PDF.
4. By Monday the following week a PDF version of the most current document will be posted on the Purchasing website

Current Location of the Reports: <http://lincoln.ne.gov/city/finance/purch/prof-contract-2016.htm>

General Questions & Answers

Q: When should a project be added to the report?

A: At the time of solicitation of proposals – When you pick up the phone and make that first call to a firm or send out a request for proposals either informally (\$100k-\$250k) or formally (City-Issued RFP).

Q: Is it necessary to include amendments?

A: Yes – this will allow for tracking of the cumulative dollar amount awarded to firms or vendors being considered during the current City biennium. These should be added when you start the process of adding scope to a contract by directing the consultant to prepare a draft. They do not have to be placed next to the contract they modify.

Q: Is it necessary to include amendments that have no dollar amount change, only time or change in scope with no change to the compensation?

A: Yes – this will avoid question of why is amendment #1 and #3 listed, what is amendment #2

Q: What about "active" contracts and amendments to contracts not already on the list?

A: We are working from January 1, 2016 and forward with amendments and contracts from this year.

Remember, you don't have to report **ALL** types of professional services contracts (and their associated amendments), only those included in definition (c) of LMC 2.040.060 which is the practice of architecture, professional engineering, construction management inspection, landscape architecture, and consulting services related to land use planning, parks, and urban development, including facilitation and public process services.

*(Clarification: only those facilitation and public processes that are related only to the above items, **NOT ALL** facilitation and public process work done at the city.)*

Guidance for filling out the reporting spreadsheet

Column Heading

Description of the appropriate information to be placed in that column

Example(s) of what should be placed in that column

Discussion of the why it is being down this way or what the thinking behind it is.

E.O. or D.O. Reference Number

The Executive Order or Directorial Order Reference Number assigned by the city clerk.

- If it is an Executive Order then 89081 only, no EO designation in front of the number
- If it is an Directorial Order then DO18562 only, no space between DO designation and the number
- If this number is **not** known at the time of reporting use TBD

This follows the City Clerk's document management tracking convention and will allow for easier tracking and linking to the contract documents from the report. Using TBD indicates the data for this spot was considered, but is unavailable at this time.

City Clerk's Final Date

This is the date of the execution of the contract as recorded by the City Clerk

- If this date is known at the time of reporting use month/day/year - 02/08/16
- If this number is **not** known at the time of reporting use - TBD

When one sees TBD they can be reasonably assured that this project contract is somewhere between solicitation and final approval. Only after the time of full execution should a date be entered. Otherwise if a date is entered into this column as a guess, the fear is that it will not be corrected later and cause confusion.

Estimated Completion Date

This is the date the work associated with the contract is believed to be completed.

- If this date is known at the time of reporting use month/day/year - 02/08/16
- If this number is **not** known at the time of reporting use - TBD

At the time of full contract execution, please included a date that you believe this contract will be completed. The definition of complete is when a reasonable person believes you have received all the work product required by that contract. Continue to update as necessary if this date changes. The reporting requirements state that the obligation to report on professional services contracts shall continue until the projects involving professional services are completed or are cancelled.

Type

The process followed to execute the contract.

EXECUTIVE ORDER or **DIRECTORIAL ORDER**

*Directorial Order Process is used for contracts and amendments **less than or equal to** \$25,000*

*Executive Order is Process is used for contracts and amendments **over** \$25,000.*

Description

Description of the work to be completed.

AGRMT. W/ JEO CONSULTING GROUP INC FOR ENGINEERING & RELATED PROFESSIONAL SERVICES IN CONNECTION WITH LINCOLN PEDESTRIAN BRIDGE INSPECTIONS (2016) FOR A SUM OF \$16,956.00 FOR PARKS & REC.

or

2016 Pedestrian Bridge Inspections for Parks Department

This should be the same as the language listed in the Subject Matter of the City Clerk’s Web. This aids in searches at a later date and facilitates copy and paste techniques for updates at a later time. If not able to use the City Clerk’s language, please do not use ALL CAPS to differentiate where the descriptive language came from.

Firm Name

Description of the selected firm’s official registered name as listed on Purchasing Web Site

Official Registered Name	Please don’t use
<i>Alfred Benesch & Company</i>	<i>Benesch; Alfred Benesch; Old HWS</i>
<i>Olsson Associates</i>	<i>Olssons, OA, Olsson Assoc.</i>
<i>ARCHITECTURAL DESIGN ASSOCIATES, P.C.</i>	<i>ADA; Architectural Design Associates</i>
<i>HDR Engineering Inc.</i>	<i>HDR, HDR Engineering, HDR Architects</i>
<i>Sinclair Hille Architects</i>	<i>Sinclair Hille; Sinclair</i>
<i>E & A Consulting Group, Inc.</i>	<i>EA; E & A; E&A; E&A Consultants; EA Engineering;</i>
<i>EA Engineering, Science, and Technology, Inc.</i>	<i>EA; E & A; E&A; E&A Consultants; EA Engineering;</i>

- ***Any firm with the word “the” at the beginning of their name shall be listed as the remainder of name comma followed by “THE”:***
 - ***Architectural Partnership, The***
 - ***Clark Enersen Partners, The***
 - ***Schemmer Associates Inc., The***

This aids in assurance that the selected firm is pre-qualified, sorting of firms, and that the calculations for cumulative totals are more easily accomplished.

Business Classification

At this time there are five possible business classification categories. The business classification can be found on Purchasing’s web site as a part of the list of pre-qualified firms.

- [Lincoln/Lancaster County Owned Business](#)
- [Nebraska Owned Business](#)
- [DISADVANTAGED BUSINESS ENTERPRISE – Veteran Owned](#)
- [DISADVANTAGED BUSINESS ENTERPRISE – Minority Owned](#)
- [DISADVANTAGED BUSINESS ENTERPRISE – Woman Owned](#)

Mayor and Council desire to view how many contracts are kept in the local area and if they are being awarded fairly to a variety of types of firms, including local, Nebraska, or to disadvantaged business enterprises.

Selection Process

Executive Order #80199 governs the procedures for professional consulting services dependent upon the estimated compensation. Four short descriptors had been developed to quickly indicate which was used in the selection of the particular project.

- [<\\$100k](#)
- [\\$100k - \\$250k](#)
- [City-Issued RFP](#)
- [Exemption](#)

This aids in assurance that the proper process was used in the procurement of that particular service.

Department

This is the identification of the Department responsible for the selection process of the contract

Recommended Department Designation	Please don't use
<u>Public Works and Utilities</u>	PWU; Public Works; Public Works & Utilities
<u>Parks & Recreation</u>	Parks; Parks & Rec; Parks and Recreation
<u>Lincoln Fire and Rescue</u>	LFR; Fire
<u>Lincoln Police</u>	LPD;
<u>Planning</u>	Lincoln/Lancaster County Planning Department
<u>Urban Development</u>	UD
<u>City Library</u>	Libraries; Library;

Having one consistent naming convention allows for ease of sorting and calculation of data, please check which has been used in the past on the report and follow that same naming convention.

Division

This is the identification of the particular Division with the Public Works and Utilities Department responsible for the selection process of the contract. Other departments may leave blank, if a department decides to use this column they need to be consistent with the designation at all times.

Public Works and Utilities Division	Please Don't Use
<i>Engineering Services</i>	ES; Design/Construction; Street Maintenance; Traffic; etc.
<i>Lincoln Water System</i>	LWS; Water
<i>Wastewater</i>	WW; LWWS
<i>Watershed Management</i>	Storm; Storm Water; Watershed
<i>Solid Waste Management</i>	SW; Solid Waste & Recycling; Solid Waste
<i>StarTran</i>	Transit; Buses
<i>Administration</i>	
<i>Sustainability and Compliance</i>	

Having one consistent naming convention allows for ease of sorting and calculation of data. This is also in particular important to Public Works and Utilities due to the large number of contracts processed across multiple divisions and speeds identification process.

Contract / Amendment Amount

This is the dollar figure of the contract or the change authorized by the contract amendment.

\$12,863.00 OR TBD

If this is an amendment results in a decrease in the dollar amount use parenthesis to bracket (\$5,609.00)

If this number is not yet know, then use TBD, after the contract is signed use the maximum possible amount of the contract if it includes optional services.

Other Firms contacted

Listing of any other firms that were contracted during the selection process. Please use the firm's official registered name as listed on Purchasing Web Site.

Official Registered Name	Please don't use
<i>Alfred Benesch & Company</i>	<i>Benesch; Alfred Benesch; Old HWS</i>
<i>Olsson Associates</i>	<i>Olssons, OA, Olsson Assoc.</i>
<i>ARCHITECTURAL DESIGN ASSOCIATES, P.C.</i>	<i>ADA; Architectural Design Associates</i>
<i>HDR Engineering Inc.</i>	<i>HDR, HDR Engineering, HDR Architects</i>
<i>Sinclair Hille Architects</i>	<i>Sinclair Hille; Sinclair</i>
<i>E & A Consulting Group, Inc.</i>	<i>EA; E & A; E&A; E&A Consultants; EA Engineering;</i>
<i>EA Engineering, Science, and Technology, Inc.</i>	<i>EA; E & A; E&A; E&A Consultants; EA Engineering;</i>

- **Any firm with the word “the” at the beginning of their name shall be listed as the remainder of name comma followed by “THE”:**
 - **Architectural Partnership, The**
 - **Clark Enersen Partners, The**
 - **Schemmer Associates Inc., The**

This aids in assurance that the proper process was used in the procurement of that particular service. This is mandatory for the \$100k - \$250k process. If you contracted someone first in the < \$100k category, please list as a record of who else may have been offered the work.

Total Firm Contract Amount (Current City Biennium)

A dollar figure that equals the total contract and amendment amounts for that particular firm listed on the report.

\$265,671.00

Cumulative dollar amount awarded to firms or vendors being considered during the current City biennium is a requirement of the LMC. This calculation is currently being done by hand by Rick Hoppe.

Questions?

Contact name and number of someone who can take questions from Mayor’s Office, Council, or public regarding that particular contract.

Jane Smith

402-441-1234

This report is a tool that is not able to answer every question, but is a good starting point. If further information is needed then this allows for follow up with an individual who is best able to research the answers needed or may be able to answer the questions directly.