

**RESOLUTION OF THE CITY OF PFLUGERVILLE, TEXAS
ADOPTING AN AMENDED POLICY REGARDING THE
PROCUREMENT OF PROFESSIONAL SERVICES**

WHEREAS, the City of Pflugerville periodically has a need to procure the services of firms or individuals to assist the City with engineering, architectural, financial, planning, and other professional services; and

WHEREAS, the City of Pflugerville established a policy regarding the procurement of professional services by Resolution No. 222-02-05-28-4D on May 28, 2002, and amended the policy by Resolution No. 234-02-06-25-4P on June 25, 2002; and

WHEREAS, the City Council desires to now amend the policy regarding the procurement of professional services to allow the City Manager to select providers, negotiate agreements, and execute agreements for budgeted services less than \$50,000; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PFLUGERVILLE, TEXAS:

That the City of Pflugerville will conform to the following procedure in acquiring professional services:

Section I. General provisions.

- A. The City Manager will establish and maintain a list of professional service providers who have expressed a desire to receive notice of requests for qualifications from the City. When the City solicits qualifications for professional service, it will send notice to each firm on the list that has expressed an interest in providing the needed service.
- B. The City Manager may delegate the execution of his/her responsibilities pursuant to this resolution to any qualified City employee.
- C. This policy does not apply to the acquisition of legal services.

Section II. Professional service agreements in excess of \$50,000.

- A. Before the City, or its representative, may enter into a professional service agreement that requires an expenditure of City funds in excess of \$50,000, the City will solicit qualifications for the service by publishing notice, and sending notice as provided in Section I. The notice will be published at least twice in the City's official newspaper, and may be published in other

publications as necessary. The publication date of the first notice will be at least 14 days before the City Council meeting at which action is taken to select a service provider. The notice will describe the professional service by the City and direct respondents on how to obtain a request for qualifications package.

- B. A request for qualification package will be sent to each service provider who responds to the notice. The request for qualification package will include a description of the professional service sought by the City, and state the criteria by which responses will be evaluated.
- C. The City Manager will receive and evaluate responses to a request for qualification, and forward the names of the three best-qualified respondents to the City Council. City staff will rank the three respondents in order of their qualifications. The City Manager will then negotiate a professional service agreement with the best-qualified respondent, and forward the agreement to the City Council for approval.
- D. If the City Manager is unable to reach a satisfactory agreement with the selected service provider, the City Manager will notify the service provider that the negotiations will cease. The City Manager will then negotiate a professional service agreement with the next best-qualified firm or person, and forward the agreement to the City Council for approval. This process will continue until an agreement is reached with one of the respondents, or the City Council determines to stop negotiations.

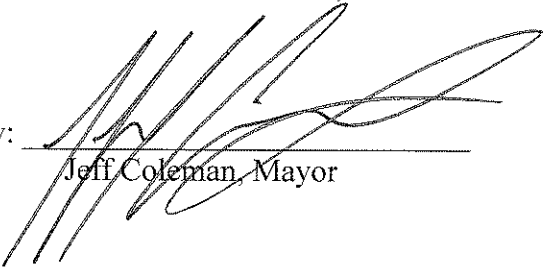
Section III. Professional service agreements less than \$50,000.

- A. For professional service agreements that require an expenditure of City funds of less than \$50,000, the City Manager may, after reviewing the City's list of professional service providers, select the service provider that he/she determines is best qualified for the work and negotiate a professional service agreement with that provider.
- B. The City Manager may approve and execute the agreement if the City's current budget provides funding for the work. The City Council must approve the agreement if funding for the work is not provided in the budget.

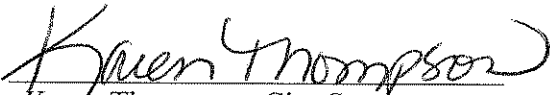
APPROVED this 12th day of February, 2008.

CITY OF PFLUGERVILLE, TEXAS

By: _____


Jeff Coleman, Mayor

ATTEST:


Karen Thompson, City Secretary