City of Copperas Cove, Texas
STANDARD OPERATING PROCEDURE

SUBJECT: Capital Project Engineering Firm Selection Process

DATE: July 5, 2013

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DISTRIBUTION: All City Departments

1. **PURPOSE:** To establish procedures for the selection of an engineering firm for a specific project through a fair and competitive process that ensures the project is completed on time and within budget.

2. **POLICY:** City Council authorized City staff to prepare and implement a pre-qualifying and selection process for engineering firms to be utilized for each capital project completed by the City.

3. **BACKGROUND:** City of Copperas Cove Staff, Purchasing Officer, Economic Development Corporation Executive Director, and the City Manager participated in a process to pre-qualify engineering firms for future capital projects. That process concluded with a list of approved pre-qualified firms sorted in random sequence.

4. **PROCEDURE:** (a) The top three firms from the pre-qualified list by project type will be moved to a short list. (b) The staff lead and subject matter expert (SME) may elect to complete a Request for Information (RFI). (c) The subject matter expert (after completing the RFI if necessary) will complete and forward an Engineering Score Sheet with a firm ranking recommendation to the Purchasing Officer. (d) The Purchasing Officer will complete a reference verification process and forward the results to the CIP Committee. (e) The CIP Committee will review the recommendation and reference verification with a decision to the Purchasing Officer. (e-1) The CIP Committee may request an oral presentation be provided by one or all firms being considered for the project design. (f) The Purchasing Officer will notify the City Manager and Engineering Firm of selection or send the recommendation back to the Subject Matter Expert with CIP Committee comments. (g) Once the CIP Committee accepts the Subject Matter Expert's recommendation, the City Manager and firm selected will begin negotiations. (h) If negotiations are successful, the City Manager will notify the Purchasing Officer. (h-1) If negotiations are unsuccessful, the Purchasing Officer will notify the selected firm that the City is cancelling negotiations and proceeding negotiation with the next firm. (i) Once negotiations complete, a contract will be placed on the next available Council agenda for consideration.