

**ORDINANCE NO. 94-19**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF REYNOLDSBURG, OHIO FOR CHAPTER 174 PROCEDURE FOR THE SELECTION OF DESIGN PROFESSIONALS, AND DECLARING AN EMERGENCY**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF REYNOLDSBURG, OHIO:

SECTION 1. That Section 174 Procedure for Selection of Design Professionals of the Code of Ordinances for the City of Reynoldsburg shall be and are hereby amended to read as follows:

See Exhibit "A" attached hereto and incorporated herein.


SECTION 2: That existing Sections 174 be and are hereby amended.

SECTION 3. That this ordinance is deemed to be an emergency measure necessary for the financial needs of the City, wherefore upon adoption by Council this ordinance shall be in effect immediately upon signature by the Mayor.

Passed this 9<sup>th</sup> day of September 2019,

  
\_\_\_\_\_  
Doug Joseph, President of Council

ATTEST:   
\_\_\_\_\_  
Mollie Prasher, Assistant Clerk of Council

APPROVED:   
\_\_\_\_\_  
Bradley L. McCloud, Mayor

DATE   
\_\_\_\_\_  
9/10/19

## CHAPTER 174

### Procedure for Selection of Design Professionals for Consulting City Engineer Services

- 174.01 Evaluation of qualifications.
- 174.02 Biennial contracts.
- 174.03 Public announcement of contracts.
- 174.04 Timetable for selection process.

#### **174.01 EVALUATION OF QUALIFICATIONS.**

- (a) The evaluation of qualifications of engineering firms applying for the position of “consulting city engineer” shall be by a committee of six consisting of the Mayor, Director of Public Service, Director of Parks, and Recreation, Director of Development, and two members of Council as designated by Council.
- (b) The qualification evaluation criteria shall be in accordance with a Consultant Evaluation Form, as prepared by the Director of Public Service and as approved by the Mayor and City Attorney.
- (c) The selection committee will review the submitted qualification packages and select the highest scoring firm to serve as the primary “consulting city engineer” and select a second firm to serve in this role in the event that the primary firm has a conflict of interest.
- (d) The selected firm(s) will provide general consultation services, capital improvement planning, design and construction services, private development plan reviews and inspections on behalf of the City. Individual proposals for specific projects will be reviewed by the department and/or division head in charge of the project.

#### **174.02 CONTRACT DURATION**

- (a) The City will enter into four-year contracts with design professionals as approved by the Mayor and City Attorney.
- (b) The necessary contracts with design professionals are to be for a consulting engineer, architect/structural engineer. Council, by motion, may identify and increase the number of necessary design professional contracts.
- (c) The types of future projects may include capacity studies, environmental services, roadway design and rehabilitation, water, sanitary sewer, and storm sewer design, building design and layout, planning, and other related services, as needed.
- (d) The City, at the direction of the Mayor, may extend authorized contracts annually by a motion of council.

(Ord. 65-08. Passed 10-13-08; Ord. 06-16. Passed 2-8-16.)

#### **174.03 PUBLIC ANNOUNCEMENT OF CONTRACTS.**

The form of public announcement of contracts for design professionals will be in accordance with a public announcement as prepared by the Director of Public Service and as approved by the Mayor and City Attorney.

(Ord. 65-08. Passed 10-13-08; Ord. 06-16. Passed 2-8-16.)

**174.04 TIMETABLE FOR SELECTION PROCESS.**

The timetable for qualification based selection process shall be as follows; unless Council, by motion adopts a revised timetable:

- (a) Public announcement of contracts for the engineer, architect and structural engineer to be on or before August 1st of the third year of each four-year contract.
- (b) Receive statements of qualification by September 1st.
- (c) The committee of six established in Section 174.01 is to evaluate qualifications and rank design professionals by September 15th.
- (d) The Mayor is to submit legislation authorizing contract(s) approvals to Council by October 1st.

(Ord. 144-96. Passed 12-16-96; Ord. 65-08. Passed 10-13-08.)