



**CITY OF SAN DIEGO
PURCHASING & CONTRACTING DEPARTMENT**

**CITY, COUNTY AND PORT OF SAN DIEGO
CONSULTANT ROTATION LIST
&
OTHER CITY METHODS OF CONSULTANT HIRING**

PRESENTED TO

“Building Profitable Relationships in 2009 Exposition”

FOR YOUR INFORMATION

City, County and Port of San Diego 2010-2011 Consultant Rotation List Request for Qualification shall be released on Friday, May 8, 2009.

<http://www.sandiego.gov/eoc/consultants/services/rotation.shtml> (SOQ Due 07/02/09)

- SOQ Questionnaire – by email from jmendivil@sandiego.gov
- Work Force Report – by email from jmendivil@sandiego.gov
- Standard Form 330 – <http://www.sandiego.gov/eoc/consultants/services/forms.shtml>
- Sample SOQ – http://www.sandiego.gov/eoc/pdf/2006mock_soq.pdf
- Selection Process – See Request for Qualification
- Scopes of Services – See Appendices to the Request for Qualification
- 2009 Alphabetical Consultant Rotation List –

<http://www.sandiego.gov/eoc/pdf/2009alphanotation.pdf>

- Consultant Registration –

<http://www.sandiego.gov/purchasing/vendor/index.shtml>

City of San Diego Consultant Request for Proposal (RFP) Advertisement

<http://www.sandiego.gov/city-clerk/officialdocs/notices/index.shtml>

City of San Diego Capital Improvement Program Budget

<http://www.sandiego.gov/budget/proposed/vol3.shtml>

Methods of Hiring Architecture & Engineering Consultants for the City of San Diego

- **Contracts up to \$25,000 (Small Contract)**
 - No formal competitive process required – Consultants may be obtained from the Consultant Rotation List or from other sources. Each small contract is a sole source* contract that does not require approval from the Purchasing & Contracting (P&C).
 - Shall be initiated and approved by Departments
 - Shall be executed, signed and awarded by Mayor or Designee

- **Contracts from \$25,001 to \$250,000**
 - Consultant Rotation List (CRL)
 - Request for Proposal – if discipline is not contained within the CRL Scope of Services, a unique project, or under special circumstances
 - Sole Source*
 - Shall be initiated by Department
 - Shall be approved by Mayor
 - Shall be executed, signed and awarded by Mayor or Designee

- **Contract greater than \$250,001**
 - Request for Proposal
 - Sole Source*
 - Shall be initiated by Department
 - Shall be approved by City Council
 - Shall be executed, signed and awarded by Mayor or Designee

* Sole Source Contracts over \$25,000 must be approved in advance by the P&C Department and shall only be granted under circumstances where either time, unique expertise, or other considerations mean that the granting of a sole source contract is in the best interest of the City of San Diego.

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