

LAKE OSWEGO PUBLIC CONTRACT RULES 2016

Division 48 (LO)

**CONSULTANT SELECTION: ARCHITECTURAL, ENGINEERING, LAND SURVEYING,
PHOTOGRAMMETRIC, AND TRANSPORTATION PLANNING SERVICES AND RELATED SERVICES
CONTRACTS**

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DIVISION 48

MODEL RULES

**CONSULTANT SELECTION: ARCHITECTURAL, ENGINEERING AND LAND SURVEYING
SERVICES AND RELATED SERVICES CONTRACTS**

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048-120 List of Interested Consultants; Performance Record

[Amendment or supplement of Model Rule is shown by “redline” revisions to the text of the rule; new text is shown by double underline, and deleted text is shown by strikethrough.]

(1) (a) Public Notice to Create List of Interested Consultants. Contracting Agency shall give public notice that there is an opportunity for consultants engaged in the lawful practice of their profession and who are interested in providing Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services to place their names on a list maintained by the Contracting Agency for the purpose of selecting consultants through the Direct Appointment Procedure (OAR 137-048-0200) or Informal Selection Process (OAR 137-048-0210).

(b) The Notice shall state (i) the information to be submitted, which shall include the information in subsection (2) below, (ii) the categories or specialties of types of lists of consultants to be compiled, (iii) the duration of the list (up to two years), and (iv) the manner and deadline for submission of the information. The deadline shall be not less than 30 days after the date of first publication of the Notice.

(c) The Notice shall be published at least once in a newspaper of general circulation in the Portland metropolitan area, i.e., Oregonian or Daily Journal of Commerce, and in a newspaper of general circulation in the Lake Oswego area, i.e., Lake Oswego Review.

(d) After the deadline for the submission of the statements, the Contracting Agency’s Engineering Dept. shall list the names and contact information of the interested consultants, and the list shall be publicly available upon request.

(2) Consultants who are engaged in the lawful practice of their profession and who are interested in providing Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services, may annually submit a statement describing their qualifications and related performance information to Contracting Agencies’ Engineering Department’s office addresses. Contracting Agencies shall use this information to create a list of prospective Consultants for the purpose of selecting consultants through the Direct Appointment Procedure (OAR 137-048-0200) or Informal Selection Process (OAR 137-048-0210) until the next notice and compilation of a list of interested consultants. The Contracting Agency ~~and~~ shall update this list at least once every two years.

(23) Contracting Agencies may compile and maintain a record of each Consultant's performance under Contracts with the particular Contracting Agency, including information obtained from Consultants during an exit interview. Upon request and in accordance with the Oregon Public Records Law (ORS 192.410 through 192.505), Contracting Agencies may make available copies of the records.

(34) State Contracting Agencies shall keep a record of all Contracts with Consultants and shall make these records available to the public, consistent with the requirements of the Oregon Public Records Law (ORS 192.410 through 192.505). State Contracting Agencies shall include the following information in the record:

- (a)** Locations throughout the state where the Contracts are performed;
- (b)** Consultants' principal office address and all office addresses in the State of Oregon;
- (c)** Consultants' direct expenses on each Contract, whether or not those direct expenses are reimbursed. "Direct expenses" include all amounts that are directly

attributable to Consultants' services performed under each Contract, including personnel travel expenses, and that would not have been incurred but for the services being performed. The record must include all personnel travel expenses as a separate and identifiable expense on the Contract; and

(d) The total number of Contracts awarded to each Consultant over the immediately preceding 10-year period from the date of the record.

048-0209 (LO) Establishing “Reasonable Time” in Informal Selection Procedure (OAR 137-048-0210) and Formal Selection Procedure (OAR 137-048-0220).

[This LOPCR is in addition to the Model Rules; it does not revise a Model Rule.]

(1) In the Informal Selection Procedure (OAR 137-048-0210) and Formal Selection Procedure (OAR 137-048-0220) rules, when the rule states that a “reasonable time” shall be provided for negotiation or selection of a consultant, “reasonable time” shall be the time period established by the Contracting Agency in its sole discretion, through its selection or evaluation person or panel. The selection or evaluation person or panel shall consider the time available for negotiation with each perspective Consultant and the time available for the entire Consultant selection phase of the Project. The time period established shall be communicated to each affected prospective Consultant not less than 2 business days prior to the expiration of the deadline.

(2) The time period may be extended by the selection or evaluation person or panel when it determines it is in the best interest of the Contracting Agency to do so.