

# Bolivar Peninsula Special Utility District

SUBJECT:  
**PROFESSIONAL SERVICES**

**Policy P-05**

**In accordance with the Texas Water Code, Title 4 Subchapter I and other applicable State laws, in order to obtain professional services the District shall do the following:**

## **Pre-Qualification Phase**

The pre-qualification phase begins with the need for professional services.

1. Requests for proposals (RFP) will be sent to at least three (3) professional consultants that appear to be qualified for the specific project. RFP's may be advertised in the local newspaper as necessary.
2. The Requests for Proposals will specify a closing date for proposals to be submitted to the District.
3. The General Manager and at least two (2) members of the Board of Directors will act as a Review Committee and will meet and review the proposals and determine competency and qualifications of each firm.
4. The Review Committee will interview proposing firms.
5. The Review Committee will evaluate proposals and rank proposing firms.
6. The Review Committee will present their findings to the Board of Directors at a scheduled Board meeting. The Board will then vote to enter into contract agreement with a selected firm.
7. The Board of Directors will negotiate an agreement with the top ranked firm.
8. If unable to negotiate an agreement with the selected firm, the Board of Directors may either select another firm from the proposals or may request proposals from additional firms.

## **Project Phase**

The project phase begins once a consultant has been selected.

1. The General Manager will oversee the project and ensure that the information needed by the consultant is provided.
2. The General Manager will provide periodic reports to the Board of Directors on the project status and performance of the consultant.
3. The Board of Directors shall perform a periodic review of the professional services being provided. The review will, at a minimum, be performed annually. The review will include the following:
  - Determine if District goals are being met.
  - Determine if professional services are being provided as described in contract.

## **Completion Phase**

Completion phase is a final review by the Board of Directors to ensure the professional services provider met District goals. Payment for completion of project will be made after a completion phase review by the Board of Directors has been performed and the Board is satisfied with project completion.

**PROFESSIONAL SERVICES  
POLICY P-05**

APPROVED AND EFFECTIVE ON \_\_\_\_\_, 2003.

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President

\_\_\_\_\_  
Secretary

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