

**RESOLUTION NO. 1633**

**RESOLUTION OF THE MONTARA WATER AND SANITARY DISTRICT APPROVING AND ADOPTING POLICY FOR ACQUIRING PERSONAL SERVICES**

**WHEREAS**, the Montara Water and Sanitary District from time-to-time requires personal services, including expert personal services of an engineering, appraisal, right-of-way acquisition, financial, accountancy, legal or similar nature; and

**WHEREAS**, the acquisition of personal services requires the exercise of judgment and consideration of factors not amenable to competitive bidding; and

**WHEREAS**, this Board desires to adopt a policy for the solicitation of proposals for the performance of personal services, including expert consulting services;

**NOW THEREFORE**, be it resolved by the Board of the Montara Water and Sanitary District, a public agency in the County of San Mateo, California, as follows:

1. Agreements for the performance of personal services shall not be subject to the competitive bidding requirements applicable to District construction contracts under the Public Contract Code (Pub. C. C. §20801 et seq.) or, to the extent required or implied, under the Montara Water and Sanitary District Code.

2. The following policy and procedure pertaining to the acquisition of personal services is hereby approved and adopted:

a. Personal services, the estimated cost of which exceeds Fifteen Thousand and No One-Hundredths Dollars (\$15,000.00) shall be performed under written contract approved as to form by the District legal counsel.

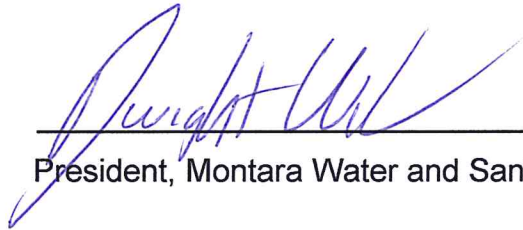
b. The District General Manager shall establish a uniform procedure for solicitation of proposals for personal services, the estimated cost of which exceeds Fifteen Thousand and No One-Hundredths Dollars (\$15,000.00). The procedure shall include, among such other matters as the General Manager shall determine, the requirement that the responding person set forth his or her experience relevant to the services to be provided, a statement of qualifications,

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an explanation of the scope of work to be performed and the estimated total cost of such services to the extent such cost is reasonably calculable..

c. The District Manager shall submit his or her recommendation to the District Board for acceptance of a proposal for personal services obtained in accordance with Subparagraph b. The Board's determination to accept or reject a proposal shall be based on an evaluation of qualifications and not solely on cost.

  
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President, Montara Water and Sanitary District

COUNTERSIGNED:

  
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Secretary, Montara Water and Sanitary District

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I HEREBY CERTIFY that the foregoing Resolution No.1633 was duly and regularly adopted and passed by the Board of the Montara Water and Sanitary District, County of San Mateo, California, at a meeting thereof held on the 3<sup>rd</sup> day of May, 2018, by the following vote:

AYES, Directors: Boyd, Slater-Carter, Wilson, Harvey, and Huber

NOES, Directors: None

ABSENT, Directors: None

  
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Secretary, Montara Water and Sanitary District