

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b>	March 7, 2016
	<b>Agenda Item No.</b>	<b>50</b>
	<b>Roll Call No.</b>	<b><u>16-0416</u></b>
	<b>Communication No.</b>	<b><u>16-127</u></b>
	<b>Submitted by:</b>	<b>Pamela S. Cooksey, P.E., City Engineer</b>

**AGENDA HEADING:**

Approving revisions to the City of Des Moines Taxpayer Quality Assurance Policy.

**SYNOPSIS:**

Recommend approval of revisions to the Taxpayer Quality Assurance Policy, including:

- Projects that have or will require a certificate of occupancy.
- Clarify process to include one (1) Council action to consider prior to ordering construction.
- Modify subcontractor requirement to allow notification if subcontractor is under current investigation.
- Clarify that questionnaire will be provided for Council’s determination of lowest responsive, responsible bidder.

**FISCAL IMPACT: NONE**

**ADDITIONAL INFORMATION:**

Four (4) revisions are proposed to the adopted Taxpayer Quality Assurance Policy, including:

1. Projects that have or will require a certificate of occupancy:  
The adopted Taxpayer Quality Assurance Policy does not apply to projects that do not require issuance of a certificate of occupancy. In accordance with the adopted building code, a certificate of occupancy is only issued when the building is new; an addition is added or if there is a change in use to an existing structure. Certificates of occupancy are not issued when a building is remodeled or altered. To ensure that City Council’s intent of the Taxpayer Quality Assurance Policy is satisfied, the policy is being amended to include projects that have or will require a certificate of occupancy.
  
2. Clarify process to include one (1) Council action to consider prior to ordering construction.  
The adopted policy included:
  - Council review of each project that meets the definition of a Vertical Infrastructure Project, and
  - Council determination of whether it is necessary to request bidders complete the General Contractor Quality Assurance Questionnaire and need to include the Subcontractor Quality Assurance Bid Requirements.
The process has been simplified such that the review and determination will occur as part of one (1) Council action.

3. Modify subcontractor requirement to allow notification if subcontractor is under current investigation:

The original proposed requirement did not allow subcontractors that were under investigation or previously found to have violated the applicable labor laws in the last five (5) years to be included in the project. When the Taxpayer Quality Assurance Policy was considered by City Council, the City Council discussion suggested modifications to allow subcontractors currently under investigation to be considered for inclusion in the project. The revision requires subcontractors currently under investigation to notify the City prior to the City considering permission to sublet.

4. Clarify that questionnaire will be provided for Council's determination of lowest responsive, responsible bidder:

Clarify that Council will be provided with General Contractor Quality Assurance Questionnaire of the apparent low responsive bidder for Council's determination of the lowest responsive, responsible bidder. This clarifies that Council is making the determination on lowest responsive, responsible bidder in accordance with Section 26.9 of the Iowa Code.

**PREVIOUS COUNCIL ACTION(S):**

Date: September 8, 2014

Roll Call Number: [14-1417](#)

Action: [City](#) of Des Moines Taxpayer Quality Assurance Policy. ([Council Communication No. 14-446](#)) Moved by Moore to adopt. Motion Carried 6-1. Nays: Hensley.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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