

# Municipality of Anchorage



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*Rick Mystrom, Mayor*

OFFICE OF THE INTERNAL AUDITOR

**May 9, 1997**

## **Internal Audit Report 97-10 Procedures for Selecting Engineering Consultants Port of Anchorage**

**Introduction.** Selection of engineering consultants for the Port of Anchorage is accomplished through a competitive sealed proposal process. The Purchasing Officer issues a request for proposals. The proposals received by the specified deadline in the Purchasing Department are forwarded to the Port of Anchorage for evaluation. Price is not a factor in the selection of the engineering firm during the evaluation process. Evaluations are conducted by a committee of generally five members with each proposal receiving a score based on criteria specified in the request for proposals. Interviews may then be conducted with up to three of the top scoring responsive proposers. A second scoring is done based on the interviews and a request to negotiate with the highest ranked proposer is made to the Purchasing Officer. Upon successful negotiations, a recommendation for award of contract is forwarded to the Purchasing Officer for submission to the Assembly for approval.

**Scope.** The objective of this audit was to determine whether proper procedures were followed in selecting engineering consultants for professional services contracts as prescribed in Anchorage Municipal Code Title 7 and the Municipal Purchasing Requestors Guide. The audit was conducted in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review, and accordingly, included tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. Specifically, we reviewed documentation and procurement procedures for five engineering contracts processed during January 1995 through May 1997. The audit was performed during April and May 1997 and was requested by the Administration.

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**Overall Evaluation.** Proper procedures were followed in selecting engineering consultants for the Port of Anchorage. Requests for proposal were prepared and distributed to engineering firms on the Master List maintained by the Purchasing Department as well as advertised in the newspaper. All proposals were evaluated by an independent evaluation committee and contracts were awarded based on the evaluation results and subsequent successful negotiations.

**Discussion With Responsible Officials.** The results of this audit were discussed with appropriate Municipal officials on May 7, 1997.

Audit Staff:  
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