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JEH/are  
11/14/94

Amend RMC 2.86  
Consultant Selection

ORDINANCE NO. 1814

ORIGINAL

AN ORDINANCE OF THE CITY OF REDMOND,  
WASHINGTON, AMENDING CHAPTER 2.86 OF THE  
REDMOND MUNICIPAL CODE IN ORDER TO REVISE THE  
SELECTION PROCEDURES FOR ARCHITECTURAL AND  
ENGINEERING CONSULTANTS.

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WHEREAS, Chapter 2.86 of the Redmond Municipal Code provides detailed procedures for the selection of architectural and engineering consultants for City projects, and

WHEREAS, the Construction Division of the Public Works Department has recommended certain revisions to Chapter 2.86 in order to streamline the procedures and to clarify certain provisions, and

WHEREAS, the City Council concurs in the recommendation of the Construction Division and has determined to revise Chapter 2.86 as provided below, NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO  
ORDAIN AS FOLLOWS:

Section 1. Selection Procedures. Chapter 2.86 of the Redmond Municipal Code is hereby amended to read as follows:

2.86.010 Notice of City's Requirements for Professional Services. Periodically, but not less often than once every two years, the Director of Public Works shall give notice of the City's projected requirements for architectural, engineering and surveying services in a manner which will effectively convey the notice to the public and architectural and engineering and surveying professional communities throughout the Puget Sound area. Such notice shall encourage firms engaged in the practice of engineering, surveying

or architecture to submit annually a statement of qualifications and performance data for consideration in selection of consultants to provide services to the City.

2.86.020 Projects Over Twenty Five Thousand Dollars - Solicitation of Written Proposals. In the case of each project to be undertaken by the City which will require architectural, engineering, or surveying services which are likely to cost in excess of twenty five thousand dollars (\$25,000), the Director of Public Works shall invite written proposals from two or more firms, which, based upon the statements and qualifications on file with the City and other available information, appear to be the most qualified firms to provide the particular services required. The written proposals shall include the following:

- A. Evidence of the firm's current ability to provide the required services;
- B. A proposed scope of work to be provided;
- C. The estimated number of man-hours necessary to complete the proposed scope;
- D. A current statement of references and any other information which will be helpful in evaluating the applicants' qualifications for the proposed project.

2.86.030 Director's Recommendations.

- A. For architectural, engineering or surveying contracts which are expected to exceed twenty five thousand dollars (\$25,000) during any calendar year, the Director of Public Works, after receiving and reviewing the written proposals, shall select the most qualified provider of the required services. The Director of Public Works shall attempt to negotiate with the selected provider of services for a price based on the final agreed scope of work not exceeding the price determined to be fair and reasonable. If such an offer cannot be secured, the Director of Public Works may enter into negotiations with the next most qualified provider of services and shall continue in this manner until an acceptable price has been secured. Once an acceptable price has been obtained, the Director of Public Works shall forward his or her recommendations regarding the selection

and agreed price to the City Council who may authorize final award of the contract.

- B. For contracts which are not expected to exceed twenty five thousand dollars (\$25,000) during any calendar year, the Director of Public Works, after receiving and reviewing written proposals, or reviewing the statements of qualifications that are on file, shall select the most qualified provider of the required services. The Director of Public Works shall attempt to negotiate with the selected provider of services for a price based on the final agreed scope of work not exceeding the price determined to be fair and reasonable. If such an offer cannot be secured, the Director of Public Works may enter into negotiations with the next most qualified provider of services and shall continue in this manner until an acceptable price has been secured. Once an acceptable price has been obtained, the Director of Public Works shall forward his or her recommendations regarding the selection and agreed price to the Mayor who may authorize final award of the contract. Contracts not exceeding twenty five thousand dollars (\$25,000) during any calendar year may be approved by the Mayor without first having received the prior approval of the City Council.

2.84.040 Scope of Negotiations - Exemption for Funding Source Requirements. The regulations set forth in this chapter shall govern selection of architectural, engineering, and surveying consultants for all City projects, provided that when these regulations are in conflict with requirements applicable to the use of federal funds or funds supplied by the state, the requirements of this chapter shall be deemed to be modified to the extent necessary to avoid such conflict.

2.86.050 Exemption for Emergency Work. The selection procedures set forth in this chapter need not be complied with when the contracting authority makes a finding in accordance with applicable law that an emergency requires the immediate execution of the work involved. As used in this section "contracting authority" means the Mayor, in the case of contracts not exceeding twenty five thousand dollars (\$25,000) during any calendar year and means the City Council for contracts which do exceed twenty five thousand dollars (\$25,000) in any calendar year.

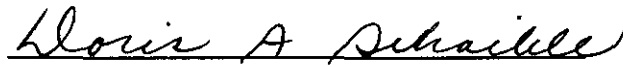
Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance, being an administrative action, is not subject to referendum and shall take effect five (5) days after publication of an approved summary thereof consisting of the title.

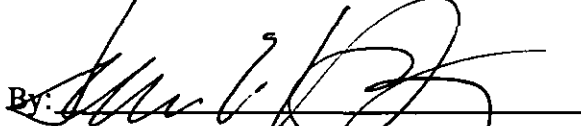
CITY OF REDMOND

  
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MAYOR ROSEMARIE IVES

ATTEST/AUTHENTICATED:

  
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CITY CLERK, DORIS SCHAIBLE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

By:   
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FILED WITH THE CITY CLERK:	11/14/94
PASSED BY THE CITY COUNCIL:	December 6, 1994
SIGNED BY THE MAYOR:	December 6, 1994
PUBLISHED:	December 14, 1994
EFFECTIVE DATE:	December 19, 1994
ORDINANCE NO. <u>1814</u>	