

ORDINANCE NO. 1013

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON  
AMENDING THE REDMOND MUNICIPAL CODE BY ADDING A  
NEW CHAPTER 2.86 THERETO, ESTABLISHING PROCEDURES  
FOR CONTRACTING FOR ARCHITECTURAL AND ENGINEERING  
SERVICES.

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WHEREAS, the Washington State Legislature has recently enacted legislation establishing a State policy regarding negotiation by public agencies, including cities, for contracts for architectural and engineering services, and

WHEREAS, the City Council has determined that there is a need to formalize procedures for entering into contracts for architectural and engineering services which will insure selection of qualified providers of such services at fair and reasonable prices, now, therefore,

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

Section 1. A new chapter 2.86 is hereby added to the Redmond Municipal Code to be entitled "Selection of Architectural and Engineering Consultants" 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 and engineering services in a manner which will effectively convey said notice to the public and architectural and engineering professional communities throughout the Puget Sound area. Such notice shall encourage firms engaged in the practice of engineering and 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 \$10,000.00 - Solicitation of Written Proposals. In the case of each project to be undertaken by the City which will require architectural or engineering services which are likely to cost in excess of \$10,000.00, the Director of Public Works shall solicit written proposals from a minimum of five firms, which, based upon the statements of 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 proposal 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 proposed total cost of providing the services on a fixed fee basis not on an hourly and/or overhead multiplier basis;
- (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 Recommendation to City Council. After receiving and reviewing the written proposals, the Director of Public Works shall submit his recommendations to the City Council as to the most qualified provider of the required services and as to a fair and reasonable price for said services. The Director's recommendation shall be accompanied by a copy of each of the written proposals received with regard to the project under consideration.

2.86.040 - City Council Consideration. The City Council shall consider the recommendation of the Director of Public Works and the written proposals and make a determination of the most qualified provider of the needed services and shall determine the fair and reasonable price of said services and may authorize the Director of Public Works to enter into negotiations with the most qualified provider in the effort to secure an offer for provision of the services at a price not exceeding the price determined to be fair and reasonable. The Council shall also rank the prospective providers other than the one determined to be most qualified in order of their qualifications or may authorize the Director of Public Works to determine such ranking.

2.86.050 - Negotiation of Contract for Services - Final Award. Upon receiving authorization to enter into negotiations, the Director of Public Works shall attempt to secure an offer from the provider of services determined to be most qualified at a price 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 offer has been secured. Once an acceptable offer has been obtained, the Director of Public Works shall forward his recommendations regarding the offer to the City Council who may authorize final award of the contract.

2.86.060 - Contracts for Architectural and Engineering Services - Under \$10,000.00. In the case of City projects requiring architectural or engineering services which are anticipated to cost less than \$10,000.00, the Director of Public Works shall solicit proposals from qualified providers of such services and shall determine the most qualified applicant and a fair and reasonable price

and shall attempt to negotiate a contract in accord with said determination and submit the contract to the City Council for final approval.

Section 2. This ordinance shall be in full force and effect five (5) days after passage and publication by posting as provided by law.

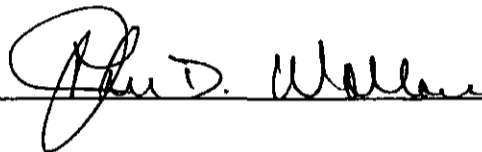
CITY OF REDMOND

  
MAYOR, CHRISTINE T. HIMES

ATTEST/AUTHENTICATED:

  
CITY CLERK, PAUL F. KUSAKABE

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY 

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| FILED WITH THE CITY CLERK:  | November 25, 1981 |
| PASSED BY THE CITY COUNCIL: | December 1, 1981  |
| SIGNED BY THE MAYOR:        | December 1, 1981  |
| POSTED:                     | December 3, 1981  |
| EFFECTIVE DATE:             | December 8, 1981  |