

**CITY OF LYNNWOOD
POLICY/PROCEDURES**

Architectural & Engineering Continuous Open Roster	Supersedes: March, 2004 Policy of same name	Policy Effective Date: October, 2004
Mayor:	Finance Director:	Purchasing Manager:

Applicable To: All City Departments

RCW 39.80.030 and 39.80.040

LMC 2.92.020.C

Definitions:

"A&E": architectural and engineering services; use of licensed engineers or architects as defined by 39.80, including landscape architects.

PURPOSE: To efficiently obtain Engineering and Architectural services when required by the City, using a process in compliance with state law for such services.

POLICY STATEMENT: The City desires a fair, open process for developing and maintaining a roster and selecting A&E firms for City work, in a manner consistent to state law. The City also desires a process that will insure women and minority firms are provided the maximum practicable opportunity for consideration equal to their general availability within the professional communities involved, as required by and in compliance with RCW 39.80.040.

The City shall therefore establish and maintain a continuous Roster, to which interested and qualified firms may apply. This Roster shall be maintained by Purchasing and made available to all City Departments. This Roster may be shared with other interested public agencies, through an Interlocal agreement signed by both parties.

1. The City shall publish an announcement in a newspaper of general circulation at least once per year to invite Architectural and Engineering firms to submit statements of qualifications and performance data. The advertisement shall be for future project needs and announce generally projected requirements for any category or type of professional services. The advertisement shall state the address of the representative who can provide further details. The City shall name all agencies that are utilizing the Roster, if any, in addition to Lynnwood.
2. The advertisement shall encourage firms to submit or update qualifications and performance data.
3. Purchasing shall provide an application that solicits desired information, and firms may also submit additional materials, brochures or other information. Firms that fail to utilize the application may be accepted as eligible if the submitted materials are sufficient for the City to evaluate the qualifications and minimum responsibility of the firm.
4. Purchasing shall review submittals to insure that firms meet a minimum eligibility criteria as responsible firms as defined by the Purchasing Manager, Public Works Director or designees. Verification shall consider licensing, years in business, and financial stability to ensure reasonable responsibility to perform work.

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5. Those firms that meet at least minimum levels of responsibility shall be placed onto the Roster. This Roster shall name those firms that have responded and are eligible for further consideration by the City as project needs arise.
6. After the application has been on file for two years, the City shall request an update to the information through the annual advertisement or by direct request to the firm. Firms may choose to either remove themselves from the Roster or may update the data on file. Lynnwood may remove those firms that fail to respond to direct requests by Lynnwood for updated information.
7. At any time during the year, the City may choose to issue a repeat advertisement to solicit additional firms or firms with particular specialties for the Roster.
8. The Roster shall be continuously open. Purchasing shall accept applications throughout the year, although the advertisement may occur only once each year.
9. All firms on the Roster shall be available to a Project Manager for consideration and eligibility for a project need, unless a specific reason causes the firm to be placed on an inactive status. Such inactive status shall remain the right of the Purchasing & Contracts Manager. A firm may be placed on an inactive status for a cause that is considered reasonable in the sole discretion of the Purchasing & Contracts Manager, which may include but is not limited to: failure to maintain proper licensing, failure to perform required work, disputes that have not been resolved, or poor performance in the opinion of the City or agencies utilizing the Roster.
10. The City may select firms for a Master On-Call contract. In such event, the City shall complete the selection process described in subsection (b) below, including solicitation from at least one women or minority-owned business in the manner prescribed below.

No Master On-Call contract may exceed \$100,000 in a fiscal year. Inasmuch as each Master On-Call contract will have been authorized by Council and signed by the Mayor, further Council action to approve individual task orders is not required.

Task orders against a Master On-Call contract may be executed in the same manner as described below in subsection 11(a) second paragraph. An individual task order may exceed \$5,000. Purchase Requisitions must be authorized in accord with signatory authority established by LMC and current policies.

11. The process to select firms from the Roster and enter into a Contract shall be as follows. The lower threshold of \$5,000 shall increase upwards should the Mayor's authorization under LMC 2.92.010 be increased. For all projects, the Project Manager may utilize the Roster process specified below, or may choose to undergo separate advertisement and selection.
 - a. **For Projects under \$5,000:** For projects with an estimated design fee less than \$5,000, the City Department and/or Project Manager shall invite one or more Roster firms to interview. This interview may be conducted by an individual or committee, as appropriate in the opinion of the Project Manager. A record of the interview shall be maintained in the file of the Project Manager, to confirm the date, time and company interviewed. The City shall then select the most highly qualified from those interviewed, to enter into contract negotiations. Projects under \$5,000 do not require Council authorization, per LMC 2.92.010.

Such work that is less than \$5,000 may be executed under the authority of a Purchase Requisition signed by the Department Director (or delegated Manager where applicable) with sufficient materials to clearly define the required work, deliverables and costs; which will result in the Purchasing Manager issuing a Purchase Order that incorporates these materials.

Comment: Page: 2
The task order does not need a signature block for the Mayor as the Mayor's approval will be evident on Purchase Requisitions that exceed \$5,000.

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- b. **For projects from \$5,000 to \$100,000:** The Project Manager shall invite three or more firms to interview. A committee shall conduct this interview. A record of the interview shall be maintained in the project file of the Project Manager to confirm the date, time and companies interviewed, and the interview results.

The Project Manager shall invite at least one women or minority owned firm to interview. Should no women or minority firm be available on the Roster in the category sought, the Project Manager will notify the Purchasing Manager. The Purchasing Manager may identify and solicit eligible women and minority firms on the Roster, or may instead waive the requirement.

The Committee shall select the best-qualified firm from those interviewed, to enter into contract negotiations. Contracts shall follow standard form, utilizing templates maintained by the Engineering Division. Contracts shall be subject to Council authorization and Mayor signature. Contracts shall be entered into the Contract Database, and filed in the Vault as an official record.

- c. **Projects above \$100,000:** For projects with an estimated A&E fee above \$100,000, the City shall utilize the selection process described in subsection (b) immediately above; or may alternatively advertise the project separately and in doing such advertisement, shall encourage minority and women owned businesses to submit application. The City shall invite at least one minority or women owned business to interview for such project work, unless no such firms responded to the separate solicitation.
- d. **Emergency Work:** RCW 39.80.060 allows for exception for emergency work. Emergency Work exceptions shall also comply with LMC and Council shall be informed of emergency work in accordance with LMC.