

**RESOLUTION NO. 05-81  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE CITY COUNCIL APPROVING A  
REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL/ENGINEERING AND  
CONSULTANT SERVICES, ESTABLISHING A METHOD TO SELECT THE  
PROVIDER OF THE SERVICES AND PROVIDING FOR OTHER MATTERS  
PROPERLY RELATED THERETO.**

WHEREAS, the City of Liberty Lake is a non-charter code City, operating pursuant to RCW Title 35A;

WHEREAS, as a non-charter code City of the State of Washington, the City Council, pursuant to RCW 35A.11.020, has the power to regulate and control acquisition, improvement, maintenance, use and development of real property and related improvements including the power and authority to enter into contracts for the use and development of the property;

WHEREAS, the City, through Ordinance No. 74, has established a procurement procedure for architectural and engineering services to include publishing notice and requesting that firms submit a Statement of Qualifications and performance data which can be used to select firms that provide services to the City;

WHEREAS, Ordinance No. 74 further sets forth a notice procedure, review procedure and evaluation criteria which include the following: (a) the ability of the firm to provide the requested services, (b) the scope of work or methods to furnish the services, qualifications, experience and references, performance under previous contracts with the City, and (c) such other information as deemed relevant;

WHEREAS, RCW Chapter 39.80 provides that the City upon receipt of responses to a Request for Qualifications ("RFQ") shall evaluate the Statement(s) of Qualifications and performance data and conduct discussions with one or more firms regarding anticipated concepts and methods of approach for furnishing the required services. Thereafter, the City, based upon criteria established, shall select the firm deemed to be the "most highly qualified to provide the services";

WHEREAS, following selection of the most highly qualified firm, the City shall commence contract negotiations in order to arrive at a fair and reasonable price taking into account the value of the services as well as the scope, complexity and other related matters;

WHEREAS, the City on or about April 6, 2005, issued a Request for Architectural and Engineering Qualifications to provide design services to the City for a Public Library and/or Community Center but has subsequently determined that said request will be withdrawn in order to issue a new RFQ for expanded architectural/engineering and consultant services in accordance with the scope of work approved by the Liberty Lake City Council;

WHEREAS, following approval of the scope of work, the City Council desires to set forth the process to be followed for the purpose of selecting a qualified firm that can provide the services.

BE IT HEREBY RESOLVED by the City Council of the City of Liberty Lake.

1. The scope of work identified as Exhibit "A" attached hereto is hereby approved and adopted as the Scope of Work to be included in the "Request for Architectural/Engineering and Consultant Services for the City of Liberty Lake".

2. The City shall follow the general notice and procedure set forth in City Ordinance No. 74, supplemented by the following review and selection process.

a. Upon receipt of responses to the RFQ, the responses shall be reviewed by a selection committee comprised of the following: (1) three members of the City Council nominated by the Mayor and confirmed by vote of the Council; (2) three members of the City of Liberty Lake Library Board, nominated by the President of the Library Board and confirmed by a vote of the Board members; and (3) three City of Liberty Lake employees selected by the Mayor. The Mayor may engage a consultant to assist in the selection process.

b. The Selection Committee shall first evaluate written material pursuant to an evaluation sheet that is consistent with the RFQ.

c. Following the evaluation of the written material, the Selection Committee shall conduct oral interviews with all responding firms/architects.

d. The Selection Committee shall identify to the Mayor and Council the three firms/architects deemed to be the most highly qualified based upon an evaluation of the written material and oral interview.

e. The three identified firms/architects shall be offered the opportunity to participate in a design competition related to the Scope of Work. The competition will begin with a site visit and brief orientation of the City's goals and desires in accomplishing the scope of work. The competing firms will be expected to submit, at a minimum, an illustrative site plan and perspective drawings and/or a model depicting the architectural mass, scale and height of the buildings and improvements. Additional plans and materials may be submitted at the firm's discretion.

f. The design competition submittals shall be presented in one or more public forums and shall be subject to public and City Council comment and critique. The Council shall determine the public process. Following the public review, the City Council shall determine the preferred ("most highly qualified") firm/architect.

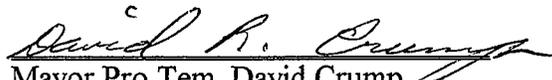
g. The City Council, in its discretion, shall establish a budget appropriation to fund the design competition. Each firm/architect shall be awarded an equal amount to assist in funding the cost of the design competition.

h. The Mayor, with assistance from staff and the City Attorney, shall proceed to negotiate a contract for services with the most highly qualified firm. Following negotiations and agreement to contract terms, the final agreement shall be presented to the City Council for review and action.

3. The City Council shall take action on the presented architectural/engineering and consultant agreement.

4. The City anticipates the selected firm/architect will be the design professionals responsible for the construction of public buildings and/or other improvements on City property that are within the Scope of Work.

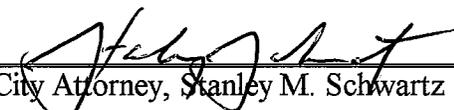
DATED this 2 day of August 2005.

  
Mayor Pro Tem, David Crump

ATTEST:

  
City Clerk, Arlene Fisher

APPROVED AS TO FORM:

  
City Attorney, Stanley M. Schwartz