

**ORDINANCE NO. 74
CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON,
ESTABLISHING THE PROCUREMENT PROCEDURE FOR
ARCHITECTURAL AND ENGINEERING SERVICES.**

WHEREAS, the City is desirous of adopting a procedure for the procurement of architectural and engineering services which is designed to encourage the submission of statements of qualifications; and

WHEREAS, this procedure will aide the City in the selection of architects and engineers for various projects.

NOW, THEREFORE the City Council of the City of Liberty Lake, Washington, do ordain as follows:

Section 1. Architectural and Engineering Services. Annually, and in response to specific projects or work, the City shall encourage, through notice published in a newspaper of general circulation, architectural and engineering firms to submit a statement of qualifications and performance data which can be used to select firms that provide services to the City. The qualifications and data shall be maintained in the office of the City Clerk and be available for public inspection.

Section 2. Procurement.

A. At least ten (10) days prior to contracting for architectural or engineering services the City shall publish a notice stating the specific project or scope of work or announce generally the category or type of professional services required. The notice shall contain the name and address of a City representative who can provide information and details on the request.

B. After the notice the City shall review the current statements of qualifications on file with the City Clerk, as well as, the statements submitted in response to the notice and shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods for furnishing the requested services. The City may request interviews and presentations from firms.

C. The City shall select the most highly qualified firm to provide the services based upon the criteria set forth below and in the request. The evaluation criteria includes:

- (1) the ability of the firm to provide the requested services;

- (2) the scope of work or methods to furnish the services;
- (3) qualifications, experience and references;
- (4) performance under previous contracts with the City; and
- (5) such other information as deemed relevant.

After identification of the most highly qualified firm, the City shall request a fee proposal from the firm and thereafter proceed to negotiate a contract at a price which is determined by the City to be fair and reasonable. In making this determination the City shall evaluate the estimated value of the services, the scope, complexity and nature of the request. If the City is unable to negotiate a fair and reasonable price for services, negotiations shall be terminated and another firm shall be selected in accordance with the above process.

D. When the parties have reached a fair and reasonable price, with City or the City Council shall review the contract for approval. During the negotiation process the selected firm shall not contact any member of the City Council to discuss the fee for services unless otherwise authorized.

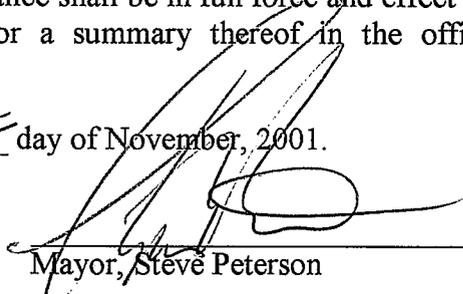
The City reserves the right to cancel any request for proposals. The request shall not be deemed an offer of contract nor shall any firm be entitled to recover any cost associated with preparing a response.

Section 3. Emergency and Limitation. Nothing contained herein shall limit or prevent the City from procuring architectural or engineering services in the event of an emergency. This ordinance shall be expressly limited to the professional services identified herein.

Section 4. 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 5. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of this Ordinance or a summary thereof in the official newspaper of the City as provided by law.

PASSED by the City Council this 27th day of November, 2001.



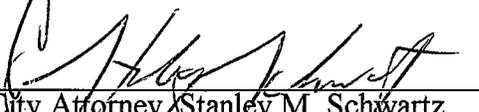
Mayor, Steve Peterson

ATTEST:



City Clerk, Arlene Fisher

APPROVED AS TO FORM:



City Attorney, Stanley M. Schwartz

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Effective Date: 12/11/01