

**TOWN OF FRIDAY HARBOR
POLICY REGARDING ARCHITECTURAL, ENGINEERING, ARCHITECTURAL
LANDSCAPING AND CONSULTING SERVICES**

Pursuant to RCW Chapter 39.80

PURPOSE

The purpose of this Policy is to set forth the Town's policies and procedures for obtaining Architectural and Engineering services ("A&E"), including services from architects, engineers, architectural landscaping and consulting/professional firms, using a process that complies with State law. The Town desires to select the most qualified firm after competitive solicitation, in compliance with RCW Chapter 39.80 and pursuant to its Request for Qualifications for Architectural, Engineering, Architectural Landscaping and Consulting Services ("A&E RFQ") (attached).

POLICY STATEMENT

The Town seeks an open process by which to select the most qualified A&E contractors to work for the Town, and by which to insure that women and minority firms are provided the maximum opportunity to compete for and obtain public contracts for services.

Generally, the Town will maintain a roster of persons and firms qualified according to their specialty, which roster is compiled from responses to the Town's A&E RFQ. When work is needed by the Town, the Town will negotiate a contract with the most qualified person or firm on the roster, at a price that the Town considers fair and reasonable. If the Town is unable to negotiate a satisfactory contract with the most qualified person or firm, negotiations may be terminated, and the Town may negotiate a contract with the second most qualified person or firm on the roster.

The roster shall be maintained by the Town Administrator and made available to all Town Departments. The roster may be shared with other interested public agencies, through a duly executed Interlocal Agreement.

PROCEDURES

In compliance with applicable state law:

1. The Town shall publish an announcement in a newspaper of general circulation at least once per year to invite qualified persons and firms to submit statements of qualifications and performance data for A&E services. The ad shall be for future project needs, and will announce generally projected requirements for any category or type of professional services. The ad shall state the address of the Town representative who can provide further details.
2. The ad shall encourage firms to submit or update qualifications and performance data for A&E services.

3. Firms shall use the Town's application and follow the Town's A&E RFQ to be placed on the roster. The Town retains the discretion to consider contractors that fail to use the application, if the contractors are qualified and if the submitted materials are sufficient for the Town to evaluate the qualifications and minimum responsibility of the contractor.
4. The Town Administrator shall review submittals to insure that contractors meet minimum eligibility criteria. The Administrator shall consider the contractor's licensing, years in business, past projects and performance, availability to serve the needs of the Town of Friday Harbor on San Juan Island, and financial stability to ensure reasonable responsibility to perform the work.
5. Those contractors that meet at least minimum levels of responsibility shall be placed on the roster. This roster shall name those contractors that have responded and are eligible for further consideration by the Town, as project needs arise.
6. In the event a contractor is selected to commence negotiations with the Town regarding any contract, the contractor's RFQ and/or proposals will be evaluated on the following criteria:
 - Location of firm in relation to agency location;
 - Familiarity with project;
 - Similar projects in portfolio;
 - References;
 - Past performance for agency;
 - Experience, ability and reputation;
 - Ability to meet deadlines for contract performance;
 - Availability to immediately work on project;
 - Desire to retain the existing company for follow-on work; and
 - Key personnel.
7. In determining a fair and reasonable price for the contract, the Town shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature thereof, as required by RCW 39.80.050.
8. If the Town is unable to negotiate a satisfactory contract with the successful consultant, the Town may award a contract to the next most qualified consultant in accordance with RCW 39.80.050.
9. The Town encourages minority and women-owned firms to submit qualifications consistent with the Town's intent to insure that minority and women-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

10. After an application or proposal has been on file for two years, the Town may request an update to the information through the annual advertisement or by direct request to the contractor. Firms may choose to remove themselves from the roster, or may update the data on file.
11. At any time during the year, the Town may issue a repeat advertisement to solicit additional A&E contractors, or contractors with particular specialties, for inclusion on the roster.

OTHER CONDITIONS

The Town may reject a response submitted by a contractor pursuant to the A&E RFQ, and may waive minor irregularities in any RFQ proposal. The Town may request clarification of information that is submitted to it, and request additional information from any contractor.

EMERGENCY WORK

In the event that the Town Administrator or his designee determines that an emergency requires the immediate execution of A&E services on behalf of the Town, the Town is not required to follow this Policy, and is exempt from following the procedures set forth in RCW Chapter 39.80.