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TITLE: Architectural & Engineering or Professional Services Master On-Call Contracting		POLICY: PUR-009-2023
EFFECTIVE DATE: 01-SEPT-2023	SUPERSEDES: PUR-009-2004	PAGES: 2
MAYOR: Christine Frizzell CAF	DEPARTMENT DIRECTOR: Michelle Meyer MM	Administrative Policy

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APPLICABLE TO: All City Departments, Offices and Employees

6 **POLICY STATEMENT:** The City desires a fair, open process for developing, selecting
7 and maintaining A&E firms or Professional Services for City work with Master On-Call
8 contracts, in a manner consistent to state law. The City also desires a process that will
9 ensure minority-owned, women-owned and veteran-owned firms are provided the
10 maximum practicable opportunity for consideration equal to their general availability
11 within the professional communities involved, as required by and in compliance with RCW
12 39.80.040. The City shall therefore establish a policy and process for the use of Master
13 On-Call contracts.

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

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18 **DEFINITIONS:**

19 “A&E” means architectural and engineering services; use of licensed engineers or
20 architects as defined by 39.80, including landscape architects.

21 “Professional Services” means all other services that are not defined by RCW 39.80.

22 “Task Orders” are work orders issued to firms on the master on-call roster considering
23 factors such as the firms’ availability, expertise, and workload.

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25 **POLICIES:**

26 The City shall publish an announcement in a newspaper of general circulation to invite
27 A&E or Professional Services firms to submit statements of qualifications and
28 performance data. The advertisement shall be for future project needs and announce
29 generally projected requirements for any category or type of professional services. The
30 advertisement shall state the address of the representative who can provide further
31 details.

32 The City shall name all agencies that are utilizing the Roster, if any, in addition to
33 Lynnwood.

34 The advertisement shall encourage firms to submit or update qualifications and
35 performance data.


36 The City shall provide an application that solicits desired information.

37 The City shall review submittals to ensure that firms meet a minimum eligibility criterion
38 as defined by the City. Verification may consider licensing, years in business, minority,
39 veteran/women-owned status and financial stability to ensure reasonable responsibility
40 to perform work.

41 The City shall execute a Master On-Call contract with selected firms and complete the
42 selection process described in the Procedures.

43 All Master On-Call contracts shall conform to Council authority requirements per LMC
44 2.92.020 A. Each Master On-Call contract will be authorized by the Mayor per LMC
45 2.92.020 and further action to approve individual task orders is not required unless the
46 total of all task orders under an individual Master On-Call contract exceeds the originally
47 contracted amount plus allowance per LMC 2.92.100.C. If the total of all task orders
48 exceeds LMC 2.92.100.C, a Council approved supplement shall be required.

49 RCW 39.80.060 allows for exception for emergency work. Emergency Work exceptions
50 shall also comply with LMC and Council shall be informed of emergency work in
51 accordance with LMC.

Signature: 
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Policy Update - PUR-009-2023 Architectural & Engineering or Professional Services Master On-Call Contracting

Final Audit Report

2023-09-01

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