



City of Kirkland

Request for Qualifications

DEVELOPMENT REVIEW CRITICAL AREAS ANALYSIS SERVICES Job #21-26-PB

Issue Date: April 22, 2026
Due Date: May 22, 2026–4:00 p.m. (Pacific Time)

REQUEST FOR QUALIFICATIONS

Notice is hereby given that qualifications will be received by the City of Kirkland, Washington, for:

DEVELOPMENT REVIEW CRITICAL AREAS ANALYSIS SERVICES
Job # 21-26-PB

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033

Qualifications received later than **4:00 p.m. on May 22, 2026 will not** be considered.

A copy of this Request for Qualifications (RFQ) may be obtained from City's web site at www.kirklandwa.gov. Click on the Business tab at the top of the page and then click on "Doing Business with the City". All active projects can be found under the opportunities tab.

The City of Kirkland reserves the right to reject any and all qualifications, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by respondents in the preparation and submission of qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFQ will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the qualifications from consideration.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 21th of April, 2026

Jacinda Guild
Purchasing Agent
City of Kirkland

Advertised in The Seattle Daily Journal of Commerce on April 22, 2026 and April 29, 2026

Background Information

The City of Kirkland is located on the eastern shore of Lake Washington. It is a suburban city, surrounded by other suburban cities and pockets of unincorporated King County. The City is near several major transportation routes including Interstate 405, State Route 520, and Interstate 5. These routes connect the City economically and socially to the greater Seattle area.

At the time of incorporation in 1905, the City of Kirkland's population was approximately 530. The current population is 97,850 and Kirkland is the thirteenth largest city in the State of Washington and the sixth largest in King County.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011.

Kirkland operates under a Council-Manager form of government. The City Council is the policy-making branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

Purpose of Request

The City of Kirkland will be securing a consultant who is tasked with providing critical areas analysis services to support the development review function of the Planning and Building Department. The number of hours and work volume is variable, based entirely on the volume of development permit applications in or near critical areas. In an average month, the consultant generally should expect around three to four new projects. The City seeks to provide a very high level of environmental protection while providing efficient, respectful, and cost-effective service to our customers.

Performance Schedule

The contract will be for an initial three-year duration with the possibility of one two-year extension at the discretion of the City.

Project Funding

This work is primarily funded by development applicants through a process of project-specific task authorizations. This contract will include independently authorized task authorizations, typically of \$10,000 or less. Additionally, the City may fund policy analysis, code writing, and programmatic tasks funded by the City's operating budget.

Scope of Work

At the request of the City, the consultant will work with project planners, providing critical areas review support services for the review of building permits, land use permits, subdivisions, and capital improvements projects including but not limited to the following list. The scope does not include consulting on geologically hazardous areas.

- Site assessments to determine the presence/absence of critical areas pursuant to [KZC 90.105](#).
- Delineation and classification of wetlands and streams or peer review of delineations and classifications provided by development applicants pursuant to [KZC 90.110](#).
- Assessment of fish and wildlife habitat conservation areas pursuant to [KZC 90.95](#).
- Peer review of development impacts and proposed mitigation provided by development applicants.
- Monitoring of mitigation projects or peer review of monitoring reports provided by applicants pursuant to [KZC 90.160](#).
- Assessment of existing buffer conditions for compliance with vegetative buffer standards or peer review of assessments provided by applicants pursuant to [KZC 90.130](#).
- Review of State Environmental Policy Act (SEPA) checklists.
- Providing a timely, accurate, and detailed response to unexpected as well as regularly scheduled requests for service.
- Working collaboratively in a regulatory environment with other City Departments, other regulatory agencies, interest groups, and permit applicants.
- Attending project meetings, public hearings, and public meetings as requested by City staff.
- Other review and analysis as requested by City staff.

The consultant may assist the City with development of codes, policies, and programs related to critical areas. This work would be City funded. In addition, the consultant may provide occasional assistance with review of shoreline development projects and background in this area is desired, but not a required qualification.

The consultant must have all necessary resources to provide requested services in-house and subcontracting for those services will not be considered by the City.

Frequent on-site visits in Kirkland for field work or meetings are required, with frequency determined by peak monitoring periods and the volume of delineation requests received. It is expected that communication is available via email and phone.

To avoid conflicts of interest, the consultant will not perform development-related critical area analysis services for other clients within the City during the term of the contract. Provisions that would allow the consultant to complete any private contracts entered into prior to the City contract may be considered by the City based on the circumstances.

Minimum Qualifications

Minimum qualifications are required for a firm to be eligible to submit a response to this RFQ. Responses must clearly show compliance with these minimum qualifications. Submissions that are not responsive to these minimum qualifications shall be rejected by the City without further consideration.

- Consultant must have demonstrated expertise and experience providing development permitting environmental review services and policy analysis. Five years of experience is considered a preferred qualification.
- At least one consultant staff person performing senior-level quality control and review for each work product related to Kirkland Zoning Code (KZC) Chapter 90 must be considered a Qualified Critical Area Professional as defined in [KZC 5.10.748](#).
- The consultant Project Manager must have demonstrated experience working with a public agency within the last five years providing satisfactory services similar to those expected by the City for this contract.

Qualifications/Submission Criteria

To be considered for selection, submit the following information:

Letter of Introduction

- Briefly describe the firm, and the name, address, e-mail, and phone number of the Project Manager as well as a summary of the understanding of the scope of work and overall approach to providing the desired services. Describe how the consultant would balance the goals of environmental protection against the desire for Kirkland to continue to accommodate growth.

Experience and Qualifications

- Identify team members by area of expertise (discipline) and include contact information (name, phone number, and email address).
- Describe the team's qualifications as they relate to the variety of items included in the scope of work.
- Describe past performance in completing similar scopes of work for other public agencies, including relevant experience of the Project Manager.
- Provide specific examples of services completed by the firm that address a variety of the scope of work listed, including a report delineating and rating a wetland and a report describing monitoring of a wetland mitigation site. Some examples should include those that involved the designated Project Manager.
- Statement of availability for the firm and staff identified.
- Experience and Qualifications section of the proposal should be no more than 15 pages.

References

- Provide at least three (3) references that may be contacted for verification of the respondent's experience and qualifications. Optimally, these references should be able to attest to the Project Manager's work, along with the rest of the consultant team.

Qualifications Submittal Instructions

Please note: The following general requirements are mandatory for all qualifications. Qualifications submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted. Qualifications must be received by no later than 4:00 p.m. on May 22, 2026.

1. All qualifications sent electronically must be in the form of a PDF document and cannot exceed 20MB. **This is the required submission format.**
2. Emailed proposals should include, "Development Review Critical Areas Analysis Services – Job # 21-26-PB" in the subject line and be addressed to purchasing@kirklandwa.gov.
3. All qualifications must include the legal name of the organization, firm, individual or partnership submitting the RFQ. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
4. To be evaluated, qualifications must address all requirements and instructions contained within.
5. Provide all references and materials required by the RFQ instructions within.
6. Maximum page count for proposals is 25 pages. Front and back is considered 2 pages.

Questions: Questions regarding the scope of work or evaluation process must be submitted in writing and should be addressed to Nick Cilluffo, Planning Supervisor, via email ncilluffo@kirklandwa.gov. Questions regarding the RFQ process should be addressed to Purchasing staff, at purchasing@kirklandwa.gov. The deadline to submit questions is 4:00 PM on May 8, 2026.

Submittal Deadlines

The Department's schedule for review of the RFQ submittals and final selection of the Contractor is as follows:

April 22, 2026	RFQ posted
May 8, 2026	Deadline for questions: 4:00 p.m.(PDT)
May 15, 2026	Responses to questions posted
May 22, 2026	RFQ Submittals Deadline: 4:00 p.m. (PDT)
May 22-June 5, 2026	Evaluation Period – may include interviews
June 5, 2026	Contract Awarded

Selection Criteria

Qualified firms will be evaluated based on the criteria listed below. The City of Kirkland reserves the right to award a contract for the services sought to one or more consultants based on the qualifications received and needs of the City.

<u>Proposal Section</u>	<u>Points</u>
Statement of understanding/Letter of Introduction	10
Company background and prior experience	20
Expertise of assigned personnel	20
Scope of work approach	30
Fees and schedule	20
Total	100

Selection Process

A selection committee will review all qualifications, select finalists and may conduct interviews prior to making the final selection of the consultant.

Prior to the commencement of work, the City and the selected consultant will meet to settle contract details. A notice to the consultant of the City's award will constitute notice to proceed. The City is not responsible for any costs incurred by the consultant in the preparation of the response. Once submitted to the City, all qualifications will become public information.

Contract Requirements

If your qualifications are accepted, the following requirements will be due upon award, prior to issuance of a contract:

- 1. Compliance with Law/City of Kirkland Business License**
 - Contractor must obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Kirkland Municipal Code Chapter 7.02.
 - The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.
- 2. Professional Service Agreement**
 - A sample Professional Services Agreement (PSA) is attached.
 - The City will not consider and/or negotiate changes to the language of the PSA with the selected consultant.
- 3. Insurance**
 - Please see PSA for required insurance coverage.

Contract

The Consultant and the City will execute an Agreement for Critical Areas Analysis Services (sample agreement included as Attachment A).

Terms and Conditions

- A. The City reserves the right to reject any and all qualifications, and to waive minor irregularities in any qualification.
- B. Proposers responding to this RFQ must follow the procedures and requirements stated in the RFQ document. Adherence to the procedures and requirements of this RFQ will ensure a fair and objective analysis of your qualifications. Failure to comply with or complete any part of this RFQ may result in rejection of your qualifications.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any submission.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
- E. Any qualification may be withdrawn up until the date and time set above for opening of the qualifications. Any qualification not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the attached specifications, or until one or more of the qualifications have been approved by the City administration, whichever occurs first.
- F. The contract resulting from acceptance of a qualification by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. A copy of the City's standard Professional Services Agreement is available for review (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFQ.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the qualifications submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFQ to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

Cooperative Purchasing

Chapter 39.34 RCW allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City may purchase from City contracts, provided that the consultant agrees

to participate. The City does not accept any responsibility for contracts issued by other public agencies, however.

Public Disclosure

Once submitted to the City, qualifications shall become the property of the City, and all qualifications shall be deemed a public record as defined in the "Public Records Act," chapter 42.56 RCW. Any qualifications containing language which copyrights the qualifications, declares the entire qualifications to be confidential, declares that the document is the exclusive property of the company, or is any way contrary to the Public Records Act or this RFQ, could be removed from consideration. The City will not accept the liability of determining what the company considers exempt from disclosure under the Public Records Act. Therefore, any information in the qualifications that the company claims as exempt from disclosure under RCW 42.56.270 or other provision of the Public Records Act must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include citations to the specific statutory exemption(s) from disclosure upon which the company is making the claim, and the page any claimed exemption is found on must be identified. With the exception of lists of prospective companies, the City will not disclose RFQ qualifications in response to a public records request until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of any claimed exempt portion(s) of the qualifications. In response to a public records request, the City will consider a company's request for exemption from disclosure. If the City disagrees with the claimed exemption or is unsure of its validity, the City will notify the company and will wait for a period of 14 calendar days before disclosing in order to give the company an adequate opportunity to seek a court order preventing disclosure.

DBE Participation

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

Debarment

The firm shall not currently be debarred or suspended by the Federal government. The firm shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).



PROFESSIONAL SERVICES AGREEMENT CRITICAL AREAS ANALYSIS SERVICES

The City of Kirkland, Washington, a municipal corporation ("City") and _____, whose address is _____ ("Consultant"), in consideration of the mutual benefits and conditions set forth below, agree and contract as follows.

I. SERVICES BY CONSULTANT

- A. The Consultant agrees to perform the services described in Attachment A to this Agreement ("Services"), which attachment is incorporated herein by reference.
- B. The Services shall be performed in accordance with the ordinary and reasonable care, skill, and diligence that a competent professional in the same field would exercise under similar circumstances.

II. COMPENSATION

- A. The total compensation to be paid to Consultant for these Services shall not exceed \$_____, as detailed in Attachment ____.
- B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all Services performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. If the City objects to any portion of an invoice, it will notify the Consultant. In the event of an invoice dispute, the City will timely pay any undisputed portion of the invoice, and the parties will promptly make reasonable efforts to resolve the disputed portion. The City shall have the right to withhold payment to the Consultant for any services not completed in a satisfactory manner until such time as the Consultant modifies such services to the satisfaction of the City.

- E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 30 days of the date of actual receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

III. GENERAL ADMINISTRATION AND MANAGEMENT

The _____ for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving the services, and shall coordinate all communications with the Consultant from the City.

IV. DURATION

The estimated completion date for the Consultant's performance of the services specified in Section I is _____. For purposes of paying final invoices and finalizing services, this contract expires on _____

Consultant will diligently proceed with the services contracted for, but Consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

V. OWNERSHIP OF WORK PRODUCT

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this Agreement or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.
- B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the services. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this Agreement are the property of the Consultant and the City, and may be used as either the Consultant or the City sees fit, including the right to revise or publish the same without limitation.

- D. The Consultant, at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical, and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, including Chapter 42.56 RCW.

The Consultant will, at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.

The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

The foregoing records shall be maintained for a period of six years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with Chapter 40.14 RCW and by the City.

VI. TERMINATION OF AGREEMENT

The City or the Consultant may terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, Consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory services

completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

VII. SUCCESSORS AND ASSIGNS

The Consultant shall not assign, subcontract, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

VIII. NONDISCRIMINATION

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

IX. HOLD HARMLESS/INDEMNIFICATION

- A. To the greatest extent allowed by law the Consultant shall defend, indemnify, and hold the City, and its officers, officials, employees, and volunteers (together "Indemnified Parties") harmless from any and all claims, injuries, damages, losses or suits (including reasonable attorney fees and costs), arising out of or in connection with performance of this Agreement, except for injuries and damages caused by the sole negligence of the Indemnified Parties.
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of the Services or bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of Consultant and the Indemnified Parties, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.
- C. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, Washington's industrial insurance law, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties.
- D. The provisions of this section shall survive the expiration or termination of this Agreement.

X. LIABILITY INSURANCE COVERAGE

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Consultant and/or its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or to otherwise limit the City's recourse to any remedy available at law or in equity.

1. **Minimum Scope and Amounts of Insurance.** Consultant shall obtain and maintain insurance of the types and limits described below:

1. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
 - a. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
2. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.
 - a. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

2. [Other Insurance Provisions](#)

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant shall provide the City and all Additional Insureds for the Services with written notice of any policy cancellation, within two business days of Consultant's receipt of such notice.

C. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

CI. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the Services.

CII. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of this agreement, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

CIII. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

XI. COMPLIANCE WITH LAWS/BUSINESS LICENSE

The Consultant shall comply with all applicable state, federal, and local laws, ordinances, regulations, and codes. Consultant must obtain a City of Kirkland business license or otherwise comply with Chapter 7.02 of the Kirkland Municipal Code.

XII. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

XIII. INDEPENDENT CONTRACTOR

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that they are solely responsible for the payment of taxes applicable to the Services and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on them as a result of their status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of the Services. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance of unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

XIV. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties. The terms of this Agreement supersede any conflicting provisions contained in any attachments and/or addenda.

XV. ADDITIONAL WORK

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this Agreement. Any such work or services shall be considered as additional work, supplemental to this Agreement.

XVI. NON-ENDORSEMENT

As a result of the selection of a consultant to supply services to the City, the Consultant agrees to make no reference to the City in any literature, promotional

material, brochures, sales presentation, or the like without the express written consent of the City. However, notwithstanding the foregoing, the City consents to the Consultant including information describing the Consultant's participation in this project in bids, statements of qualifications, or other similar proposals submitted to other municipal, governmental, or similar project sponsor, so long as the information included is factually accurate.

XVII. NON-COLLUSION

By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Agreement.

XVIII. WAIVER

Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

XIX. DEBARMENT

Recipient certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds.

XX. GOVERNING LAW AND VENUE

This Agreement shall be interpreted in accordance with the laws of the State of Washington. The Superior Court of King County, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

XXI. DISPUTE RESOLUTION

All claims, counterclaims, disputes, and other matters in question between City and Consultant arising out of or relating to this Agreement shall be referred to the City Manager or a designee for determination, together with all pertinent facts, documents, data, contentions, and other information. The City Manager or designee shall consult with Consultant's representative and make a determination within thirty (30) calendar days of such referral. No civil action on any claim, counterclaim, or dispute may be commenced until thirty (30) days following such determination. Nothing herein waives any requirements of Chapter 4.96 RCW, if applicable.

XXII. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken. Unless such stricken provision goes to the essence of the consideration bargained for by a party, all remaining provisions shall continue to be valid and binding upon the parties, and the parties agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

XXIII. EFFECTIVE DATE

This Agreement shall be deemed effective on the last date signed below.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

CITY OF KIRKLAND:

Signature:

Signature:

Printed Name:

Printed Name:
(Type City Staff Name)

Title:

Title:

Date:

Date: