

DRAFT: Sept 13, 2005

King County/ACEC-W Liaison Committee Charter

Preface

The parties to this charter are Metropolitan King County government (the County) and the American Council of Engineering Companies of Washington (the ACEC). Representatives from the County and the ACEC met several times between May and July 2005 to discuss the ACEC's concerns regarding procurement practices and working relationships. One of the important outcomes from these meetings was a commitment to form a new advisory committee with designated leaders from both the County and the ACEC. The underlying intent of the committee is to improve communication and collaboration in all phases of the contracting process.

This charter sets forth the mission, purpose, goals, membership and organizational structure of the committee. The charter also includes the committee's operating guidelines and performance indicators for success.

Mission

The committee's mission is to sustain a spirit of collaboration between the consulting engineering community and King County government that leads to best practices for delivering high quality, cost effective, and timely public infrastructure projects.

Purpose

The committee fosters a spirits of open communication and collaboration for addressing best practices, policies, and guidelines associated with the County's procurement and project delivery processes for architecture and engineering contracts (i.e., A/E contracts). The committee envisions:

- Collaboratively solving broad-based problems or concerns of mutual interest.
- Anticipating and responding to emerging industry trends.
- Conveying information to colleagues about the committee's work, intentions and outcomes.
- Promoting organizational alignment on approaches and actions.
- Educating others about business plans and opportunities.
- Eventually becoming the sponsor of continuing education seminars or conferences that support the committee's mission.

Goals

In the context of administering procurement and project delivery processes, the parties are committed to the following goals:

- Ensuring timely contracting services that meet the public interests of fair and competitive processes, while complying with funding sources and applicable local, state and federal regulations.
- Ensuring procurement practices that use public funds responsibly and efficiently.
- Promoting evaluation and negotiation practices for contracts that are effective, efficient and enable all parties to maintain accountability for their actions.
- Allowing all parties to fulfill their appropriate roles and responsibilities within a collaborative framework that fosters mutual support and respect, while accomplishing projects.
- Allowing consulting firms the recovery of allowable costs, and an appropriate profit, consistent with other public agency work and applicable local, state and federal regulations.

Committee Membership – (September 2005 –)

Co-Chairs / Facilitators:

One designated from the County and one designated from the ACEC. The co-chairs are part of the overall membership.

Members:

Total membership is eight: the County has four positions and the ACEC has four positions. Positions are appointed to one-year terms by the leadership of the County and the ACEC. Designated back ups must also be formally appointed and the back ups will have the authority to act in place of the regular members during absences.

Staff Support:

The County’s Finance and Business Operations Division will provide staff support for the meetings. Staff support consists of recording and distributing meeting summaries, preparing meeting materials when requested, arranging logistics for meetings (time, date, place), and maintaining a current membership list with designated back ups.

Organizational Structure

[NOTE: Need to create org chart here that shows KC Executive at the top; advisory committee reporting to the Executive; and ad hoc and standing subcommittees reporting to the main committee.]

Operating Guidelines

1.0 The committee will reaffirm or recommend changes to general practices, policies and guidelines. As needed, recommendations will be forwarded to the King County Executive for final review and authorization.

- 2.0 The committee will strive to achieve consensus and present a unified position for its recommendations. Prior to making a recommendation, the committee will decide the level or degree of consensus required to move forward. If an appropriate consensus cannot be achieved, the committee may elect to issue majority and minority opinions on a particular topic.
- 3.0 The committee's focus is on general procurement practices, policies and guidelines that have applicability to a wide range of A/E firms. The committee will not be a forum for mediating or adjudicating the specific grievances of any single A/E firm. However, it is recognized that committee members may occasionally need to use specific examples from their own experiences to help illustrate problems and promote solutions.
- 4.0 The committee will be used as the primary "external review forum" when the County issues proposed changes to procurement guidelines and standard boilerplate contracts impacting the A/E consulting community.
- 5.0 Each party will actively assist its members in complying with agreed upon actions and new approaches. Each party will intervene and play a leadership role in specific situations where practices in the field are not matching the intent of the committee's recommendations.
- 6.0 Committee members (or their back-ups) shall have the authority to represent the interests of their respective organizations.
- 7.0 Committee members have a collective responsibility to distribute information to their respective organizations to help ensure alignment with proposed recommendations and actions.
- 8.0 Meetings:
- The Committee will meet three to four times a year, preferably during January, March, June, and November. The meeting schedule for the year will be formally set and confirmed at the first meeting in January (if not sooner).
 - Meetings will be held at mutually agreeable locations.
 - Committee members agree to abide by the following meetings guidelines:
 - We begin and end meetings on time.
 - We do our homework and come prepared for the meeting.
 - We respect the agenda and allow facilitators to manage the meeting effectively.
 - We encourage diverse perspectives and ideas and value everyone's input.
 - We listen carefully and demonstrate flexibility and openness to all suggestions.
 - We ask for clarification when needed and show interest.
 - We are results-oriented and take action on a suggestion (or give feedback why no action was taken).
 - We remember to say thank you and appreciate each individual's contribution.
 - We openly communicate about our concerns and do not avoid difficult issues.
 - We trust and depend on each other to fully carry out the will and intent of agreed upon actions.
 - We have a willingness to let go of the negatives and celebrate our successes.
 - We are all accountable for the group's progress.

- We remember our responsibility to show a cohesive face to the larger community for the good of both of our groups.
- We leave each meeting with a clear idea of next steps, i.e., who will do what by when.

9.0 Agenda Development:

- Co-chairs summarize items for next meeting at the end of each meeting.
- Co-Chairs develop agenda and distribute draft agenda at least one week prior to meeting.
- Meeting notes will be provided by designated staff support from King County.
- Action Items List will be provided as part of the meeting notes.
- Meeting notes will be distributed within 7 days of the meeting.
- Each party will retain complete records of committee for future reference.
- At the outset, the committee will focus its attention on contract issues and topics, especially those involving the selection process. After contract issues are addressed, the committee will turn to such topics as general industry trends, project delivery, educational ideas, and revenue producing ideas.

10.0 Attendance and Quorum:

- All members will confirm ability to attend by notifying both co-chairs or their delegates.
- Meeting back ups or substitutes are allowed, provided they are on the appointed list of back ups adopted by the full committee.
- There shall be a quorum if there are at least three members of each party in attendance at the meeting.
- Members should give co-chairs at least one week's notice if they are unable to attend, when possible. Members should also indicate whether their designated back up will be attending in their place.

Roles and Responsibilities

Collective:

- The committee may, at its discretion, appoint either ad hoc or permanent standing committees.
- The committee will reaffirm and may fine-tune the charter annually.

Individual:

- Individual members will solicit input on behalf of this committee.
- Individual members will follow through with assigned "Action Items."
- Individual members will bring all input to the table from their respective groups whether they agree with proposals or not.

Critical Success Indicators for 2005 - 2006

- When the larger organization realizes that this committee is the place to bring issues (indicator of credibility and effectiveness).

- When we feel the meetings are energizing and productive.
- When we make a plan and take it to conclusion.
- When we consistently have an agenda and accomplish our “to do” list.
- When we hold meetings on schedule and fulfill the meeting commitments listed in this charter.
- When we consider adding other groups or interested parties to meetings to look at the larger picture.
- We tell success stories.

Committee Endorsement

“We approve this Committee Charter and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the charter that applies to us, including providing resources, actively participating, and effectively communicating. We know what to do and are prepared to act. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this charter.”

Co-Chair _____

Co-Chair _____

Member _____

Member _____

Member _____

Member _____

Member _____

Member _____

Effective Date: _____