

Member Roster Usage

MRSC Rosters is a roster service with two components: consultant rosters and small public works rosters, which are hosted in a shared database for member Washington State cities, counties, and special purpose districts. All member agencies must comply with Chapter 39.80 RCW in the selection of architectural and engineering services. Most member agencies, such as cities, must comply with RCW 39.04.155 contracting process when utilizing the small works roster; however some member agencies, such as ports, may have more flexible statutory contracting procedures. Please see your agency's specific procurement statute for specific details. Although member agencies follow the same roster contracting processes they would if they maintained their own individual rosters, there are some differences, so please read the following information.

Small Public Works Business Roster Questions

Can I use MRSC Rosters for all cost levels of small public works projects?

Yes. MRSC Rosters can be used to find businesses for small public works contracts (under \$300,000), limited small public works contracts (under \$35,000), and really small public works contracts (under public agency bid limits). Cost limits are current as of July 26, 2009 legislative changes.

When my search generates a long list, am I obligated to request bids from the entire list?

It is recommended to request bids from the entire list because it most easily meets the equitability requirement and offers you a broader selection of bidders. The alternative is to request bids from at least five businesses and create a procedure for rotating through the list. Also, please note that as of July 26, 2009, for projects \$150,000 - \$300,000, if you contact only five businesses, you are required to notify all other businesses on the list that quotations are being sought.

Can I narrow my search to businesses physically located in my city?

No. As with any roster, businesses are not required to be located in the physical vicinity of a city in order to register, so to assist you in meeting equitability requirements the database does not allow filtering by location.

Do I have to advertise if my search generates less than five businesses?

No. You should however try to contact eligible businesses outside of the roster and have them join the roster if you want to utilize the roster contracting process.

Where can I find more information on using a Small Public Works Roster?

Small Work Roster Manual: <http://www.mrsc.org/subjects/pubworks/pb/pwr.aspx>

Purchasing and Bidding Info: <http://www.mrsc.org/subjects/pubworks/pb/pb.aspx>

Consultant Business Roster Questions

What consultant services are listed on MRSC Rosters?

The MRSC Rosters consultant service categories include Professional Services (architectural RCW 18.08, engineering and land surveying RCW 18.43, and landscape architecture RCW 18.96 as defined in Chapter 39.80 RCW) and Personal Services (management, planning, and other consulting services). A full list of service categories can be found at http://mrscrosters.org/AandE_Services.aspx.

What roster process do I use for consulting services?

Professional services in connection with a public works project, are procured using the qualifications-based-selection (QBS) requirements as defined in Chapter 39.80 RCW. Procurement of personal services, however, is subject to very few statutory restrictions, except for port districts.

When my search generates a long list of businesses, am I obligated to review and request proposals from the entire list?

No. You should select either the single most qualified firm or a manageable group of firms. For instance, select six or fewer businesses and request proposals from them. It is important however, to record your selection procedure.

What is an “on-call” professional services contract?

In most cases you will use a roster process to hire a consultant to provide services for a specific project, such as designing one building. You may also use the roster process however select “on-call” consultants, which through one contract, could provide services on a variety of projects. A contract for an engineer you would like to use throughout the year is an example of an “on-call” contract.

Can I use MRSC Rosters to find “on-call” consultants?

Yes. If you choose to use a roster process for contracting “on-call” services, then you would select businesses from your hosted Consultant Roster. Note that the MRSC Rosters legal notice on your behalf includes the “On-Call Professional Services Roster” so do not post a specific advertisement individually.

Is there an “On-Call Professional Services Roster” that is separate from the main Consultant Roster?

No. Your agency only has one Consultant Roster, which includes businesses offering “on-call” services. You select “on-call” services from the businesses on the Consultant Roster.