



Washington Public Agency Membership Contract

This contract (the “Contract”) is made by and between Municipal Research and Services Center of Washington (“MRSC”), a Washington not-for-profit corporation, and _____ (the “Public Agency”).

Public Agency Information

Public Agency _____

Mailing Address _____

County _____

Website _____

1. Purpose. The purpose of this Contract is to provide the Public Agency with membership in a Small Public Works Roster (“Small Works Roster”) and a Consultant Roster - Consulting Services (“Consultant Roster” and, collectively, “MRSC Rosters”). MRSC is making membership in the MRSC Rosters available to a number of local government agencies in Washington State to provide them with more efficient and cost effective services.

2. Scope of Services. MRSC shall create and maintain the MRSC Rosters as allowed to the Public Agency and other Public Agency members by RCW 39.04.155 and Chapter 39.80 RCW, respectively. MRSC shall advertise at least biannually for the Small Works Roster in accordance with statutory requirements on behalf of all Public Agencies with which MRSC has similarly contracted (“Roster Members”), receive and review small works business applications for compliance with basic statutory eligibility requirements, and maintain lists of small works businesses. MRSC shall advertise at least biannually the Consultant Roster in accordance with statutory requirements on behalf of all Roster Members, receive and review firms’ applications for completeness, and maintain lists of architects, engineers, and other consultants on the Consultant Roster.

3. Use of MRSC Rosters by Public Agency. As of the date of the first biannual legal notice in January or June by MRSC occurring after the signing of the membership contract by both parties, the Public Agency will use both the MRSC Rosters’ Small Works and Consultant Rosters as its official roster system. If the Public Agency decides to continue use of another roster system in addition to MRSC Rosters, then the Public Agency is responsible to utilize both MRSC Rosters and that other system in their selection process either by contacting small works businesses/consultants from both systems on every project or through a rotation procedure using both systems.

(a) Small Works Roster. The Public Agency will use the Small Works Roster to select small works businesses for public work projects up to \$300,000 in value or as otherwise limited by statutes, ordinances, and laws applicable to the Public Agency. The Public Agency shall be independently responsible for its own and the selected small works businesses compliance with all additional or varying laws and regulations governing purchases, including all selection laws, retainage and bonds, prevailing wages, and any other appropriate requirements.

The Public Agency shall be independently responsible, consistent with applicable laws and its own policies and practices, for the determination that the selected small works businesses are responsible bidders. The Public Agency also shall be independently responsible to conduct a quotation or bid process consistent with applicable statutes, ordinances, and the requirements of the Public Agency and to enter into a contract directly with the small works business thus selected.

(b) Consultant Roster - Consulting Services. The Public Agency will use the Consultant Roster to select engineering, architectural, or other consultants for negotiations and contracts, and will do so in accord with all applicable laws and regulations. The Public Agency shall be independently responsible for its own and the selected consultants' compliance with all additional or varying laws and regulations governing services, including all selection laws, and any other requirements as appropriate.

The Public Agency shall be independently responsible, consistent with applicable laws and its own policies and practices, for the determination that the selected consultants or firms are responsible. The Public Agency also shall be independently responsible to conduct a consultant selection process consistent with applicable statutes, ordinances, and the requirements of the Public Agency and to enter into a contract directly with the consultant thus selected.

(c) Access to MRSC Rosters. MRSC shall make the MRSC Rosters and associated applications and qualifications for each available to the Public Agency by providing it with a user name and password for access to MRSC's electronic MRSC Rosters.

4. Compensation of Small Works Businesses and Consultants. The Public Agency shall be independently responsible for payments to any business that is selected as a result of its use of the Small Works Roster and to any consultant that is selected as a result of its use of the Consultant Roster. The Public Agency shall make all such payments directly to the small works business or consultant selected by the Public Agency.

5. Effective Date and Term. This Contract shall be effective as of the publication date for the first biannual advertisement in January or June by MRSC after the signing of the membership contract by both parties. MRSC will notify the Public Agency of the publication dates of each biannual legal notice the week prior to the publication dates. This Contract shall be in force until cancelled by either party as provided in Section 10.

6. Compensation of MRSC. The Public Agency will pay MRSC an annual membership fee in the amount of \$_____ based on the Public Agency's total capital expenditures for the most recent complete fiscal year for the services under this Contract. Total capital expenditures for cities are the total of BARS code lines 594 and 595 and similar BARS codes for other public agencies. The amount will be paid in full prior to the publication by MRSC of the first biannual legal notice after the signing of the Contract, which will be either in January or June for the MRSC Rosters, and on the subsequent anniversary dates of the publication date.

Total Capital Expenditures*	Annual Membership Fee
Less than 5	\$100
5 to 10	\$200
10 to 15	\$300
15 to 25	\$400
25 to 50	\$500
More than 50	\$750

**Total capital expenditures in millions*

7. Relationship of Parties. MRSC agrees that it will perform the services under this Contract as an independent contractor and not as an agent, employee, or servant of the Public Agency. Nothing in this Contract shall be construed to render the parties partners or joint venturers.

8. Limitation of MRSC Liability. MRSC shall not be, directly or impliedly, a party to (i) any contract for public works construction into which the Public Agency may enter as a result of the Public Agency's use of the Small Works Roster; or (ii) any contract for engineering, architectural, or other services into which the Public Agency may enter as a result of the Public Agency's use of the Consultant Roster. MRSC does not accept responsibility or liability for the performance of any small works business or consultant used by the Public Agency as a result of its use of the MRSC Rosters.

9. Hold Harmless and Indemnification. Each party shall defend, indemnify, and hold the other party harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising from any negligent act or omission that party's officers, employees, volunteers, and agents in connection with the performance of this Contract.

10. Termination. This Contract may be terminated, with or without cause, by written notice of either party to the other. Termination shall be effective thirty (30) days after written notice.

11. Non-assignment. MRSC shall not subcontract or assign any of the rights, duties, or obligations imposed upon it by this Contract without the prior express written consent of the Public Agency.

12. Governing Law and Venue. This Contract shall be governed by the laws of the State of Washington.

13. Authority. Each signatory to this Contract represents that he or she has full and sufficient authority to execute this Contract on behalf of MRSC or the Public Agency, as the case may be, and that upon execution of this Contract it shall constitute a binding obligation of MRSC or the Public Agency, as the case may be.

14. Severability. Should any clause, phrase, sentence or paragraph of this Contract be declared invalid or void, the remaining provisions of this Contract shall remain in full force and effect.

15. Complete Agreement. This Contract constitutes the entire understanding of the parties. Any written or verbal agreements that are not set forth herein or incorporated herein by reference are expressly excluded.

16. Contacts. For purposes of Contract administration, the Public Agency designates the following contacts:

Primary Contact:

Alternative Contact:

Name: _____

Name: _____

Title: _____

Title: _____

Email: _____

Email: _____

Telephone: _____

Telephone: _____

Facsimile: _____

Facsimile: _____

17. Signatures. By signing this Contract, the signatories below certify that they have the authority to enter into this Contract, that they agree to payment of fees in accordance with the stated Public Agency Fee Structure and that they agree that the Public Agency shall be bound by and adhere to the Terms and Conditions stated.

MRSC

PUBLIC AGENCY

[Signature]

[Signature]

[Title]

[Title]

[Date]

[Date]

Submit signed contract with annual membership fee to:

MRSC Rosters
Municipal Research and Services Center
2601 Fourth Avenue
Suite 800
Seattle, WA 98121-1280