

**KING COUNTY WATER DISTRICT NO. 90
KING COUNTY, WASHINGTON**

RESOLUTION NO. 1150

A RESOLUTION of the Board of Commissioners of King County Water District No. 90, King County, Washington, authorizing the District to utilize the MRSC Rosters list for use in public work, purchase of goods and services, and professional architecture and engineering.

WHEREAS, the District complies with statutes relevant to the public works, including the use of Small works rosters authorized under RCW 39.04.151-152; purchase of goods and services under RCW 39.04.190 and obtaining professional architecture, engineering, and general consulting services under RCW 39.80; and

WHEREAS the District reserves the right to utilize such other rosters and procurement procedures as authorized by law and as previously adopted by the District; and

WHEREAS to be able to implement a small works roster and process, the District is required to adopt a resolution, establish reporting procedures that are publicly available.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of King County Water District No. 90, King County, Washington, as follows:

- Section 1.** Any former resolution adopting or authorizing the use of a roster that complies with Washington state statute, shall remain in effect.
- Section 2. MRSC Rosters.** The District may use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC), in addition to such other rosters as the District has, or may in the future, utilized for public works, procurement of goods and services and/or obtaining professional architecture, engineering, and general consulting services.
- Section 3. Small Works Roster.** The District adopts the following to use in the management and awards of small public works projects as allowed under RCW 39.04.152. The District will maintain separate procedures and contracting templates for small works roster contracts.

- A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.
- B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business in the District under selected project types and (work) categories.
- C. The Small Works Roster process is an alternative to publicly advertising public work projects.
- D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- E. Small Work Roster contract procurements will be bid electronically through the District's procurement processes, including through a portal, electronic bidding, etc.
- F. **Invitations for bid** shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- G. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid.
- H. Small Works bidding and award information will be entered by the District into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- I. Small Works bidding and award data will be part of the District's procurement files and records and all documents will be available for review with the District's General Manager of designated representative.
- J. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the District publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.
- K. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.

- L. **Direct Contracting.** Reserved.

Section 4. Consultant Services Roster. The District adopts the use of the MRSC Rosters Consultant Roster (vendor list) which may be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be “personal services” such as technical expertise, studies, project management, planning, or similar, or “architecture and engineering services” or “professional services” services as defined by chapter 39.80 RCW. For all services, the District reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.
- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish twice a year, in a newspaper of general circulation within the District’s county, a notice of the existence of the Consultant Roster and solicit consultants to join on our behalf. (RCW 39.04.190(2))
- C. **Procuring Consultants.** The District adopts the following as policies, procedures or similar when contracting for consultant services:
 - 1. **Personal Services.**
 - a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to the District and include experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.
 - 2. **Professional Services.**
 - a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, which may use the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Selection criteria will define the scope of services and the details on how the District will determine the most qualified professional (or firm), which will be different depending on the District’s needs. Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.
 - 3. **Electronic Submissions.** As required by RCW 39.04.190(2), the District established the following procedure for securing written proposals or submittals for consultant services.

- a. Unless otherwise adopted, through establishment of an e-procurement tool, the District will use email communications to request and receive submissions.
- b. An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed.
- c. A selection committee will be formed with at least 2 staff members and/or members of the Board to review the submissions. The selection committee will not have any conflicts of interest in the matter and all proceedings will be confidential until Award.
- d. An email request will be sent to the businesses on the MRSC roster list of businesses and such other businesses as the District may elect.
- e. Once submittals are received, the selection committee will review and recommend award to the consultant determined to best meet the District's needs.
- f. **Records.** The original request, responses, and award documentation will be kept in the District and records and will be available upon request.

4. **Award of Consultant Contracts.**

There may be two methods for awarding consultant services contracts.

- a. The Board reviews all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract; or
- b. The Board hereby delegates the authority to award contracts to the General Manager for consulting services costing less than or equal to \$5,000.00 per year. The General Manager shall have the authority to award contracts for consulting services without Board approval, provided that the Board shall ratify the General Manager's signature and delegation of authority through the District's standard process for such matters. For consulting services with an anticipated value of more than \$5,000.00 per year, the Board shall review and award all contracts for consulting services.

- D. **Posting of Awards.** In accordance with RCW 39.04.200, all consultant/services contract awards will be posted to the District's website at least every other month.

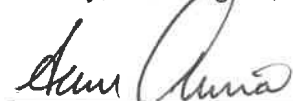
Section 5. Vendor Roster. The DISTRICT adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar. The following vendor list roster procedures are established for use by the DISTRICT pursuant to RCW 39.04.190 and RCW 57.08.050:

- A. **Purchase of materials, supplies, or equipment NOT CONNECTED to a public works project.** The District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of the DISTRICT as provided in RCW 57.08.050. The District will attempt to obtain the lowest practical price for such goods and services.
- B. **Publication.** At least twice per year, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add vendors licensed to do business in the State of Washington to the Vendor Roster at any time when a vendor completes the online application and meets and minimum requirements.
- C. **Electronic Quotations.** The District shall use the following process to obtain written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - 1. A written Invitation (to Bid or Quote) with description shall be drafted for the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, together with any evaluation criteria and any relevant information of the purchase. The contract intended to be signed by the successful vendor is also to be included with the invitation.
 - 2. The General Manager, or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain written quotations from the vendors for the required materials, supplies, or equipment;
 - 3. The General Manager, or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - 4. A written record shall be made by the General Manager, or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- D. **Determining the Lowest Responsible Bidder.** The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that

- D. **Determining the Lowest Responsible Bidder.** The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and the District may call for new bids.
- E. **Award.** All of the bids or quotations shall be collected by the General Manager or their designee. The General Manager, or their designee, shall create a written record of all bids or quotations received, which shall be made available by request after the award of the contract.
1. The General Manager, or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Board. The Board shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or
 2. If the Board delegates the authority to award bids to the General Manager of the DISTRICT for materials, supplies, or equipment costing less than or equal to the statutory threshold of the District as provided in RCW 57.08.050, the General Manager shall have the authority to award public works contracts without Board approval, provided that the Board shall ratify the General Manager's approval at the next scheduled Board meeting by motion. For materials, supplies or equipment costing more than the statutory threshold of the DISTRICT as provided in RCW 57.08.050, the Board shall award all vendor contracts.
- F. **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to the DISTRICT's website at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

ADOPTED by the Board of Commissioners of King County Water District No. 90, King

County, Washington, at a regular open public meeting thereof on the 5th day of March, 2025.

 3-4-25

 Sam Amira, President

 3-4-25

 Al Materi, Vice-President

 3-4-25

 Pete Eberle, Secretary