

**DES MOINES POOL METROPOLITAN PARK DISTRICT
MRSC ROSTERS SMALL PUBLIC WORKS,
CONSULTANT, and VENDOR ROSTERS RESOLUTION**

Resolution No. 2024-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF DES MOINES POOL METROPOLITAN PARK DISTRICT ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER PROCESS TO AWARD PUBLIC WORKS CONTRACTS, A CONSULTING SERVICES ROSTER FOR ARCHITECTIURAL, ENGINEERING, AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES NOT RELATED TO PUBLIC WORKS CONTRACTS.

WHEREAS RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded using a small works roster process; 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, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS to be able to use Direct Contracting on occasion, the District is required to develop Small Business Utilization Plan.

WHEREAS, Ch. 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded by a vendor roster process;

NOW, THEREFORE, THE Board of Commissioners of Des Moines Pool Metropolitan Park District, HEREBY RESOLVES AS FOLLOWS:

Section 1: Resolution No. 2015-06 is hereby repealed and is replaced with this Resolution.

Section 2: MRSC Rosters. The District intends to contract with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for District use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC Rosters and authorizes District Staff to sign that contract.

Section 3: Small Works Roster. The District hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington. The District has established the following procedures to use in managing procurement and awards of public works contracts using the statewide small works

roster.

- A. Small Works, as defined by RCW 39.04.152 are public works construction projects estimated to cost \$350,000 or less, excluding WSST.
- B. Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the District under selected project types and (work) categories.
- C. Small Works process is an alternative to publicly advertising public work projects. Every small works contract is subject to the same public works bidding, award, and compliance requirements of RCW 39.04 unless specifically included in RCW 39.04.151-154, this resolution or the incorporated policies or procedures.
- D. Small Works procurements will be conducted in accordance with Chapter 39.04.151-.154, the District's adopted Procurement Policy and the District's Small Business Utilization Plan.
- E. MRSC Rosters will publish annual notification of the District desire to use the Small Works Roster and process and invite more businesses to apply. Interested businesses are encouraged to apply to the roster at any time. District staff may direct business to join MRSC Rosters in order to allow the business to participate in the District's procurement projects.
- F. Small Works bidding and award information will be entered into the statewide small works roster platform immediately upon conclusion of each small works roster awards.
- G. Small Works bidding and award data will be part of the District's procurement files and records and all documents will be made available for review.
- H. The District intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding WSST. The District has adopted a Procurement Policy and District's Small Business Utilization Plan that will guide the District's direct contracting procedures.

Section 4. Consulting Services Roster. The District shall use the MRSC Rosters Consultant Roster to meet the requirements of RCW 39.80.030 when soliciting Architectural, Engineering and Land Surveying services and may use the process for other Consulting Services at the discretion of the Director of Aquatic Operations:

- A. Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
- B. 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 consulting services roster and solicit the names of consultants for the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

- C. The District shall use the following process to select the most highly qualified Consulting Services firm off of the Consulting Services Roster to provide the required services:
 - a. The Board of Commissioners shall establish criteria that the Director of Aquatic Operations, or their designee, must consider in evaluating Architectural or Engineering firms for a given project. Such criteria shall include a plan to insure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services. The level of participation by minority and women-owned firms and veteran-owned firms shall be consistent with their general availability within the jurisdiction of the District.
 - b. The Director of Aquatic Operations, or designee, shall use the evaluation criteria to evaluate the written statements of qualifications and performance data on file with the District at the time that Consulting Services are required;
 - c. The Director of Aquatic Operations, or designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.
- D. The firm deemed most highly qualified by the agency to do the project will be selected for contract negotiations. If the Director of Aquatic Operations or designee is unable to agree on contract terms with the most highly qualified Consultant, the Director of Aquatic Operations may proceed to selecting the next most qualified.

Section 5. Vendor List Roster. The District shall use the MRSC Rosters Vendor Roster to meet the requirements of RCW39.04.190 for the purchase of materials, supplies, or equipment not connected to a public works project:

- A. 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 35.61.135. The District will attempt to obtain the lowest practical price for such goods and services.
- B. 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 responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.
- C. The District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment not connected to a public works project:
 - a. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

- b. The Director of Aquatic Operations, or designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;
 - c. The Director of Aquatic Operations, or designee, shall not share telephone or written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;
 - d. A written record shall be made by the Director of Aquatic Operations, or designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- D. 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. All of the bids or quotations shall be collected by the Director of Aquatic Operations or designee. The Director of Aquatic Operations, or designee, shall create a written record of all bids or quotations received, which shall be open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised. The District Procurement Policy shall guide the process for awarding contracts.

Adopted by the Board of Commissioners of Des Moines Pool Metropolitan Park District King County, Washington, at an open public meeting held on 10th of December, 2024.

Signed by:
Shane Young 12/11/2024
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Commissioner

Signed by:
Joe Dusenbury 12/14/2024
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Commissioner

Signed by:
Holly Campbell 12/11/2024
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Signed by:
Patrice Thorell 12/13/2024
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