

## **NEW SECTION UNDER WCC 3.08**

### **3.08.096 Consultant roster contract award process for architectural, engineering, and other professional services.**

As an alternative to the requirements of WCC 3.08.060 and 3.08.090, this section may be utilized to acquire consultant services. Consultant services include professional services. Professional services are those services that have a primarily intellectual output or product and include, but are not limited to, services provided by architects, engineers, surveyors, doctors, trainers, tax professionals, accountants, and management, labor and financial advisors.

To use the consultant roster contract-award process provided for by this section the following procedures shall be followed:

**A. Publication.** At least once a year the County or its designee shall 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. The County or its designee shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by the County or its designee, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

**B. Review and Selection of the Statement of Qualifications Proposals for professional services.** The County shall use the following process to select the most highly qualified consultant off of the Consulting Services Roster to provide the required services:

1) The department head shall have established criteria that must be consider in evaluating consultants for a given project. Consultant rate may be considered for services other than architectural, engineering, landscape architectural, and surveying. Criteria for architectural, engineering, landscape architecture, or surveying services shall include a plan to ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain

public contracts. 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 county.

2) The department head shall evaluate the written statements of qualifications and performance data on file with the county at the time that consultant services are required;

3) Such evaluations shall be based on the criteria established by the department head.

4) The department head shall conduct discussions with one or more consultant regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

5) The consultant deemed most highly qualified by the agency to do the project will be selected. The department head shall negotiate with the selected firm for a contract at a price that he/she determines is fair and reasonable, considering the estimated value of the services to be rendered as well as the scope and complexity of the project. If a satisfactory contract cannot be negotiated, the department head terminates the negotiations with that firm and attempts to negotiate a contract with the next most qualified firms. The process continues until an agreement is reached or the search is terminated.

**C.** In those instances where provisions of Chapter 3.08 WCC are inconsistent with the provisions of this section, the provisions of this section shall control..