

# Consultant Membership Information

**What is MRSC Rosters?** MRSC Rosters is an online shared small public works contractor roster and consultant roster for local Washington State governments - public agencies (counties, cities, fire districts, school districts and other special districts) to maintain contractor and consultant information, search for bidders by service category and solicit bids from contractors and consultants. [www.mrscrosters.org](http://www.mrscrosters.org)

**Who operates MRSC Rosters?** MRSC Rosters is operated by the nonprofit *Municipal Research and Services Center of Washington (MRSC)* which serves Washington local governments. The MRSC Rosters service is funded by the public agency fees and those contractors and consultants choosing the Enhanced Membership Option.

## Why should a consultant join?

- To work with the participating public agencies a consultant **must** be listed on MRSC Rosters.
- Consultants have the cost-effective opportunity to be searchable by multiple public agencies in one renewable application process.



Municipal Research and Services Center  
of Washington  
[www.mrsc.org](http://www.mrsc.org)

## Minimum Qualifications

- Email Address (correctly typed)
- WA Unified Business Identifier #
- Federal Tax ID#
- Professional Insurance
- Active Department of Revenue account
- Applicable Licenses (e.g. engineering)
- Statement of Qualifications (general)

**What is a Consultant Roster?** A consultant roster is an alternative to advertising for each project, which saves public agencies money. Consulting services on MRSC Rosters include architectural, engineering, planning, surveying and other consulting services. View the full category list at [http://www.mrscrosters.org/AandE\\_Services.aspx](http://www.mrscrosters.org/AandE_Services.aspx).

**THIS IS NOT A VENDOR ROSTER FOR PRODUCT SALES.**

**Can I search for jobs on MRSC Rosters?** Just like any roster, jobs are not posted. Agencies search by service category and directly contact consultants with requests for bids on projects.

## How does MRSC Rosters work?

Public Agencies join to share roster maintenance costs among all participating agencies instead of operating their own individual roster. View all participating public agencies at [www.mrscrosters.org/PartAgencies.aspx](http://www.mrscrosters.org/PartAgencies.aspx).

Consultants join FREE at anytime and are listed for a year. At the end of your membership year, you renew in order to remain on the roster, but do not need to reapply. *\*Enhanced Option is available (see back side of page)*

Public Agencies search by service category and then directly contact consultants to request bids using the Consulting Roster Process.

## Join MRSC Rosters!

1. Go to [www.mrscrosters.org](http://www.mrscrosters.org)
2. Click "Join MRSC Rosters"
3. Click "Consultant Registration"
4. Create Account (SPELLCHECK)
5. Click "Select Public Agency Roster(s)" and choose Basic or Enhanced Option (see backside of page for details)
6. MRSC Reviews and Activates Account
7. Consultant searchable by selected agencies

## CONSULTANT MEMBERSHIP OPTIONS

*\*Membership choice determined when selecting agencies and/or selecting services.*

<b>Basic Option</b>	<b>Enhanced Option</b>																										
<ul style="list-style-type: none"> <li><u>Free</u> Annual Renewable Membership</li> <li>Sign up to be searchable by <u>one public agency</u> or select multiple agencies individually</li> <li><u>Repeat selection</u> process for each additional agency you select and each service</li> </ul>	<ul style="list-style-type: none"> <li><u>Fee based</u> on firm size for Annual Renewable Membership (see chart below)</li> <li>Sign up to be searchable throughout an <u>entire county</u> or <u>statewide</u></li> <li>Select multiple public agencies and services <u>without repeating</u> the process</li> <li>With countywide or statewide selection you are <u>automatically included</u> with any public agencies joining within your membership year</li> </ul>																										
	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #fff2cc; padding: 5px;"><b>Enhanced Option Fee Scale</b></th> </tr> </thead> <tbody> <tr> <td colspan="2" style="padding: 5px;"><i>Architectural - Building, Consulting &amp; Design Structure &amp; Roadway Improvement Engineering - Land Surveying</i></td> </tr> <tr> <th style="padding: 5px;">Firm Size</th> <th style="padding: 5px;">Annual Fee</th> </tr> <tr> <td style="padding: 5px;">1-30</td> <td style="padding: 5px;">\$200</td> </tr> <tr> <td style="padding: 5px;">31-75</td> <td style="padding: 5px;">\$400</td> </tr> <tr> <td style="padding: 5px;">76-150</td> <td style="padding: 5px;">\$600</td> </tr> <tr> <td style="padding: 5px;">151-499</td> <td style="padding: 5px;">\$800</td> </tr> <tr> <td style="padding: 5px;">500-999</td> <td style="padding: 5px;">\$1,000</td> </tr> <tr> <td style="padding: 5px;">1000+</td> <td style="padding: 5px;">\$1,200</td> </tr> </tbody> </table> <table border="1" style="margin: auto; border-collapse: collapse;"> <tbody> <tr> <td colspan="2" style="padding: 5px;"><i>Financial - Personnel - Real Estate &amp; Property Other Consulting Services</i></td> </tr> <tr> <th style="padding: 5px;">Firm Size</th> <th style="padding: 5px;">Annual Fee</th> </tr> <tr> <td style="padding: 5px;">Small Firms (&lt; 75)</td> <td style="padding: 5px;">\$200</td> </tr> <tr> <td style="padding: 5px;">Large Firms (&gt;75)</td> <td style="padding: 5px;">\$400</td> </tr> </tbody> </table>	<b>Enhanced Option Fee Scale</b>		<i>Architectural - Building, Consulting &amp; Design Structure &amp; Roadway Improvement Engineering - Land Surveying</i>		Firm Size	Annual Fee	1-30	\$200	31-75	\$400	76-150	\$600	151-499	\$800	500-999	\$1,000	1000+	\$1,200	<i>Financial - Personnel - Real Estate &amp; Property Other Consulting Services</i>		Firm Size	Annual Fee	Small Firms (< 75)	\$200	Large Firms (>75)	\$400
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### Questions?

Contact MRSC Rosters Manager  
 Ellen J. Hutchinson  
 206.625.1300 or [mrscresters@mrsc.org](mailto:mrscresters@mrsc.org)