

**MRSC Rosters** is a small works contractor roster which operates under statute [RCW 39.04.155](#) and a consultant roster which operates under the statute [Chapter 39.80 RCW](#). Although MRSC Rosters provides rosters to be utilized under the same statutes as an individual public agency roster, there are some differences so please read the following information.

## Small Works Contractor Roster

### **Can I use MRSC Rosters for all cost levels of small works projects?**

Yes. MRSC Rosters can be used to find contractors for small works (as of July 26, 2009 small works are projects under \$300,000), limited small works (under \$35,000), and really small works (under public agency bid limits).

### **When I search for contractors and generate a long list, am I obligated to request bids from the entire list?**

It is recommended to request bids from the entire list because it easily meets the equitability requirement and offers you a broader selection of bidders. The alternative is to request bids from at least five contractors and create a procedure for rotating through the list. Also, please note that as of July 26, 2009, for projects \$150,000 - \$300,000 if you contact only five contractors, you are required to notify all other contractors on the list that quotations are being sought.

### **Can I narrow my search to contractors physically located in my city?**

No. When registering contractors select what public agencies they would like to work with, so it is possible that your generated list could include contractors based physically outside of your area but willing to work in your area.

### **Do I have to advertise if my search generates less than five contractors?**

No, but you should try and contact eligible contractors outside of the roster and have them join the roster in order to use the small works process.

## Consultant Roster

**What kinds of consultants are listed on MRSC Rosters?** Professional Services (architectural [RCW 39.18.08](#), engineering and land surveying [RCW 39.18.43](#), and landscape architecture [RCW 39.18.96](#)) and Personal Services (management, planning, and other consulting services as defined in [chapter 39.80 RCW](#)).

**What roster process do I use for consulting services?** Professional and personal services, in connection with a public works project, are procured using the qualifications-based-selection (QBS) requirements in [chapter 39.80 RCW](#).

### **When I search for consultants and generate a long list, am I obligated to review and request proposals from the entire list?**

No, you are to select either the single most qualified firm or a manageable group, of for instance six or fewer and request bids from them, however it is recommended to record your selection procedure.

## Consultant Roster bidding information continued...

**Can I use MRSC Rosters to find on-call consultants, such as engineers to use throughout the year?** Selection of firms for on-call professional service contracts is roughly the same as for selection of a single firm for one contract. A public agency will designate the most qualified firms in each category of work to be considered for "on-call" work. As contracts for a given work category become available the public agency will negotiate a contract for that work with one of those firms.

The Local Agency Guidelines (LAG) Manual at [www.wsdot.wa.gov/LocalPrograms/LAG/](http://www.wsdot.wa.gov/LocalPrograms/LAG/) (WSDOT federal projects) require that a public agency not enter into additional contracts with any firm until that firm completes active contracts, and that no "on-call" consultant be awarded more than one contract from the roster at any one time.

**If I receive a grant from WSDOT, can I use MRSC Rosters to find a consultant?** Yes. The annual legal notice that MRSC posts on behalf of all participating public agencies satisfies the WSDOT advertising requirements. See enclosed WSDOT approval of MRSC Rosters.