

**CHELAN DOUGLAS REGIONAL PORT AUTHORITY
RESOLUTION NO. 2021-09**

**A RESOLUTION OF THE CHELAN DOUGLAS REGIONAL PORT AUTHORITY
ADOPTING SMALL WORKS ROSTER DEVELOPED AND MAINTAINED BY PORT
STAFF; AND ADOPTING CONSULTING SERVICES ROSTER MAINTAINED BY PORT
STAFF FOR PROFESSIONAL CONSULTING SERVICES INCLUDING ARCHITECTS
AND ENGINEERS**

Whereas, RCW 39.04.155, and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

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

Whereas, in order to implement small works and consulting roster processes, the Chelan Douglas Regional Port Authority ("Port") is required by law to adopt a resolution establishing specific procedures related to the same; and

Whereas, the Port now desires to adopt procedures related to small works projects as set forth in this Resolution, **NOW, THEREFORE**,

**THE BOARD OF COMMISSIONERS OF THE CHELAN DOUGLAS REGIONAL
PORT AUTHORITY HEREBY RESOLVES AS FOLLOWS:**

Section 1. Adoption of in house Small Works and Professional Consulting Services Rosters. The Board of Commissioners ("Board") of the Port wishes to manage and use in house Small Works and Professional Consulting Services Rosters.

Section 2. Small Public Works Roster. The following small works roster procedures are established for use by the Port pursuant to RCW 39.04.155:

1. Small Works. Small Works are contracts for construction, building, renovation, remodeling, alteration, repair, or improvement of real property which the estimated cost is \$300,000 or less, which includes the cost of labor, material, equipment and sales and/or use taxes as applicable. The Port need not comply with formal sealed bidding procedures for Small Works. Instead, the Port may use the Small Works Roster procedures for public works projects.

2. Publication. At least once a year, the Port shall publish in a newspaper of general circulation within the Port's jurisdiction, a notice of the existence of the Small Works Roster and solicit the names of contractors for such roster. The Port may also publish notice on other media platforms. Responsible contractors shall be added to roster at any time that they complete the online application, submit the necessary documents, and meet the State requirements for roster listing.

3. Purchasing and Contracting Policy. Specific policies and procedures for the use of the Small Works Roster and contracting for small public works projects are

outlined in the Port's Purchasing and Contracting Policy adopted contemporaneously herewith by Port Resolution No. 2021-10.

4. Reservation of Rights. Nothing in this Resolution prohibits the Port from using a Formal Solicitation for projects of any value when appropriate.

Section 3. Consulting Services Roster. The following consulting services roster procedures are established for use by the Port:

1. Consulting Services. 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. The Port, when appropriate, may use the Consulting Services Roster to select a professional services firm based on its Statement of Qualifications and the Port's established criteria.

2. Publication. At least once a year, the Port shall, publish in a newspaper of general circulation within the Port's jurisdiction, a notice of the existence of the consulting services roster and solicit the names of consultants for the consulting services roster. The Port may also publish notice on other media platforms. The Port shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application, submits a Statement of Qualifications, and meets minimum State requirements for roster listing.

3. Purchasing and Contracting Policy. Specific policies and procedures for the use of the Consulting Services Roster and contracting for Professional Consulting Services are outlined in the Port's Purchasing and Contracting Policy adopted contemporaneously herewith by Port Resolution No. 2021-10.

4. Reservation of Rights. Nothing in this Resolution prohibits the Port from using any alternative procedures set forth in RCW 39.80.030 to solicit and enter into contracts for consulting services.

Section 4. Any prior Resolution(s) of the Port in conflict with the policies and provisions established and set forth in this Resolution are hereby repealed.

Section 5. If any section, sentence, clause, or phrase of this Resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Resolution.

Section 6. This Resolution shall be effective upon passage by the Board.

ADOPTED by the Chelan Douglas Regional Port Authority Board of Directors at a regular meeting thereof held this 13th day of April, 2021.

CHELAN DOUGLAS REGIONAL PORT AUTHORITY



JC Baldwin, Director



Jim Huffman, Director



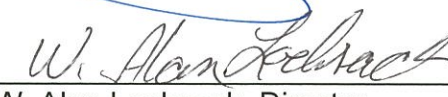
Donn Etherington, Director



Mark Spurgeon, Director



Rory Turner, Director



W. Alan Loeb sack, Director