

## RESOLUTION NO. 3230

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, ESTABLISHING A SMALL WORKS ROSTER AND AUTHORITY TO USE THE SMALL WORKS ROSTER PROCESS TO AWARD 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 City of Bonney Lake is required to adopt a resolution, establish reporting procedures that are publicly available.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON DOES HEREBY RESOLVE AS FOLLOWS:**

**Section 1:** Section 2 of Resolution No. 1782 entitled “Small Works Roster” is hereby repealed and is replaced with this Resolution.

**Section 2: MRSC Rosters.** The City of Bonney Lake hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center (MRSC) of Washington.

**Section 3: Small Works Roster.** The City of Bonney Lake 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 Washington State Sales Tax.

B. Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the City of Bonney Lake under selected project types and (work) categories.

C. Small Works process is an alternative to publicly advertising public work projects; **ADDITIONALLY**, 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. MRSC Rosters will publish annual notification of the City of Bonney Lake’s 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.

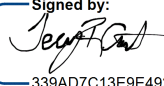
E. Small Works bidding, and award information will be entered into the statewide small works roster platform upon conclusion of each small works roster awards.

F. Small Works bidding, and award data will be part of the City of Bonney Lake's procurement files and records and all documents will be available for review.

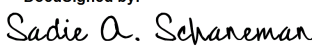
**Section 5: Delegated Authority.** The City of Bonney Lake has delegated authority to oversee and manage the Small Works Roster "program" to the Contract Administrator. As the delegated authority, the Small Works Roster Program Manager, will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

The Small Works Roster Program Manager will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

**PASSED by the City Council this 27<sup>th</sup> day of August 2024.**

Signed by:  
  
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\_\_\_\_\_  
Terry Carter, Mayor

AUTHENTICATED:

DocuSigned by:  
  
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\_\_\_\_\_  
Sadie A. Schaneman, CMC, City Clerk

City of Bonney Lake, Washington  
**City Council Agenda Bill (AB)**

<b>Agenda Item Type:</b> Resolution	<b>Agenda Bill Number &amp; Ordinance/Resolution/Motion Number:</b> AB24-86 & R24-86	
<b>Department/Division Submitting:</b> Public Services	<b>Presenter:</b> Jason Sullivan/Deon Payne	<b>City Strategic Goal Category:</b>

**Agenda Subject:** Statewide Small Works Roster.


**Full Title/Motion:** A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Establishing A Small Works Roster And Authority To Use The Small Works Roster Process To Award Public Works Contracts.

**Administrative Recommendation:** Approve.

**Short Background Summary:** Since 2008, The City Has Contracted With Municipal Research And Services Center (MRSC) To Utilize Its Small Works Roster In Seeking Quotes For Public Works Projects Under \$350,000 Instead Of The City Creating And Maintaining Its Own Roster. As Of July 1, 2024, The Department Of Commerce Through MRSC Developed A Statewide Small Works Roster For Use By Local Governments. Establishing The Use Of The Statewide Small Works Roster And Procedures By Resolution Complies With RCW 39.04.151-154.

**Attachments:** Resolution No. R24-86, Small Works Roster Materials, Resolution 1782.

<b>BUDGET INFORMATION</b>			
Budgeted Amount	Current Balance	Expenditure Amount Needed	Budgeted Balance Difference
<b>Budget Explanation:</b>			

<b>COMMITTEE, BOARD &amp; COMMISSION REVIEW</b>					
<b>Public Hearing Date:</b>		<b>Name Of Committee/Commission Public Hearing Was Done At:</b> Community Development			
Date & Name Of Committee/ Commission Meeting	Return To Committee/ Commission/Board	Council Workshop Discussion	Consent Agenda	Council Full Issues	Chair's Signature For Approval Of Next Steps
Date: 8/20/2024 Name: CDC	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
Date: Name:	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

**Hearing Examiner Review:**

<b>COUNCIL ACTION</b>	
Workshop Date(s):	Public Hearing Date(s):
Meeting Date(s): 8/27/2024	Tabled To:

<b>APPROVALS</b>		
<b>Department Director:</b> <i>Jason Sullivan</i>	<b>Mayor:</b> <i>Terry Carter</i>	<b>Date Reviewed By City Attorney (if applicable):</b>

The background of the slide is a bokeh effect of out-of-focus lights in shades of blue and yellow, creating a soft, glowing atmosphere. A thin white vertical line is positioned to the right of the main title.

# THE “STATEWIDE” SMALL WORKS ROSTER

MRSC Rosters  
Reimagined

NEW SMALL WORKS ROSTER - MAY 2024

# MRSC ROSTERS REIMAGINED

## How is MRSC rosters changing?

- to be an official “statewide tool” making enhancements
- user friendly, “one-stop-shop” approach for both businesses and agencies
- “data collection” that is publicly accessible, consistent, and real-time
- support to smaller public agencies who may not have data collecting/reporting resources
- Real-time connections to L&I contractor verification and OMWBE certifications
- refined project types and categories for a more focused public works space



# “STATEWIDE ROSTER” FRAMEWORK

The statewide small works roster will be an **administration tool** to help agencies **procure small public works project**, collect data, and organize it and it will help to *facilitate* the small works roster contracting process.

## DATA

## CONTRACTING

Administration (statewide small works roster)	Management (agency user of the statewide roster)
<b>Host</b> a website/portal where contractors can apply and register at any time	Develop, refresh, <b>internal controls</b> enact small works policy, rules, resolutions, etc.
<b>Verify any contractor</b> applicants licensing and registration when applied and <i>1 x annually</i>	Project planning, estimating, and funding
Interface with OMWBE <b>certified business</b>	<b>Engage contractors</b> when it is time to solicit a project
Automate the <b>solicitation and award process</b>	Draft and maintain <b>templates</b> for bidding and a contract
<b>Record</b> award and process use	Perform <b>procurement</b>
General <b>advertisement</b> 1 x annually	<b>Award to the responsible bidders with lowest price</b>
<i>(separate tool) Offer electronic bidding solution</i>	Public works <b>contract compliance</b>

(RCW 39.04.151(2))

NEW SMALL WORKS ROSTER - MAY 2024

# WHAT DOES THE STATEWIDE ROSTER PROVIDE?

1. Application process
2. Contractor verification
3. Small business identification
4. Accessible reporting and data collection
5. Facilitation of the small works process
6. Annual notifications

## RESOLUTION NO. 1782

### **A RESOLUTION OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A CONTRACT WITH THE MUNICIPAL RESEARCH SERVICES CENTER OF WASHINGTON (MRSC) TO PARTICIPATE IN THE STATEWIDE SHARED SMALL WORKS AND CONSULTANT ROSTER PROCESS ADMINISTERED BY MRSC.**

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, in order to be able to implement small works roster processes, the City is required by law to establish specific procedures; and

WHEREAS, RCW 39.80.030 requires that an agency publish in advance that agency's requirement for professional services and that one of the ways to accomplish that notification is to announce generally to the public its projected requirements for any category or type of professional services and request qualification statements to be kept on file with the agency,.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

**Section 1. MRSC Rosters.** The City of Bonney Lake desires to contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for the City of Bonney Lake use those state wide electronic databases for small works roster and consulting services developed and maintained by MRSC and authorizes the Mayor to sign that contract, attached hereto as Exhibit "A". In addition, paper and/or electronic rosters may be kept on file by appropriate City of Bonney Lake departments.

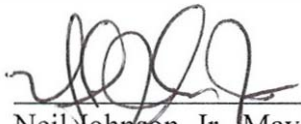
**Section 2. Small Works Rosters.** At least once a year, on behalf of the City of Bonney Lake, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records. The City of Bonney Lake may require master contracts to be signed that become effective when a specific award is made using a small works roster. Nothing in this section shall prohibit the City from establishing its own small works roster in addition to the MRSC roster.

**Section 3. Consulting Services Rosters.** At least once a year, on behalf of the City of Bonney Lake, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of the City of Bonney Lake who can provide further details as to the City of Bonney Lake's projected needs for consulting services. Firms or persons providing consulting services shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records. The City of Bonney Lake may require master contracts to be signed that become effective when a specific award is




made using a consulting services roster. The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public the City of Bonney Lake projected requirements for any category or type of professional or other consulting services. The City of Bonney Lake reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by the agency and to use paper and/or other electronic rosters that may be kept on file by appropriate City of Bonney Lake departments.

**PASSED BY THE CITY COUNCIL this 12<sup>th</sup> day of February, 2008.**

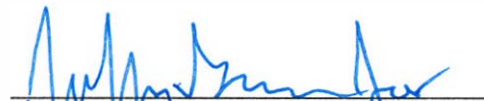


Neil Johnson, Jr., Mayor

ATTEST:

  
Harwood T. Edvalson, City Clerk

APPROVED AS TO FORM:

  
James J. Dionne, City Attorney

## MRSC Rosters Contract

Through the signature(s) below, on behalf of the City of Bonney Lake (hereinafter Agency), the Agency contracts with the **Municipal Research and Services Center of Washington (MRSC)**, a not-for-profit Washington Corporation, to provide the Agency with small public works and consulting services rosters as allowed by RCW 39.04.155 and Chapter 39.80 RCW (MRSC Rosters). The Agency understands that such services are shared with a number of other local government agencies in Washington State in a spirit of cooperation and to provide for more efficient and cost effective services to their citizens.

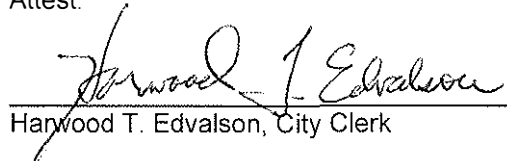
### Signatures

By signing this Contract, the signatories below certify that they have the authority to enter into this Contract, that they agree to payment of fees in accordance with the stated fee schedule and that they agree that the Agency shall be bound by and adhere to the Terms and Conditions stated below.

  
\_\_\_\_\_  
Neil Johnson, Mayor

Date 2/15/08

Attest:

  
\_\_\_\_\_  
Harwood T. Edvalson, City Clerk

Date 2/18/08

### Agency Information

Official Name of Agency: City of Bonney Lake, WA  
County Location(s): Pierce  
Mailing Address: P.O. Box 7380, 19306, Bonney Lake, WA 98391  
Agency Web Site Address: [www.ci.bonney-lake.wa.us](http://www.ci.bonney-lake.wa.us)  
Contact Person: Don Morrison  
Name/Title: City Administrator/Chief Contracting Officer  
E-mail Address: [morrisond@ci.bonney-lake.wa.us](mailto:morrisond@ci.bonney-lake.wa.us)  
Telephone: (253) 447-4307  
Fax: (253) 891-3251  
Alternate Contact Person: Dan Grigsby,  
Name/Title: Public Works Director  
E-mail Address: [grigsbyd@ci.bonney-lake.wa.us](mailto:grigsbyd@ci.bonney-lake.wa.us)  
Telephone: (253) 447-4347  
Fax: (253) 826-1921  
Annual Fee (from fee schedule) \$200.00

### Terms and Conditions

The Agency agrees to use the **MRSC Rosters** to the fullest extent practical for solicitation of quotes and bids from eligible contractors and for requests for proposals from consultants. The Agency understands, however, that such use is not mandatory and no implication of mandatory use is intended through signing of this contract.

The Agency agrees to the following:

Agency may use the MRSC Small Works Roster(s) to select contractors for public work projects up to \$200,000 in value or as otherwise limited by ordinance or law. The Agency is independently responsible for its own and the contractor's compliance with all additional or varying laws and regulations governing purchases, including all selection laws, retainage and bonds, prevailing wages, and any other appropriate

requirements. MRSC, directly or implied, is not a party to any contract for public works construction into which the Agency may enter as a result of the Agency's use of the MRSC Small Works Roster(s). MRSC will advertise the Roster(s) at least annually on behalf of all Agencies, receive and review contract or applications for compliance with basic statutory eligibility requirements, maintain lists of contractors, and make the lists and applications available to the Agency.

The Agency shall be independently responsible to determine that the selected contractors are responsible contractors according to the decision and opinion of the Agency. MRSC shall make a preliminary determination of compliance with basic statutory eligibility requirements before placing them on the Roster(s), but the Agency shall make its own determination of contractor responsibility before awarding contracts in whatever manner that the Agency feels is appropriate and consistent with applicable laws and its own policies. The Agency shall be independently responsible to conduct a quotation or bid process consistent with any ordinance, laws, or requirements of their agency and to issue a contract and/or purchase order directly to the awarded contractor(s). MRSC does not accept responsibility or liability for the performance of any contractor used by the Agency as a result of use of the MRSC Small Works Roster(s).

The Agency is independently responsible for any payments directly to any contractor that is employed as a result of use of the MRSC Small Works Roster(s). The Agency hereby agrees to indemnify and hold harmless MRSC, its officers, employees, and agents from any and all claims, actions, costs, damages and expenses of any nature arising out of or in conjunction with any act authorized by this agreement.

### **MRSC Consulting Services Roster(s)**

The Agency agrees to use the MRSC Consulting Services Roster(s) to select architectural, engineering, and other consultants for interviews and contracts in accord with all applicable laws and regulations governing its own purchases to the fullest extent possible, but such use is not mandatory. The Agency is independently responsible for its own and the consultant's compliance with all additional or varying laws and regulations governing services, including all selection laws and any other requirements as appropriate. MRSC will advertise the Roster(s) at least annually on behalf of all Agencies, will receive and review a firm's applications for completeness, maintain lists of Architects, Engineers, and other consultants and make the lists, applications, and qualifications available to the Agency. The Agency shall be independently responsible to determine that the selected firms are responsible according to the decision and opinion of the joining agency. The Agency shall be independently responsible to conduct a consultant selection process consistent with any ordinance, laws, or requirements of the agency and will be independently responsible for issuing a contract and/or purchase order directly to the awarded architects, engineers, and other consulting firm.

MRSC does not accept responsibility or liability for the performance of any architects, engineers, and other consulting firm used by the Agency as a result of this Contract. The Agency shall be independently responsible for any payments directly to the firm that is employed as a result of this Agreement. The Agency hereby agrees to indemnify and hold harmless MRSC, its officers, employees, and agents from any and all claims, actions, costs, damages and expenses of any nature arising out of or in conjunction with any act authorized by this Contract.

**City of Bonney Lake, Washington  
Council Agenda Bill (C.A.B.) Approval Form**

<b><u>Department/Staff Contact:</u></b> Don Morrison	<b><u>Council/Wrkshp Mtg Date:</u></b> February 12, 2008	<b><u>Agenda Bill Number:</u></b> AB08-16
<b><u>Ordinance Number:</u></b>	<b><u>Resolution Number:</u></b> 1782	<b><u>Councilmember Sponsor:</u></b>

<b><u>BUDGET INFORMATON</u></b>			
<b><u>2008 Budget Amount</u></b>	<b><u>Required Expenditure</u></b>	<b><u>Impact</u></b>	<b><u>Remaining Balance</u></b>
	\$200		
<b><u>Explanation:</u> NA</b>			

**Agenda Subject: Participation in MRSC Shared Small Works and Consultant Roster Program**

**Administrative Recommendation: Approve**

**Background Summary:** The MRSC Roster Program is a new service that provides local government agencies Statewide with small public works and consulting service rosters in a way that is efficient and cost effective, using electronic database formats. The rosters feature a wide range of categorical and word-search functions that will make it easy for the City to find and notify qualified contractors and consultants.

MRSC ROSTERS is structured geographically by county and county sub-area and will link agencies to contractors and consultants who want to do specific kinds of work. In addition, MRSC will also provide a way for cities to solicit quotes or RFQ/RFPs electronically from contractors or consultants.

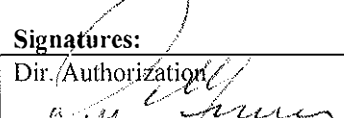
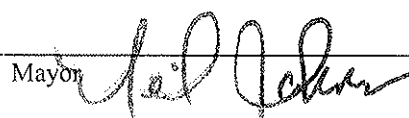
There is a nominal fee to cover the cost of the service based on completed CIP value. Bonney Lake's fee would be \$200 - \$300 per year depending on CIP project expenditures. Advantages to the City of the shared roster services include: Cheaper to utilize MRSC service that to advertise and administer our own small works and consultant roster process, efficiency in City government, access to a much larger pool of contractors and consultants, ease of electronic search and notification; potentially more submittals and more competitive bids from qualified contractors.

<b><u>Council Committee Dates:</u></b>	<b><u>Commission Dates:</u></b>	<b><u>Board/Hearing Examiner Dates:</u></b>
Finance Committee:	Planning Commission:	Park Board:
Public Safety Committee:	Civil Service Commission:	Hearing Examiner:
Community Development & Planning Committee:		
Council Workshops:		

**Council Action:**

Council Call for Hearing:	Council Hearings Date:
Council Referred Back to:	Workshop: _____ Committee: _____
Council Tabled Until:	Council Meeting Dates:

**Signatures:**

Dir./Authorization 	Mayor 	Date City Attorney Reviewed: 1/24/08
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