



Chelan County Public Works

Memo

To: Prospective Consultants
From: Jill FitzSimmons
Date: Jan. 3, 2018
Re: Consultant Requirements

A checklist has been compiled for prospective consultants who are interested in providing consultant services for Chelan County Public Works. Before responding to a Request for Proposals or Qualifications, please review this list to assure you qualify for selection with Chelan County Public Works.

- ✓ Chelan County Public Works uses the MRSC Roster to select consultants. Unless you are responding to a public advertisement, you will need to sign up for this roster to be selected as a consultant for Public Works.
- ✓ Consultants must be eligible to work in Washington State, have insurance and an overhead rate for the previous year audited by WSDOT or a concurrent agency (IDOT, ODOT, etc). If your company has never had an audited overhead rate, then you must apply for a Safe Harbor rate through WSDOT. If you need to apply for a Safe Harbor rate, contact WSDOT or this office for instructions on that process.
- ✓ All subconsultants used by the consultant have the same requirements and will need to provide proof of insurance and either a Safe Harbor rate or an audited overhead rate.
- ✓ Secondary subconsultants (subconsultants for subconsultants) are not accepted.
- ✓ To most responsibly manage grant funds and tax payer dollars, Public Works will no longer accept mark ups from the consultant for subconsultant expenses.
- ✓ When responding to an RFP or RFQ to Public Works, consultants should complete the "Consultant Submittal Form" and include it with any proposal or SOQ.
- ✓ Consultants cannot bill for time to a project until the date of execution of the agreement or task assignment.
- ✓ To expedite payment, consultant invoices should be submitted with receipts for travel, subconsultants and other reimbursables. Invoices must clearly show hours worked by each designation on the project and provide a synopsis of work completed during the billing cycle.