



Chelan County Public Works

Memo

To: Prospective Consultants
From: Lauren Loeb sack
cc: Public Works Staff
Date: October 7, 2015
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 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.