

AGENDA BILL APPROVAL FORM

Agenda Subject Resolution No. 4260		Date: 11/01/07
Department: Public Works	Attachments: Resolution No. 4260 and Agreement	Budget Impact: \$ 300.00

Administrative Recommendation:
City Council adopt Resolution No. 4260.

Background Summary:
Resolution No. 4260 authorizes the Mayor to execute a MRSC Rosters Contract with the Municipal Research Services Center. The agreement would enable the City of Auburn use the MRSC Shared Small Works Roster and Consultant Roster. The annual cost for this service is \$300.00.

The City currently maintains its own Consultant Roster. By joining the MRSC shared roster, staff time to maintain and administer the Consultant Roster would be greatly reduced. In addition, the costs for advertising required by State Law would be eliminated. For 2007, the cost was \$623.00.

The City currently uses the shared Small Works Roster administered by The City of Lynnwood. As of December 1, 2007, Lynnwood will no longer be providing this service and MRSC will be assuming this service.

By joining MRSC Small Works Roster and Consultant Roster, the City would have access to many more contractors and consultants when soliciting quotes, bids, or request for proposals for projects.

The categories being used by MRSC are consistent with the City's current Rosters for both Contractors and Consultants.

The MRSC Small Works Roster and Consultant Roster information requirement in order for contractors and consultants to be included on their roster meets the information required by Auburn City Code in order for applicants to be included on one of our rosters.

Should Council adopt Resolution No. 4260 the City of Auburn would send a letter to all Consultants on our current roster, informing them of our decision to join MRSC shared Consultant Roster. The Municipal Research Services Center has notified contractors regarding the change in the Small Works roster from Lynnwood to MRSC along with the required application process and the date that this will be effective. Joining the MRSC shared Consultant Roster would benefit the consultants currently on our roster, because it would expose them not only to Auburn's projects, but also to those of other agencies who join MRSC Rosters.

W1119-3
F4.8.1, A2.7

Reviewed by Council & Committees: <input type="checkbox"/> Arts Commission <input type="checkbox"/> Airport <input type="checkbox"/> Hearing Examiner <input type="checkbox"/> Human Services <input type="checkbox"/> Park Board <input type="checkbox"/> Planning Comm.	COUNCIL COMMITTEES: <input type="checkbox"/> Finance <input type="checkbox"/> Municipal Serv. <input type="checkbox"/> Planning & CD <input checked="" type="checkbox"/> Public Works <input type="checkbox"/> Other _____	Reviewed by Departments & Divisions: <input type="checkbox"/> Building <input type="checkbox"/> Cemetery <input type="checkbox"/> Finance <input type="checkbox"/> Fire <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Legal <input type="checkbox"/> M&O <input type="checkbox"/> Mayor <input type="checkbox"/> Parks <input type="checkbox"/> Planning <input type="checkbox"/> Police <input checked="" type="checkbox"/> Public Works
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Action:
 Committee Approval: Yes No
 Council Approval: Yes No Call for Public Hearing ___/___/___
 Referred to _____ Until ___/___/___
 Tabled _____ Until ___/___/___

Councilmember: Wagner	Staff: Dowdy
Meeting Date: November 19, 2007	Item Number: VIII.B.2

RESOLUTION NO. 4260

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE AN MRSC ROSTERS CONTRACT WITH THE MUNICIPAL RESEARCH AND SERVICES CENTER FOR THE PURPOSE OF USING A SHARED SMALL WORKS ROSTER AND A SHARED CONSULTANT ROSTER

WHEREAS, the City of Auburn currently uses the City of Lynwood's Small Works Roster; and

WHEREAS, the City of Lynnwood will no longer be providing this service as of December 1, 2007; and

WHEREAS, the Municipal Research and Services Center of Washington (MRSC) will be providing services similar to the City of Lynwood's services beginning December 17, 2007; and

WHEREAS, the information required from contractors by the MRSC in order for the contractors to be included on MRSC roster meets the information required from contractors by Auburn City Code 3.12.032 (B) in order for contractors to be included on the City's roster; and

WHEREAS, the City of Auburn currently maintains a Consultant Roster; and

WHEREAS, the new service being provided by MRSC will include a Consultant Roster Service; and

WHEREAS, the fees required by MRSC for these services is reasonable and includes both the Consultant and Small Works Rosters; and

WHEREAS, it is in the best interest of the City of Auburn to abandon its current Small Works Roster and Consultant Roster and to join the MRSC's shared Small Works Roster and Consultant Roster.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF AUBURN, WASHINGTON, HEREBY RESOLVES as follows:

Section 1. The Mayor is hereby authorized to execute a MRSC Rosters Contract with the Municipal Research and Services Center in substantial conformity with the agreement attached hereto, marked as Exhibit "A" and incorporated herein by this reference, for the purpose of utilizing the MRSC Small Works Roster and Consultant Roster.

Section 2. That the Mayor is authorized to implement such other administrative procedures as may be necessary to carry out the directives of this legislation.

Section 3. That this Resolution shall take effect and be in full force upon passage and signatures hereon.

Dated and Signed this _____ day of _____, 2007.

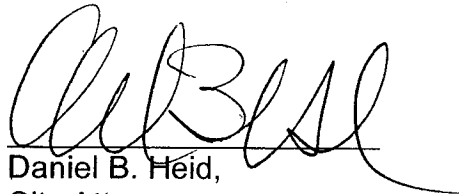
CITY OF AUBURN

PETER B. LEWIS
MAYOR

ATTEST:

Danielle E. Daskam,
City Clerk

APPROVED AS TO FORM:



Daniel B. Heid,
City Attorney

MRSC ROSTERS CONTRACT

Through the signature(s) below, on behalf of City of Auburn, 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.

Peter B. Lewis

Mayor

Title



Date

Agency Information

Official Name of Agency City of Auburn

County Location(s) King and Pierce County

Mailing Address 25 West Main Street
Auburn, Washington 98001-4998

Agency Web Site www.auburnwa.gov

Contact Person

Name Leanne Norseth

Title Contract Administrator

Exhibit "A"

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MRSC ROSTERS CONTRACT

Email Address Inorseth@auburnwa.gov

Telephone 253-804-3123

Fax 253-931-3053

Alternate Contact Person

Name Ingrid Gaub PE

Title Assistant City Engineer

Email Address igaub@auburnwa.gov

Telephone 253-804-3113

Fax 253-931-3053

Annual Fee (from fee schedule) \$300.00

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:

MRSC Small Works Roster(s)

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).

Exhibit "A"

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MRSC ROSTERS CONTRACT

MRSC will advertise the Roster(s) at least annually on behalf of all Agencies, receive and review contractor 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 ROSTERS CONTRACT

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.

Exhibit "A"

Resolution No. 4260

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