

THE BOARD OF FIRE COMMISSIONERS

CONSULTANTS

Purpose

To identify the process for procuring consulting services

References

RCW 39.80 Contracts for Architectural and Engineering Services

Policy

When legal, technical or other skills, that are not architectural or engineering services, are required by the Board, the chief or a member of the Board shall present a description of services needed, along with an estimation of the cost likely to be incurred. If such consultative assistance is approved by the Board, the Board shall invite proposals and select, with input from district administration (when appropriate), the provider of such services. Whenever possible, the Board shall attempt to solicit proposals from two or more responsible firms competing independently to facilitate adequate price competition.

The Board may consider the following non-exhaustive factors in selecting a service provider under this policy:

- Fees or costs (except for architects or engineers)
- Ability and reputation
- Quality of previous performance
- Ability to meet deadlines for contract performance
- Responsiveness to solicitation requirements
- Staff readily available for the project
- Experience and reputation
- Compliance with statutes and rules relating to contracts or services

A contract with the selected service provider specifying the scope, cost and duration of services to be provided shall be executed by the Board or its designee prior to the commencement of the described services.

Services provided under the contract shall not exceed the budgetary limits specified in the initial presentation to the Board without prior Board approval.

If a contract executed under this policy is amended and the value of the amendment exceeds fifty percent (50%) of the value of the original contract, the amendment must be approved by the Board and made available for public inspection prior to the proposed starting date of services under the amendment.

Substantial changes in the scope of work specified in the contract or which are substantial additions to the scope of work specified in the solicitation document must be submitted to the Board for a determination as to whether the change warrants the work to be awarded as a new contract.

Services of architects and engineers, which includes land surveying and landscape architecture, shall be procured through a qualifications-based selection process, pursuant to Chapter 39.80 RCW.