



Washington State Parks and Recreation Commission Consultant Roster

Information and Instructions

Washington State Parks & Recreation Commission solicits qualified consulting firms to provide professional services during the rest of the 2021-2023 biennium (July 1, 2021 to June 30, 2023) for unspecified projects. The Consultant Roster will be used to select firms for on-call contracts as well as specific projects whose total fees will be under 350,000. We are only looking for information on your in-house expertise and personnel. Please refer to the Consultant Roster Information Form for the list of specialties.

Our consultant roster is used to select professional consultants for Parks' Capital Program projects as well as select maintenance projects. These projects are construction and maintenance based. The professional services are those of registered professionals licensed in Washington State or those working under them. Please see the FAQ for more information.

For consideration for the remainder of the biennium, completed submittals must be received by the Commission no later than June 14, 2022. This deadline is set only to be considered for the remainder of the biennium beginning July 1. You may submit at any time for inclusion on the roster.

Note: Being placed on the Consultant Roster is no guarantee of a contract.

If your firm is chosen from the roster for a contract, a Diverse Business Inclusion Plan will be required. Please see the Prime Consultant Diverse Business Inclusion Plan.

State Parks requires all A/E consultants to provide a certificate of insurance once an agreement has been successfully negotiated. See A/E Insurance Requirements [here](#).

State Parks complies with [Executive Order 18-03](#) and requires a Workers Rights Certification form. The form is located on our webpage [here](#) with the Consultant Roster documents.

Women and Minority businesses (WMBE), Veteran-owned businesses, and certified Small Businesses are encouraged to submit for the Consultant Roster.

While some specialties do not require a registered professional to perform the work, the State Parks Consultant Roster is limited to firms or individuals that possess a professional license in accordance with [Chapter 39.80 RCW](#).

The following licensed professionals are eligible for the roster.

- Architect
- Engineer
- Land Surveyor
- Landscape Architect
- Structural Engineer

Washington State Parks Consultant Roster Submittal Instructions

Please make sure to include all required information and materials. If the submittal is incomplete, you will not be considered. All required forms are located on our webpage.

The submittal must include:

1. Letter of Submittal
 - Must be signed by the person authorized to legally bind the consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship.
 - Submit a hard copy and electronic copy.
2. Consultant Roster Information Form (R144) & Professional Licenses and Endorsements Form
 - Make sure all fields are filled in. Those who do not include a professional license number will not be considered.
 - Submit a hard copy and electronic copy
3. Custom Statement of Qualifications (electronic copy only) containing:
 - Descriptions of representative projects demonstrating each individual's experience and ability to perform work in the subject categories.
 - If submitting for multiple specialties, divide the respective areas.
 - Resumes of key personnel to be used on projects.
 - A Standard Form 330 (SF330) may be submitted in conjunction with the custom SOQ, but it is not required.
4. Workers' Rights Certification Form – Executive Order 18-03
 - Must be signed by the person authorized to legally bind the consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship.
 - Submit a hard copy and electronic copy.
5. Wage Theft Prevention Certification Form. Pursuant to [RCW 49.48.082](#)
 - Must be signed by the person authorized to legally bind the consultant to a contractual relationship, e.g., the president or executive director of a corporation, the managing partner of a partnership, or the proprietor of a sole proprietorship.
 - Submit a hard copy and electronic copy.

All documents must be PDF format on a labeled USB. Emailed documents will not be accepted.

Mail to:
Melissa Wilson, Parks Development Service Center
Washington State Parks and Recreation Commission
PO Box 42650
Olympia WA 98504-2650

Please refer to the Consultant Roster FAQ for more information.

For questions about the process of being added to the roster or questions about your submittal, please contact:

Melissa Wilson, Program Assistant
Melissa.Wilson@PARKS.wa.gov
(360) 902-8646