

Contents

Chapter 100	WSDOT Consultant Services Manual	100-1
	100.01 Introduction	100-1
	100.02 Understanding Consultant Services Agreements	100-2
Chapter 110	WSDOT Policy Regarding Consultant Services	110-1
	110.01 Introduction	110-1
	110.02 Open Competition	110-1
	110.03 Fair and Open Competition	110-2
	110.04 Policy and Procedures Manual	110-2
	110.05 Debriefing	110-2
	110.06 Fair and Impartial Treatment	110-2
	110.07 Measurable Evaluations	110-2
	110.08 Emergencies	110-3
	110.09 Nondiscrimination	110-3
	110.10 Ethical Standards and Behavior	110-3
	110.11 Public Access to Proposals	110-3
Chapter 120	Consultant Services Program – Roles and Responsibilities	120-1
	120.01 Introduction	120-1
	120.02 CSO Responsibilities and Functions	120-1
	120.03 Responsibilities and Functions of Area Consultant Liaisons	120-2
Chapter 130	Glossary of Acronyms	130-1
Chapter 140	Definitions	140-1
Chapter 200	Professional Services Agreements	200-1
	200.01 Introduction	200-1
	200.02 Legal References	200-2
	200.03 Responsibility for Administering Professional Services Agreements at WSDOT	200-2
Chapter 210	Competitive Solicitation Process	210-1
	210.01 Introduction	210-1
	210.02 Initiation and Request Memo	210-1
	210.03 Determine Solicitation Method	210-2
	210.04 Advertisement	210-3
	210.05 Pre-proposal Conference and Dissemination of Information	210-4
	210.06 Proposal Receipt and Processing	210-4
Chapter 220	Scoring, Interviewing, and Selection Process	220-1
	220.01 Scoring of Proposals	220-1
	220.02 Interviewing	220-1
	220.03 Final Selection	220-2
Chapter 230	Negotiation and Execution of Agreement	230-1
	230.01 Negotiations	230-1
	230.02 Final Agreement Execution	230-2

Chapter 240	Sole Source Professional Services Agreements	240-1
	240.01 Justifying Sole Source Professional Services Agreements	240-1
	240.02 Initiation and Request Memo	240-1
	240.03 Posting and Advertising	240-2
	240.04 DES Filing Requirements	240-3
	240.05 Justification for Amendments to Sole Source Professional Services Agreements.	240-3
Chapter 250	Supplements to Professional Services Agreements	250-1
	250.01 Request for Supplement	250-1
	250.02 Justification for Professional Services Agreement Supplements	250-1
	250.03 DES Filing Requirements for Supplements	250-2
Chapter 260	On-Call Professional Services Agreements	260-1
	260.01 On-Call Agreements for Professional Services.	260-1
	260.02 Initiation and Request Memo	260-1
	260.03 Solicitation Method.	260-2
	260.04 Evaluation and Selection Process	260-2
	260.05 Negotiation of Master On-Call Agreements	260-3
	260.06 Final Agreement Execution and DES Filing	260-3
	260.07 Supplements to Master On-Call Professional Services Agreements	260-4
Chapter 270	Professional Services Task Orders	270-1
	270.01 Task Order Development	270-1
	270.02 Consultant Selection From On-Call Roster	270-2
	270.03 Task Order Negotiation and Execution.	270-2
	270.04 Task Order Amendment	270-3
	270.05 Task Order Closeout Process	270-3
Chapter 300	Vacated.	300-1
Chapter 310	Vacated.	310-1
Chapter 320	Vacated.	320-1
Chapter 400	Architectural and Engineering Contracts.	400-1
	400.01 Introduction.	400-1
	400.02 Additional Approvals and Concurrence	400-2
Chapter 410	Acquisition Process	410-1
	410.02 Request Memos.	410-2
	410.03 Solicitation/Selection Processes – Advertised Agreements	410-6
	410.04 Small Purchases Using Simplified Acquisition.	410-13
Chapter 420	Costs, Negotiations and Contract Establishment.	420-1
	420.01 Cost Proposal and Statement of Work Negotiations.	420-1
	420.02 Contract Execution and Notice to Proceed.	420-2
	420.03 Legal Basis Regarding Contract Estimates.	420-4
Chapter 430	A&E Contract Supplements.	430-1
	430.01 Introduction.	430-1
	430.02 Supplement Process	430-1

Chapter 440	Acquisition of A&E Contracts Through Noncompetitive Negotiation	440-1
	440.01 Introduction	440-1
	440.02 A&E Sole Source Justification and Procedures	440-1
	440.03 Ensuring Sole Source Negotiations Obtain a Fair Price	440-5
	440.04 A&E Federal and State Regulations for Non-Competitive Consultant Acquisition	440-7
Chapter 500	Contract Administration	500-1
	500.01 Introduction	500-1
	500.02 Responsibilities for Administering WSDOT Contracts	500-1
	500.03 Administrative Procedures	500-2
	500.04 Contract Closeout Process	500-2
	500.05 Consultant Performance Evaluation Reports	500-4
	500.06 Recordkeeping and Records Retention	500-4
	500.07 Miscellaneous Administrative Procedures	500-6
Chapter 600	Emergency Consultant Contracts	600-1
	600.01 Introduction	600-1
	600.02 Emergency Contract Process	600-2
	600.03 Emergency Contract Supplements	600-3
	600.04 Reporting Requirements for Emergency Contracts	600-4
	600.05 Legal References for Emergency Contracts	600-5
Chapter 700	Disadvantaged Business Enterprise	700-1
	700.01 Introduction	700-1
	700.02 Roles and Responsibilities	700-1
Chapter 800	Vacated	800-1

Appendix A	23 CFR 172	A-1
Appendix B	Vacated	B-1
Appendix C	The Brooks Act	C-1
Appendix D	Chapter 39.80 RCW	D-1
Appendix E	Chapter 39.26 RCW	A-1
Appendix F	Consultant Performance Evaluation Procedures	F-1
Appendix G	Consultant Contract Claims and Claims Procedures	G-1
Appendix H	Contract Payment Methods	H-1
Appendix I	Contract Types	I-1
Appendix J	Qualifications and Past Performance Database	J-1
Appendix K	Procurement Debriefing and Protest Procedures and Disclosure of Consultant Information	K-1
Appendix L	Determining Cost Factors	L-1
Appendix M	Ethics in Contracting	M-1
Appendix N	Negotiations, Statements of Work, and Managing Project Delivery	N-1
Appendix O	Consultant Design Errors and Omissions Procedures	O-1
Appendix P	Organizational Conflict of Interest	P-1
Appendix Q	Overtime/Premium Pay	Q-1
Appendix R	Vacated	R-1
Appendix S	Vacated	S-1
Appendix T	Vacated	T-1
Appendix U	Selection Process and Boards	U-1
Appendix V	Vacated	V-1
Appendix W	Vacated	W-1
Appendix X	Vacated	X-1
Appendix Y	Consultant Services – On Call Agreements Second Tier Competition Process Steps	Y-1
Appendix Z	Cost Analysis and Price Reasonableness Determination WSDOT	Z-1
Appendix AA	Consultant Fee Calculation Worksheet	AA-1
Appendix AB	Evaluator Conflict of Interest and Confidentiality Statements	AB-1
Appendix AC	Vacated	AC-1