



Washington State Parks and Recreation Commission Consultant Roster FAQ

What does the Capital Program do?

Constructs new and upgrades existing facilities. This can range from buildings, roads and trails, bridges, water and sewer systems and many others. Project range from very small to large, from new construction to historical restoration. State Parks are in many ways like small cities with many of the same kinds of needs, plus others.

What are the MWBE certification requirements?

Minority, Women, and Veteran owned business must be certified by Washington State.

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, and RCW 43.60A.200 and 39.22.240, the State of Washington encourages participation by veteran owned business enterprises and Minority & Women Owned Business Enterprises (MWBE), certified by, respectively, the Department of Veterans Affairs or the Office of Minority & Women's Business Enterprises (OMWBE). While the State does not give preferential treatment, it does seek equitable representation from the veteran owned business and minority and women's business communities.

Participation by veteran owned and MWBE Bidders may be either on a direct basis or as a Sub-Consultant to a Prime Consultant. However, no preference will be given in the evaluation of Responses, no minimum level of MWBE or veteran-owned business participation shall be required, and Responses will not be evaluated, rejected or considered non-responsive on that basis.

Bidders may contact the Office of Minority & Women's Business Enterprises (OMWBE) at <https://omwbe.wa.gov/about-omwbe/contact-us-directions> and/or the Department of Veterans Affairs at <http://www.dva.wa.gov/program/certified-veteran-and-servicemember-owned-businesses> to obtain information on certified firms for potential sub-contracting arrangements or for information on how to become certified.

What is a Diverse Business Inclusion Plan?

It is a plan for your company to explain how you will utilize small businesses, certified by the Office of Minority and Women's Business Enterprise (www.omwbe.wa.gov) to participate in your State Parks Projects. This is not part of the submittal to be placed on the Consultant Roster but is a requirement for Contracts.

What kinds of projects are planned for the biennium?

We are building the roster for yet unidentified needs. As the biennium goes along projects under \$350,000 are assessed to see if assistance is needed. If it is decided that a consultant will be needed on a specific project, the project representative will refer to our list and pull whoever may be under the specialty needed.

When can I submit to the roster?

The roster is open for submittal at any time.

What is the Unified Business Identifier (UBI) number?

The UBI is the Washington State Business License number. An active number is required if you are going to work in Washington State. Washington State Parks cannot contract with a firm who is not licensed in the state of Washington.

For more information see the Washington State Department of Revenue Business Licensing Service website at <http://bls.dor.wa.gov/faqlicense.aspx>

What is a professional license number?

The professional license number is the number on a registered professional's stamp or seal. Or if firm has a license number that can be used instead of an individual number.

Can I include a submittal for a firm I partner with?

Please do not include another firm's submittal in combination with yours. Each firm must submit separately to be considered.

If I was on the last roster, do I need to resubmit?

Yes, a current submittal is required.

When will I find out if I have been added to the roster?

The submittals received by the deadline are processed first. Those firms will be notified by the beginning of July. If the submittal is received any other time in the biennium the firm will receive notification approximately three weeks after we have received it.

What do you mean by divide or separate the respective areas?

This could mean bookmarks in a single PDF, or each specialty in a different PDF. Please make it easy for us to locate each specialty.

Do you have definitions for the specialties?

No, we do not have a description of each specialty area. The specialties titles are from the Department of Enterprise Services and are general because they are used by many state agencies.

What if my specialty is not on the list?

Do not submit for a specialty not on the list. If your specialty is not on the list, then it is one we rarely need. If a non-listed specialty is needed, it will normally be advertised separately.

What does State Parks require of Architects and Engineers?

The "Guidelines for Architects and Engineers" gives information on requirements State Parks uses when working with Architects and Engineers.