

Port of Kingston
Kitsap County, WA

RESOLUTION NO. 2026-01-28-03

A Resolution of the Commission of the Port of Kingston

A RESOLUTION OF THE PORT OF KINGSTON ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, AND USE OF A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES

WHEREAS, RCW 53.08.120, RCW 39.04.151-154, and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS, to be able to implement a small works roster and process, the PORT OF KINGSTON is required to adopt a resolution, establish reporting procedures that are publicly available, and commit to providing the most practicable opportunities for small businesses when using Direct Contracting; and

WHEREAS, to be able to use Direct Contracting on occasion, the PORT OF KINGSTON is required to develop a [Small] Business Utilization Plan; and

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process;

NOW, THEREFORE, THE PORT OF KINGSTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Previous Resolutions Repealed. Any previous Port of Kingston resolutions relating to the use of Small Works (Public Works) and Consultant Rosters are hereby repealed (including Resolution 2025-04-08-01) and replaced with this Resolution.

Section 2. MRSC Rosters. PORT OF KINGSTON hereby elects to use the statewide small works roster established under RCW 39.04.151(2) and administered by the Municipal Research Services Center of Washington (MRSC).

Section 3. Small Works Roster. PORT OF KINGSTON adopts the following to use in the management and awards of small public works projects as allowed under RCW 53.08.120 and RCW 39.04.152. The PORT OF KINGSTON will maintain separate procedures and contracting templates for small works roster contracts.

- A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.
- B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with the PORT OF KINGSTON under selected project types and (work) categories.
- C. The Small Works Roster process is an alternative to publicly advertising public work projects.
- D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 53.08.120 and RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- E. Small Work Roster contract procurements will be bid electronically through the PORT OF KINGSTON's procurement processes using [portal, electronic bidding, etc.], except as may be used in small works roster direct contracting process. (RCW 39.04.152(4))
- F. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- G. Invitations for bid or direct contracting negotiations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- H. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid, unless using direct contracting where a contract will be awarded to a responsible contractor submitting a competitive bid or negotiated bid.
- I. Small Works bidding and award information will be entered by the PORT OF KINGSTON into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- J. Small Works bidding and award data will be part of the PORT OF KINGSTON's procurement files and records and all documents will be available for review upon request from the PORT OF KINGSTON.

- K. Annual Notification and Invitation. At least once a year, MRSC shall, on behalf of the PORT OF KINGSTON publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.
- L. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.
- M. **Direct Contracting.**

The PORT OF KINGSTON intends to use the direct contracting option (RCW 39.04.152(4)) whenever practicable for Small Works projects estimated to cost \$150,000 or less, excluding sales tax. The PORT OF KINGSTON has developed additional policies and procedures to ensure the PORT OF KINGSTON uses Direct Contracting with the spirit and intent of the statute; and are incorporated herein as follows:

1. Direct Contracting Procedures
2. Direct Contracting Business Rotation
3. Business Utilization Plan

The PORT OF KINGSTON delegates authority to oversee and manage the use and outcomes of the small works roster to the Port's Executive Director. As the delegated authority, the Executive Director will be responsible for ensuring all necessary policies, procedures, templates, contracts or similar are developed and used in accordance with the applicable statutes and guidance provided by MRSC.

Further, the Executive Director will be responsible for establishing and implementing the PORT OF KINGSTON's Business Utilization Plan and reporting annually on the utilization and improvements needed to the policy or contracting processes to meet or exceed the Port's established goals for small business utilization through the Direct Contracting opportunities.

The Executive Director will also be responsible for data collection, reporting, and similar on all activities, uses, and awards for small works and will ensure all information is provided to MRSC, the state, or the public as required or requested.

Section 4. Consultant Services Roster. PORT OF KINGSTON adopts the use of the MRSC Consultant Roster to be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be “personal services” such as technical expertise, studies, project management, planning, or similar, or “architecture and engineering services” or “professional services” services as defined by chapter 39.80 RCW. For all services, PORT OF KINGSTON reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.

- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish in a newspaper of general circulation within the PORT OF KINGSTON’s county, a notice of the existence of the Consultant Roster and solicit consultants to join on the Port’s behalf. (RCW 39.04.190(2))

- C. **Procuring Consultants.** The PORT OF KINGSTON adopts the following as policies, procedures or similar when contracting for consultant services:
 - 1. **Personal Services.**
 - a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP) for Contracts over \$50,000.

 - 2. **Professional Services.**
 - a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be consistent with the requirements of RCW 39.80 and may be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP). Further, selection criteria shall include a plan, as appropriate, to include minority and women-owned firms, small business, and veteran-owned firms to the maximum extent practicable.


Passed by the Board of Commissioners for the Port of Kingston, Kitsap County, Washington at a Regular Meeting held this 28th day of January, 2026.

**PORT OF KINGSTON
KITSAP COUNTY, WASHINGTON**

Signed by:

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Steve Heacock, Commissioner

Attest: DocuSigned by:

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Greg Englin, Executive Director

Mary McClure, Commissioner

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Laura Gronnvoll, Commissioner