

**REGULAR MEETING NOTICE/AGENDA OF THE
Northeast Public Development Authority (PDA)**

**MEETING OF Friday, September 13th, 2024,
10:30 A.M. – Northeast PDA Offices**

A regular meeting of the Northeast PDA will be held at **10:30 A.M. on Friday, September 13th, 2024**, at the Northeast PDA's offices – 5006 N Market Street.

The meeting will be conducted in a regular format and will be open to the public. Public testimony will be taken, and discussion will be limited to appropriate officials and staff.

Executive Session

At any time during or after the regular agenda, the NEPDA Board may choose to adjourn into Executive Session for the purpose of discussing privileged legal matters. This portion of the meeting would be closed to the public.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY (NEPDA) REGULAR BOARD MEETING AGENDA

Date: September 13th, 2024

Time: 10:30 am to 12:00 pm (Pacific Time)

Location: Northeast PDA Offices - 5006 N Market St., or virtual via Zoom

Join Zoom Meeting:

<https://zoom.us/j/5453150461?pwd=VWUzRTg2Y3I5dGhRcVNJS2pCeW8yZz09>

Attendees: Northeast Public Development Authority Board of Directors, Staff, Invitees and Guests

Discussion Items:

10:30 am - 10:35 am

Welcome and Introductions

Approval of Minutes:

Approval of meeting minutes from July 12th, 2024

Public Comment

10:35 am - 10:40 am

Administrative Manager Introduction

10:40 am - 10:50 am

Board Composition Update

Action Item: Resolution No. 2024-008: A RESOLUTION of the Northeast Public Development Authority (the "NEPDA") Board of Directors for the appointment of a new member to the NEPDA Board of Directors.

10:50 am - 11:10 am

Procurement Policy Update

Action Item: Resolution No. 2024-009: A RESOLUTION of the Northeast Public Development Authority (the "NEPDA") Board of Directors to update and revise the NEPDA's Procurement Policy.

11:10 am - 11:30 am

3011 Wellesley Project

1. Team selection – PRC outcome, RFQ response, next steps
2. Financing – budget update, pro forma, bonding discussion
3. 2025 Legislative capital request

11:30 am - 11:45 am

ECP Incentive Discussion

Executive Session to discuss with legal counsel litigation, potential litigation and/or legal risks of a proposed action, per RCW 42.30.110(1)(iii)

11:45 am - 11:50 am

Grants Pursuit

1. EPA Community Change Grant
2. ARPA Childcare Grant
3. Commerce CHIP Grant

11:50 am - 12:00 pm

General Matters

1. Financials review
2. Revenue process/SOP development

12:00 pm

Other Business, Closing

Next Meeting: October 11th, 2024, 10:30 am - 12:00 pm

DISCLOSURES

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. Individuals requesting reasonable accommodations or further information may call, write, or email Risk Management at 509.625.6221, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or mLOWmaster@spokanecity.org. Persons who are deaf or hard of hearing may contact Risk Management through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

EXECUTIVE SESSION: An Executive Session may be called during the meeting. The purpose must be announced and is limited by RCW 42.30.110. Examples include: (1) to discuss with legal counsel litigation, potential litigation and/or legal risks (RCW 42.30.110(1)(i)); (2) to consider the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); and (3) to consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price (final action selling or leasing public property shall be taken in a meeting open to the public)(RCW 42.30.110(1)(c)).

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

Date: July 12th, 2024

Meeting Time: 10:30 am

Location: Northeast Community Center, South Room, or virtual via Zoom

Attendees

NEPDA Board of Directors

- Chair Michael Cathcart
- Vice-chair Josh Kerns
- Scott Simmons
- Shelli Sonderen
- Melanie Rose
- Marlene Feist
- Cheryl Stewart

Board Staff

- Jesse Bank, Executive Director
- Megan Clark, Legal Counsel

Guests

- Amanda Beck, City of Spokane

Welcome and Introductions

Chair Cathcart called the meeting to order at 10:30am.

Public Comment

No public comments.

Approval of Minutes

1. Chair Cathcart noted that a quorum was present and called for a motion approving the minutes of the May 10th NEPDA board meeting. A motion was made by Vice-Chair Kerns and seconded by Member Simmons. A vote was taken and passed unanimously.

3011 Wellesley

1. Application per contract was accepted and is on schedule for review at 11:00a PDT, July 25 by the Project Review Committee (PRC).
2. ED Bank asked Member Simmons to attend the review meeting as a board member.
3. ED explained how the review board functions. Objective is to select projects based on qualifications.

MINUTES - Regular Meeting

4. As a part of the contract and within the approved budget, Turner Townsend recommended to obtain a design build contract specialist. There is authority within ED to hire a specialist such as this, pending City approval.
5. With assistance of ED Bank, drafting the Design Build RFP along with receiving PRC approval was part of the scope for Turner & Townsend. They are dual tracking to keep project on schedule.
6. RFP will go public on July 28th.
7. ED Bank asked if any attendees would like to see the RFP before it goes public.
 - a. Member Simmons is confident in contractor's ability to execute the RFP process.
8. ED Bank proposed to the board that they create a selection committee composed of 2 or 3 members. This is an interactive process that involves nearly a full workday to conduct.
 - a. Proposed 09/12/24. Member Simmons mentioned a budget meeting that day.
 - b. Chair Cathcart and Secretary Feist accepted joining the committee.
 - c. Member Sonderen asked about potential conflicts of interest between project stakeholders and the committee.
 - d. Counsel clarified that conflict of interest arises if one is enriched by a decision of the committee.
 - e. Turner & Townsend will direct the process.
9. ED Bank notes that PDA's are statutorily authorized under WA state code to issue bonds per RCW 35.21.735.
 - a. There are Pros and Cons to issuance of bonds.
 - b. Ideally PDA would seek a waiver from the City and retain a City attorney to fully understand financial costs associated with bond issue.
 - c. PRC requires projects to be fully funded in order to clear approval.
 - d. If funds are not acquired legislatively or from other sources, the NEPDA could issue bonds as a last resort.

Procurement Policy Update Discussion

1. Challenges finding smaller contracts such as IT.
 - a. MRSC – statutorily not allowed to sort consultant/contractor roster by geography.
 - b. Definitional challenges on quantifying exact statutory limits.
 - c. Question from Chair Cathcart on if RFP could bypass the challenge associated with MRSC roster.
 - i. Either process creates an administrative burden for small dollar contracts. Ideally, we would need to adjust policy to allow for a direct hire option for small dollar contracts.
 - d. Counsel discussed current procurement policy (amended Aug 2021).
 - i. One major change to MRSC that allows a new option for direct competition up to \$150,000 that could be beneficial to NEPDA.
 - ii. Current policy is heavily reliant on MRSC roster.
 - iii. Proposed changes:
 1. Align Personal Services Contracts (III) and Purchased Services Policy (II) to same amounts.
 2. Add direct competition
 - a. Need a new direct contract procedure that ensures PDA rotates between bid awards.
 - b. Ensure bids comply with DBE requirements to serve disadvantaged businesses.
 - c. Create a sole source requirement.
 3. Chair Cathcart inquired if MRSC roster can be removed from policy.
 - a. Roster will be more beneficial for higher dollar projects.
 - b. Ideally PDA will not be required to use roster but is still authorized to utilize as needed.
 4. Executive Director Policy – authorized to sign contracts up to \$1,000.

MINUTES - Regular Meeting

- a. Small tweak to require board approval on contracts between \$1,000 and \$25,000 (not from \$0).
 - b. Board will explore raising discretionary authority for ED.
 - i. Chair Cathcart and Simmons support increasing limit. Amounts suggested: \$25k and \$50k, aligning with other PDA's.
 5. MRSC has created sample policies and resolutions. Counsel would like to approve an MRSC Rosters Resolution to be implemented now before a new policy is implemented regarding the roster.
 - a. Currently no roster requirement is needed over \$300,000.
2. A Motion was made to adopt Resolution 2024-007. A vote was taken and the passed unanimously.

BNSF Site Acquisition

1. ED Bank reached out to BNSF public affairs team regarding the Hillyard site (East of US-395, NSC) to inquire what they would require in order to acquire the site.
 - a. Rep from company put ED Bank in touch with their real estate broker Tim from JLL (Seattle office).
 - i. Discussed subdivision opportunities, Tim was interested in pursuing deal.
 - ii. BNSF would like indemnity from any potential contamination found on the site. There is a lead containment pit on the property, further potential contamination is not yet known.
 1. ED Bank would like to utilize EPA grant funds to test and remediate the potentially contaminated site.
 2. Site would market at \$2/sq ft (\$2m for the site) given the potential and known contamination (would go for \$5-6 if it were clean).
 3. Due to the unknown parts of this site, EPA and WA Ecology would be vital partners to remediate and develop the site.
 4. Ongoing question on if the site can be tested before sale.
 5. Member Sonderen suspects that the company would have already remediated and sold the site if there was potential for profit to sell. She supports proceeding with acquiring the site.
 6. Vice Chair Kerns proposed to negotiate an option to buy before testing so the company doesn't raise the price if it tests clean.
 7. Chair Cathcart supports continuing to pursue the site.
 8. Member Simmons agrees on the great opportunity but acknowledges the risk. He is open to future state and federal coordination to test and clean the site. He would also like to verify if liability can be transferred back to City and County after the PDA sunsets.
 9. Secretary Feist is concerned about the level of contamination and what materials could be contaminating the site. For example, PFAS, PFOA, and PCBs.

Grant Pursuits

1. National Science Foundation (NSF)
 - a. Mercer – Mass Timber: Lead agency on a large NSF grant to create a regional workforce ecosystem to feed into expanded, state-of-the-art facility.
 - i. Site is backed by WASU and Dept of Commerce.
 - ii. ED Bank has submitted a non-binding LOI to express interest in project as a partner.
 - iii. \$160m price tag over 10 years on this project.
 - iv. Infrastructure upgrades would be needed such as stormwater.
2. EPA Grant
 - a. Focused on bike/ped infrastructure along Market St.

- b. Passthrough grant administered by the PDA.

General Matters

1. Financials
 - a. Remainder of property tax dollars came into the PDA.
 - i. \$63,951 net income for the month.
 - ii. \$379,907 yearly (meets forecast)
 - iii. \$1,131,371 liquid assets in the bank.
2. New Construction Sales Tax (retroactive to mid 2022 through 2023) should come in soon.
3. New office move is proceeding as planned. Will skip August meeting due to office move.
4. Administrative Manager role is being recruited for, with 4 lead applicants.
5. \$150m worth of projects within the PDA as of first half of 2024 according to City.

Other Business

1. Question from Chair Cathcart about "David's Project" (across from 3011 Wellesley).
 - a. ED Bank is not aware of any further developments. Last known status is that they are in the permitting process.

Notable items, Around the Room, Closing

There were no additional comments. Chair Cathcart adjourned the meeting at 11:56 am.

NEXT MEETING

Sep 13th, 2024, 10:30 – 12:00 PM, Northeast PDA Office (5006 N. Market St.) or virtual via Zoom

Northeast Public Development Authority
Profit & Loss
August 2024

	Aug 24
Ordinary Income/Expense	
Income	
3370000 · Local Grants, Entitlements	
3370011 · Retail Sales Tax - City	2,840.57
3370040 · Property Taxes	1,219.49
3370050 · SCIP Interest	2,475.36
Total 3370000 · Local Grants, Entitlements	6,535.42
Total Income	6,535.42
Expense	
5587010 · Wages	18,076.92
5587020 · Payroll Expenses	
FICA	1,427.82
SUTA	80.00
PFML	0.00
FUTA	18.46
Life and Disability	64.34
Health Insurance	512.31
Total 5587020 · Payroll Expenses	2,102.93
5587030 · Office Supplies & Software	
5587035 · Occupancy Expenses	10,487.10
Office Equipment <\$2500	4,084.68
Printing and Copying	195.87
5587030 · Office Supplies & Software - Other	234.62
Total 5587030 · Office Supplies & Software	15,002.27
5587040 · Legal & Professional Services	
Accounting Fees	1,755.00
Advertising & Marketing	199.00
Total 5587040 · Legal & Professional Services	1,954.00
5587041 · Travel	
Conference, Convention, Meeting	370.00
Meals & Entertainment	191.15
5587041 · Travel - Other	2.54
Total 5587041 · Travel	563.69
5587043 · Insurance	4,460.00
5587044 · Communications	
Postage, Mailing Service	182.00
Telephone, Telecommunications	75.00
Total 5587044 · Communications	257.00
5587047 · Other Business Expenses	
Community Maintenance Services	1,009.34
Bank Fees	37.17
Total 5587047 · Other Business Expenses	1,046.51
Total Expense	43,463.32
Net Ordinary Income	-36,927.90
Other Income/Expense	
Other Income	
3614000 · Interest Earned	88.84
Total Other Income	88.84
Net Other Income	88.84
Net Income	-36,839.06

Profit & Loss

January through August 2024

	Jan - Aug 24
Ordinary Income/Expense	
Income	
3370000 · Local Grants, Entitlements	
3370060 · SPIF Rebate	36.12
3370100 · State - Dept. of Ecology	63,639.63
3370011 · Retail Sales Tax - City	39,526.36
3370010 · Retail Sales Tax - County	23,705.21
3370040 · Property Taxes	252,242.30
3370050 · SCIP Interest	20,332.46
Total 3370000 · Local Grants, Entitlements	399,482.08
Total Income	399,482.08
Expense	
5587010 · Wages	93,076.92
5587020 · Payroll Expenses	
FICA	7,389.97
SUTA	80.00
PFML	0.00
FUTA	438.46
Life and Disability	514.72
Health Insurance	2,903.09
5587020 · Payroll Expenses - Other	170.77
Total 5587020 · Payroll Expenses	11,497.01
5587030 · Office Supplies & Software	
5587035 · Occupancy Expenses	11,241.38
Repairs & Maintenance	68.00
Office Supplies	108.99
Office Equipment <\$2500	4,084.68
Printing and Copying	210.91
5587030 · Office Supplies & Software - Other	854.79
Total 5587030 · Office Supplies & Software	16,568.75
5587040 · Legal & Professional Services	
WA Audit expenses	7,511.40
Consulting	1,500.00
Accounting Fees	6,003.40
Advertising & Marketing	5,791.58
Legal Fees	10,294.00
Outside Contract Services	63,812.89
5587040 · Legal & Professional Services - Other	850.50
Total 5587040 · Legal & Professional Services	95,763.77
5587041 · Travel	
Parking	51.50
Conference, Convention, Meeting	505.00
Meals & Entertainment	616.28
5587041 · Travel - Other	28.28
Total 5587041 · Travel	1,201.06
5587043 · Insurance	4,460.00
5587044 · Communications	
Postage, Mailing Service	182.00
Telephone, Telecommunications	450.00
Total 5587044 · Communications	632.00
5587046 · Rent & Lease	4,875.00
5587047 · Other Business Expenses	
Donation	1,540.04
Community Maintenance Services	5,399.86
Document Recording Fee	304.50
Tax & Licenses	1,549.93
Bank Fees	278.49
Dues & Subscriptions	
Library CoStar Membership	1,290.00
Dues & Subscriptions - Other	428.63

Northeast Public Development Authority
Profit & Loss
January through August 2024

	<u>Jan - Aug 24</u>
Total Dues & Subscriptions	1,718.63
Total 5587047 · Other Business Expenses	<u>10,791.45</u>
Total Expense	<u>238,865.96</u>
Net Ordinary Income	160,616.12
Other Income/Expense	
Other Income	
3614000 · Interest Earned	1,092.12
Total Other Income	<u>1,092.12</u>
Net Other Income	<u>1,092.12</u>
Net Income	<u><u>161,708.24</u></u>

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them

Northeast Public Development Authority
Balance Sheet
 As of August 31, 2024

	Aug 31, 24
ASSETS	
Current Assets	
Checking/Savings	
1115000 · Money Market 0678	71,302.60
1114000 · Spokane County Investment Pool	898,703.93
1111000 · 1111000 Checking WTB	55,576.23
Total Checking/Savings	1,025,582.76
Total Current Assets	1,025,582.76
Other Assets	
Conduit implementation - Welles	57,728.52
Total Other Assets	57,728.52
TOTAL ASSETS	1,083,311.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 · Payroll Liabilities	
FICA	2,250.74
SUTA	80.00
PFMLA	222.10
FUTA	18.46
24000 · Payroll Liabilities - Other	247.14
Total 24000 · Payroll Liabilities	2,818.44
Total Other Current Liabilities	2,818.44
Total Current Liabilities	2,818.44
Total Liabilities	2,818.44
Equity	
32000 · Unrestricted Net Assets	918,784.60
Net Income	161,708.24
Total Equity	1,080,492.84
TOTAL LIABILITIES & EQUITY	1,083,311.28

These financial statements have not been subjected to an audit or review or compilation engagement, and no assurance is provided on them

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2024-008**

A RESOLUTION of the Northeast Public Development Authority (the “NEPDA”) Board of Directors for the appointment of a new member to the NEPDA Board of Directors.

WHEREAS, the NEPDA was originally established by City of Spokane Ordinance No. C-34813 on December 12, 2011 and reformed by the Interlocal Agreement between the City of Spokane and Spokane County through City of Spokane OPR #2019-0928 and Spokane County Resolution #19-1390 (“Interlocal Agreement”) to assist the City of Spokane and Spokane County to facilitate economic development of the Northeast area of the City and County; and

WHEREAS, Section 5 of the Interlocal Agreement allows the NEPDA Board to select at-large business representatives to serve three year staggered terms;

WHEREAS, due to the resignation of an at-large business representative, a vacant seat exists on the NEPDA Board;

WHEREAS, the NEPDA Board has reviewed a candidate for this position on the Board, and hereby appoints the following individual to the NEPDA Board:

1. Tracie Oergel, Regional Account Executive, Avista

BE IT RESOLVED, that pursuant to the authority provided in the Interlocal Agreement and NEPDA bylaws, the NEPDA has appointed the aforementioned individual to immediately serve on the NEPDA Board of Directors;

BE IT FURTHER RESOLVED, that the officers and staff of the NEPDA are hereby authorized and directed to take all action necessary and proper to effectuate the foregoing;

BE IT FURTHER RESOLVED, any actions of the Board of Directors or staff of the Northeast Public Development Authority prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

ADOPTED by an affirmative majority vote of the Board of the Northeast Public Development Authority on the 13th day of September, 2024.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the 13th day of September, 2024, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this _____ day of _____, 2024.

SECRETARY

**NORTHEAST PUBLIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2024-009**

A **RESOLUTION** of the Northeast Public Development Authority (the “NEPDA”) to update and revise the NEPDA’s Procurement Policy.

WHEREAS, the NEPDA was originally established by City of Spokane Ordinance No. C-34813 on December 12, 2011 and reformed by the Interlocal Agreement between the City of Spokane and Spokane County through City of Spokane OPR #2019-0928 and Spokane County Resolution #19-1390 to assist the City of Spokane and Spokane County to facilitate economic development of the Northeast area of the City and County;

WHEREAS, the NEPDA has a need, as a quasi-governmental entity, to revise and update its Procurement Policy to inform its expenditure of public funds;

WHEREAS, the NEPDA Board of Directors has reserved the right to update the NEPDA’s Procurement Policy from time to time at the discretion of the NEPDA Board of Directors;

WHEREAS, the NEPDA finds it desirable for the efficient and effective governance of the NEPDA’s affairs to revise and update its Procurement Policy. The updated Procurement Policy is attached hereto and incorporated herein by reference as “**Exhibit A**”; and

WHEREAS, the NEPDA Board finds this Procurement Policy to be effective as of the date of this Resolution.

BE IT RESOLVED, that pursuant to the authority provided in the NEPDA’s bylaws, the Board of Directors hereby adopts the revised Procurement Policy attached as “**Exhibit A**”, which is effective as of the date of this Resolution.

BE IT FURTHER RESOLVED, that the Executive Director and officers of the NEPDA are hereby authorized and directed to take all action necessary and proper to effectuate the foregoing.

BE IT FURTHER RESOLVED, any actions of the Executive Director, Board of Directors or staff of the NEPDA prior to the date hereof and consistent with the terms of this resolution are ratified and confirmed.

ADOPTED by an affirmative majority vote of the Board of the Northeast Public Development Authority on the _____ day of _____, 2024.

NORTHEAST PUBLIC DEVELOPMENT AUTHORITY

BOARD CHAIR

CERTIFICATE

I, the undersigned, Secretary of the Northeast Public Development Authority Board of Directors, a municipal corporation organized under the laws of the State of Washington, do hereby certify that the foregoing resolution was duly approved and adopted by the Board of Directors of the corporation at a meeting of the Board of Directors duly called and held on the _____ day of _____, 2024, at which meeting a quorum was present; and that said resolution, as set out above, will appear in the minutes of said meeting in the corporation's minute book.

DATED this _____ day of _____, 2024.

SECRETARY

Northeast Public Development Authority

PROCUREMENT POLICY

DRAFT

Updated: ~~August XXX 2024~~

I. General

The Northeast Public Development Authority (“NEPDA”) is municipal corporation formed on December 11, 2011 pursuant to Ordinance No. C34813, and in accordance with RCW 35.21.730 through RCW 35.21.757, Spokane Municipal Code § 4.25, and the Interlocal Agreement Between the City of Spokane and Spokane County effective January 1, 2020.

The mission and strategy of the NEPDA is to secure grant and other sources of funding, invest in community outreach, marketing, planning, design, engineering, infrastructure, land or buildings, environmental remediation, economic development and job growth within the PDA boundaries. The NEPDA Board seeks to implement procurement and contract policies and procedures consistent with applicable law. These policies are established pursuant to Title 39 RCW, RCW 35.21.730, RCW 35.21.745, and RCW 35.22.620(7). The NEPDA Board reserves the right to update this policy from time to time as it deems necessary or to conform to applicable law. The dollar ~~amounts-thresholds listed in this Policy are~~ apply to the total purchase or contract amount, regardless of what each single item costs.

II. Purchased Services Policy

“Purchased Services” for purposes of this policy include such ~~services-or goods~~ or services that are routine, necessary, and continuing functions of the NEPDA. For purchases ~~under this category by the NEPDA of goods, supplies, services, and/or materials~~, as ~~outlined-defined and outlined~~ in Chapter 39.26 RCW and as defined herein, the following policies must be adhered to:

- A. ~~For Purchases of \$25,000 or less: Competition is not required for purchases in this category~~ Purchases in this category do not require any informal or formal competitive quotes or purchase orders. The NEPDA may select from the MRSC Vendor List or MRSC Consultant Roster to the best of its ability.
- B. **For Purchases between \$25,000 and \$50,000:** The NEPDA ~~shall~~ must make every effort to obtain a minimum of three informal (3) written or oral competitive quotes for purchases in this category and will select from the quotes submitted pursuant to RCW 39.26.160. The NEPDA will may select utilize from the MRSC Vendor List or MRSC Consultant Roster ~~to the best of its ability.~~
- C. **For Purchases between \$50,000 and \$300,000:** The NEPDA ~~shall~~ must provide notification or a formal advertisement -for purchases in this category. -The NEPDA ~~shall~~ must obtain at least three (3) written quotes

or proposals and ~~will~~ select from the quotes submitted pursuant to RCW 39.26.160. The NEPDA ~~will may~~ utilizeselect from the MRSC Vendor List or MRSC Consultant Roster.

- D. **For Purchases of \$300,000 or more:** The NEPDA shall advertise for purchases of goods in this category and shall put forth a formal Request for Proposal. The NEPDA shall select from the submitted Requests for Proposal pursuant to RCW 39.26.160.

III. Personal Services Contracts Policy

“Personal Services” contracts include those which involve technical expertise provided by a consultant to accomplish a specific study, project, or task, which may or may not be required in connection with a public works project, including contracting with a consultant or consulting agency to perform a service or render an opinion or recommendation to the NEPDA as an independent contractor. This definition expressly excludes any prospective-, Professional (A/E) Services contracts as defined in this policy and contracts for legal services.

For Personal Service contracts, the following policies must be adhered to:

- A. **For Personal Services of \$~~2025,000~~ or less:** Purchases in this category do not require any informal or formal competitive quotes or purchase orders. Competition is encouraged but not required for personal services contracts in this category. The NEPDA will select from the MRSC Vendor List or MRSC Consultant Roster to the best of its ability.
- B. **For Personal Services between \$~~250,000~~ and \$50,000:** The NEPDA ~~shall~~ must make every effort to obtain a minimum of -three (3) informal Requests for Proposal for services in this category. The NEPDA may utilize the factors contained in RCW 39.26.160 in awarding the contract. The NEPDA ~~will may~~ utilizeselect from the MRSC Vendor List or MRSC Consultant Roster ~~to the best of its ability~~.
- C. **For Personal Services between \$50,000 and \$~~3300,000~~:** The NEPDA ~~shall~~ must provide notification ~~on its website~~ or a formal advertisement for services in this category. The NEPDA ~~shall~~ must obtain at least three (3) ~~informal written Requests for Proposal~~ proposals for services and will select from the ~~quotes proposals~~ submitted pursuant to RCW 39.26.160. The NEPDA ~~will may~~ select utilize from the MRSC Vendor List or MRSC Consultant Roster ~~to the best of its ability~~.
- D. **For Personal Services of \$~~3300,000~~ or more:** The NEPDA shall advertise for services in this category and shall put forth a formal Request for Proposal. The NEPDA shall select from the submitted Requests for Proposal pursuant to RCW 39.26.160.

IV. Professional (Architectural/Engineering) Services Contract Policy

“Professional (A/E) Services” include such contracts for architectural and/or engineering services as defined by Chapter RCW 39.80 and RCW 39.80.020(5), which means professional services rendered by any person contracting to perform activities within the scope of the general definition of professional practice in chapters 18.08 RCW (Architects), 18.43 RCW (Engineers and Land Surveyors), or 18.96 RCW (Landscape Architects).

For Professional (A/E) Services contracts the following policies must be adhered to:

- A. **For Professional (A/E) Services of \$25,000 or less:** The NEPDA ~~shall review them~~ may utilize the MRSC Consultant Roster ~~and to~~ select a minimum of ~~at least~~ two (2) prospective candidates and review such candidates’ qualifications. ~~The NEPDA shall select from these prospective candidates pursuant to RCW 39.26.160. If utilized, the NEPDA will, to the best of its ability, retain a printout from the MRSC Consultant Roster showing the prospective candidates it reviewed. Alternatively, the NEPDA must obtain a minimum of three (3) informal~~

or formal competitive quotes. The NEPDA must select from the prospective candidates pursuant to RCW 39.26.160.

- B. **For Professional (A/E) Services between \$25,000 and \$150,000:** The NEPDA shall review the MRSC Consultant Roster and select at least three (3) prospective candidates and review such candidates' qualifications. The NEPDA shall select from these prospective candidates pursuant to RCW 39.26.160. The NEPDA will, to the best of its ability, retain a printout from the MRSC Consultant Roster showing the prospective candidates it reviewed.

- C. **For Professional (A/E) Services between \$150,000 and \$300,000:** The NEPDA shall put forth a formal Request for Proposal to the MRSC Consultant Roster to all prospective candidates in a selected category, or the NEPDA shall advertise a formal Request for Qualifications. The NEPDA shall select a candidate pursuant to RCW 39.26.160

- D. **For Professional (A/E) Services of \$300,000 or more:** The NEPDA shall advertise for professional services in this category and shall put forth a formal Request for Qualifications. The NEPDA shall select from the submitted Requests for Qualifications pursuant to RCW 39.26.160.

D.