

The *Consultant Services Manual* was developed by the Washington State Department of Transportation (WSDOT) to provide guidance in the acquisition of architectural and engineering (A&E) and other professional services in support of project and program delivery when those services are not available from public resources.

The policies and procedures covered herein are applicable to WSDOT project and program managers and their support personnel. This manual is also applicable to those subagencies of the state, such as cities, counties, and ports, that receive federal-aid highway and other United States Department of Transportation funding from WSDOT.

The procedures in this manual are mandatory for all WSDOT offices regardless of circumstances or the critical nature of the services required. The policies and procedures are based on state and federal regulations, which are covered herein. Adherence to these policies and procedures is necessary to ensure compliance with state and federal laws and to maintain the public trust.

The manual includes the approved Disadvantaged Business Enterprise (DBE) participation plan and implementation process developed jointly with the Federal Highway Administration (FHWA), the HQ Consultant Services Office (CSO), and the WSDOT Office of Equal Opportunity. The DBE plan and implementation process ensures an opportunity for minority-owned, women-owned, and veteran-owned businesses to obtain an equitable share of the work for which consultants are engaged.

WSDOT adheres to the requirements of 49 CFR 18 known as the “Common Grant Rule.” This manual serves as the delegation of authority by FHWA to WSDOT under the approved procedures outlined in 23 CFR 172 for those consultant contracts that include federal funding. All records for federally funded projects are available for FHWA review at any time.

The following types of contracts or agreements are **NOT** covered by this manual:

- Administrative or purchased services
- Training instructor agreements
- Finance and administration services contracts/MIS agreements
- Research agreements using public universities
- Information technology (IT) agreements
- Staff development/training contracts

Contact the appropriate office or department for assistance in those areas. If you are in doubt as to which office may be responsible for the type of services you need, contact the CSO before talking with any consultant, vendor, or contractor.

Revising and updating the Consultant Services Manual is an ongoing process. Please report errors, omissions, or suggestions to the CSO: www.wsdot.wa.gov/business/consulting

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