**Professional Services**

**Purchasing Decision Tree**

**Definition: Professional Services**
Services rendered by any person, other than as an employee of the agency, contracting to perform activities within the scope of the general definition of professional practice in RCW 18.08 (Architects), 18.43 (Engineers & Land Surveyors), 18.96 (Landscape Architects).

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**Professional Services **

**Contract Required**

- **Does an emergency situation exist that required the immediate execution of the work?**
  - Yes: Award Contract per RCW 39.80.060
  - No: See Section 6.3 of Purchasing Manual.

- **Determine General Scope and Nature of Services Needed**
  - Estimate Cost

- **Is the cost estimated to be <$150,000?**

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**In General, the following services are included in this section:**
- Architectural Services as defined by RCW 18.08
- Engineering Services as defined by RCW 18.43
- Land Surveying as defined by RCW 18.43
- Landscape Architecture as defined by 18.96

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