

PROFESSIONAL SERVICES

PROJECT SPECIFIC SOLICITATION vs. ON-CALL CONSULTANT CONTRACTS

BRIEF OVERVIEW

FINAL

June 25, 2013

I. PROJECT SPECIFIC SOLICITATION FOR PROFESSIONAL SERVICES

LGA has a specific project funded through NCDOT and needs the following services:

- Preliminary Engineering (to include design/environmental/survey, etc. as specified by the RFQ) to develop final construction documents.

WHEN to solicit? **AFTER** the local project agreement is executed and PE funding is authorized.

NOTES:

- Firms and all sub consultants must be Pre-qualified for the type of work.
- At no time can the LGA solicit for both scopes of work on project specific solicitations.
- Selection of the consultant must be based on qualifications.

WHEN to enter into contracts? **AFTER** NCDOT has reviewed and accepted the contract proposal.

- Contract Administration and/or Construction Engineering and Inspection

WHEN to solicit? **AFTER** Construction Funding is authorized.

NOTES:

- Firms and all sub consultants must be Pre-qualified for the type of work.
- Firm that did the design cannot compete for CA/CEI without an exemption requested from and issued by the NCDOT Construction Unit.
- At no time can the LGA solicit for both scopes of work on project specific solicitations.
- Selection of the consultant must be based on qualifications.

WHEN to enter into contracts? **AFTER** NCDOT has reviewed and accepted the contract proposal.

II. ON-CALL SOLICITATION FOR PROFESSIONAL SERVICES

The LGA wants to establish a pool of qualified consultants to select from when undertaking projects funded through NCDOT and needs the following services:

- Preliminary Engineering work related to getting a project to final construction documents **and/or** Construction Contract Administration/Construction Engineering and Inspection of the project.

NOTES:

- The solicitation must be clear that firms are submitting for one or the other or both types of work.
- Firms and all sub consultants must be Pre-qualified for each type of work for which they are approved.
- The RFQ must identify the selection process for the solicitation.
- Selection of the consultant must be based on qualifications.
- The assignment process for project work by the LGA must be clearly identified in the RFQ.

WHEN to solicit?

- Solicitation can occur prior to Local Agreement Execution or Funding Authorization for the phase of project work; however, the RFQ should contain applicable provisions related to the use of SPSFs.
- LGAs enter into Limited Service Agreements (Generic) with each selected consultant that describes the *type* of work that might be available, but does not guarantee any work assignments.
- LGA publishes a list of selected consultants and the order in which projects shall be assigned.
- Once a pool of pre-qualified consultants is established, LGA should have a documented process of selecting which firm is next in rotational order for the specific type of work (alphabetical, ranked order, firm size, workload, etc.) Assignment of work should not be based on subjective criteria, for example, work experience.

*WHEN to begin negotiations on a Contract? **AFTER** the following has occurred:*

- A specific scope of work is identified that the LGA will be reimbursed by NCDOT.
- A local project agreement has been executed between the LGA and NCDOT.
- Funding Authorization for the applicable phase (PE or CON) has been obtained.

WANT MORE INFORMATION?

- Visit www.connect.ncdot.gov/municipalities/funding
- Navigate to the *Local Programs Management Handbook*
- Select **Professional Services**