


Developing Professional Services Contracts

Transportation Planning Branch		Approved: June 22, 2010 Version 1
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Purpose

The purpose of this procedure is to ensure that Contracts for Professional Services are developed to meet the appropriate standards. This procedure includes new contracts, limited service contracts, and supplements to existing contracts for professional services.

Background

This procedure is triggered by the need to initiate a professional services contract for work that can not be completed by the Transportation Planning Branch.

Responsibility

- It is the responsibility of the Professional Services Management Unit (PSMU) Contract Administrator (CA) to handle all contract management duties between the identification of the need for the service to the Notice To Proceed (NTP).
- The Project Engineer (PE) to identify the need for a professional service contract and coordinate with the PSMU as needed.

Policy, Regulatory, and Legal Requirements

[NCDOT's Policy and Procedures for Major Professional or Specialized Services Contracts](#) must be followed.

Scheduling and Time Constraints

none

Procedures

Follow the steps below to properly process Professional Services Contracts.

Step	Action
1	The Project Engineer (PE) identifies the need for a professional service contract, or the need to revise a current Professional Services Contract. Traffic Forecast contracts should be reviewed by the State Traffic Forecasting Engineer (currently Debi Hutchings). Modeling and other Technical Services contracts should be reviewed by the Technical Services Unit Head, currently Dan Thomas. CTP and planning contracts should be reviewed by the Eastern and Western Planning Unit Heads (currently Travis Marshall and Earlene Thomas, respectively).
2	For new contracts, the PE contacts the PSMU who will be responsible for issuing the RFP, securing the contractor and giving the NTP. For changes to existing contracts, the PE contacts the PSMU who will be responsible for revising the scope of work and contract, and giving the NTP. The PE will assist the PSMU as requested. This may include providing a draft scope of work, serving on the selection committee, providing person day estimates, and providing technical information as required.
3	Once the NTP has been issued by the PSMU CA, the PM is responsible for managing the contract. This includes reviewing deliverables, and reviewing and processing invoices.

Warnings and Precautions

The PSMU is responsible for all contract development activities. Any communication with the consultant should be routed through the PSMU CA until the NTP is given.

Resources and Tools

- [Policy and Procedures for Major Professional or Specialized Services Contracts](#)

Contacts

- For suggestions to change this procedure contact: Elena Talanker (919) 733-4705
- For questions about performing this procedure contact: Mike Bruff (919) 733-4705

Glossary

Board of Transportation (BOT)
Project Engineer (PE)
Contract Administrator (CA)

User Access

NCDOT Internal Use Only

Flowchart

None