

## **Consultant Services**

Effective: February 1, 1978

## **UDOT 08A1-01**

Revised: January 2, 2013

### **Purpose**

To establish the policy and procedure for the Utah Department of Transportation (Department) for procuring consultants' services and the preparation of all consultant contracts, that pertain to planning, development and management of plans and contracts for implementing capital improvements. This Policy provides an outline of basic steps to be followed. Anyone desiring to use consultants should follow the detailed information regarding items such as regulations, rules, proposals, and samples of contracts that can be found in the Consultant Services Manual of Instruction.

### **Policy**

The Consultant Services Unit manages the Department's Consultant Services Program. The Unit provides technical staff support to all agencies and offices for the preparation of contracts, modifications, work task orders, requests for qualifications, and Federal-aid agreements.

For both Federal aid and State aid contracts, the Consultant Services Manual of Instruction defines the methods of selection, proposal review, contract preparation, and monitoring performance of consultants.

The Consultant Services Unit provides training to all consultants through Unit sponsored workshops.

The Consultant Services Unit identifies qualified consultants based on procedures set forth in the Consultant Services Manual of Instruction.

The Consultant Services Unit maintains and provides documentation of all activities involved with selecting and using consultants.

### **Background**

The Department of Transportation in the performance of its duties often finds it necessary to use the services of consultants. Accordingly, the Department will develop, publish, and distribute procedures and guidelines, as set forth in the Consultant Services Manual of Instruction, for procuring the services of consultants.

## **Procedures**

### **General Information Supporting the Consultant Services Program**

**UDOT 08A1-01.1**

**Responsibility:** Originating Division, Office, or Region

#### **Actions**

1. Determine the need for consultant services.
2. Complete all actions set forth in the Consultant Services Manual of Instruction.
3. Forward all required information to the Consultant Services Unit.

**Responsibility:** Consultant Services Unit

4. Work closely with the various divisions, offices, and regions in defining the scope of work and in preparing requests for qualifications or proposals in order to obtain specific consultant or design-build services.
5. Complete all actions set forth in the Consultant Services Manual of Instruction.
6. Complete the following as part of these actions:
  - a. Verify all Federal Highway Administration (FHWA) and State rules and regulations are complied with.
  - b. Establish consultant overhead rates that meet Federal Acquisition Regulations (FAR).
  - c. Receive proposals.
  - d. Coordinate the process of determining the selected proposer.
  - e. Negotiate fee and contract terms with consultants.
  - f. Prepare engineering service contracts.
  - g. Administer contracts.
  - h. Prepare contract modifications.
  - i. Process payment requests.
  - j. Coordinate actions with the FHWA as set forth in rules, regulations, and manuals of instruction.