

Procurement: Professional Services

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Procurement of Professional Services



Professional Services Selection Process

DECD Has Published Guidelines

Copies are available in your folders

Brownfields projects mostly deal with LEPs

Unfortunately, not as easy as cash on the barrelhead

Only applies to financial assistance for municipalities or
non-profits

Procurement of Professional Services

- **T E A M**

- Most Important Component of a Brownfield Project
- To secure the highest possible measure of professional service for a fair and reasonable fee
- To allow for a means to establish control over the project and meet the stated objectives
- DECD will focus on two areas during project review:
 - Development of Scope of Services for RFP
 - Contract between grantee & consultant before execution

Procurement of Professional Services

- RFQ then RFP or combined RFQ/RFP
- Development of Scope of Services
 - RFQ = “in general”
 - RFP = specific & describe as clearly as possible goals for the project and work to be done – requires comprehensive understanding of the project
 - Ask your PM about using the grant funding to do this
- Under \$50,000 vs. Over \$50,000
- Selection Committee

Procurement of Professional Services

- Final Selection based on:
 - Review of Fee Proposals
 - Committee's predetermined selection criteria

- Contract Execution

- Contract Administration & Project Management

Additional Information

- DAS On-Call Contracts:
 - 12PSX0097 – 13 Consultants for investigation & remedial services
 - 13PSX0017 – 3 Consultants for HBM surveys

- What if you already have a consultant onboard?
- Municipal procurement protocols may also apply?