



## BALDWIN COUNTY COMMISSION

POLICY #9.10	
<b>Subject</b>	Engineering, Environmental Monitoring and Surveying Services
<b>Date Adopted</b>	January 19, 2016
<b>Agenda Item</b>	BD1
<b>Obsolete Versions</b>	March 7, 2002      Minutes Book 29, pg. 254 February 19, 2008      Minutes Page 26

### **POLICY STATEMENT**

This policy establishes a uniform method for the acquisition of engineering and related services (environmental monitoring, surveying, geotechnical, etc.) for all Highway and Solid Waste Department projects. This policy will allow the County Engineer or the Development and Environmental Director to negotiate and initiate contracts and services in a more timely and efficient manner to expedite needed County engineering or environmental projects.

### **PROCEDURAL REQUIREMENT**

In order to carry out this policy, the following steps must be taken:

1. Estimated and budgeted services costs are less than or equal to \$100,000.00 (as estimated by County Engineer or Development and Environmental Director, and as budgeted in the current fiscal-year budget).
  - a) County Engineer or Development and Environmental Director selects a qualified consultant from an established list of “On-Call” contract consultants approved by the Commission. The consultant list and the “On-Call” contracts may be approved annually by the Commission or as desired. The County Engineer or Development and Environmental Director executes necessary work orders and notices to proceed, as provided by the terms of the approved contract.
2. Estimated services costs are greater than \$100,000.00 (as estimated by County Engineer or Development and Environmental Director).

- a) County Engineer or Development and Environmental Director causes advertisement of Request for Qualifications (RFQ) for required services. Commission authority to advertise RFQ is not required.
- b) County Engineer or Development and Environmental Director reviews responses to RFQs and ranks the three (3) most qualified firms.
- c) County Commission approves the most highly qualified firm and a contract with that firm to be negotiated by the County Engineer or Development and Environmental Director with a budgeted “not-to-exceed” fee amount. Upon County Engineer’s or Development and Environmental Director’s completion of the contract and fee negotiations, the County Commission executes the contract. Additional agenda action is not required as the Commission previously approved the contract subject to maximum fee and consulting firm.

**FORMS/ATTACHMENTS/EXHIBITS**

N/A