

**COMMISSION POLICY****POLICY #9.10****SUBJECT:** Engineering and Survey Services**DATE ADOPTED**  
February 19, 2008**PAGE (BCC MINUTES)**  
Page 26**OBSOLETE VERSIONS** *(Can be found in the Inactive Policy Book.)*  
**DATE ADOPTED**  
March 7, 2002**PAGE (BCC MINUTES)**  
Book 29, pg. 254**POLICY STATEMENT**

This policy establishes a uniform method for the acquisition of engineering and related services (surveying, geotechnical, etc.) for all Highway Department projects. This policy will allow the County Engineer to negotiate and initiate contracts and services in a more timely and efficient manner to expedite needed County engineering 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, and as budgeted in the current fiscal-year budget).
  - a) County Engineer 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 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).
  - a) County Engineer causes advertisement of Request for Qualifications (RFQ) for required services. Commission authority to advertise RFQ is not required.
  - b) County Engineer reviews responses to RFQ’s 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 with a budgeted “not-to-exceed” fee amount. Upon County Engineer’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.