Consultant Procurement Flow Chart

*Note: Duration for FHWA concurrence does NOT include **1 Week** assumed for preparation and transmittal of submittal to FHWA for their review.

FED Aid Contract
Non-FED Aid Contract
FED & Non-FED Aid Contracts

→ Complete Employee Affidavit **(2 Weeks)**

→ Process Request for Use of Consultant & Selection Committee Members Memo **(1 Week)**

→ If Applicable, Process the Following:
- Multi-Year Memo **(1 Week)**
- Governor's Letter (for use of SMP funds more than $100,000) **(2 Weeks)**

→ Prepare Request for Proposal (RFP)
- Scope of Work **(If PAR provided, 2 Weeks. Without PAR, 7 Months.)**
- Notice to Providers of Professional Services **(1 Week)**
- Guidelines for Preparing Consultant Proposals for HWY Division Projects **(1 Week)**

→ FHWA Concurrence on RFP* **(2 Weeks)**

→ Email Request to CON to Post Notice **(2 Days)**
- Notice (Word File)
- Guidelines (PDF)
- Scope of Work (PDF)
- Approved Request to Use Consultant

→ **Advertise RFP Duration:**
For State Funds Only - 10 Days.
For Fed-Aid - 4 Weeks.
- Receive E-mail Confirmation of Interest.
- Receive Proposals (3 hard copies and electronics copy by e-mail).

→ A

A →

Check Proposals for Responsiveness **(2 Days)**
- Less Than 3 Qualified Proposals → Cancel / Re-advertise
- 3 or More Qualified Proposals

→ Prepare for Proposal Evaluation **(1 Week)**
- Distribute Qualified Proposals to Selection Committee (Qualification Evaluation Sheet & Qualification Summary Sheet)

→ Evaluate Proposals **(2 Weeks)**
Convene Selection Committee for Evaluation of Proposals
- Qualification Evaluation Sheet
- Qualification Summary Sheet

→ Discussions (3 Highest Ranked) **(1 Week)**

→ Re-evaluate Proposals, if needed **(1 Week)**

→ Request for DIR Approval of Consultant Selection **(1 Week)**

→ FHWA Concurrence on Consultant Selection* **(2 Weeks)**
- RFP
- Individual Scoring Sheets
- Summary Scoring Sheet
- HDOT or LPA Selection Approval Memo
- Evidence of Suspension and Debarment Verification

→ **Process Consultant Notification Letters (1 Week)**
- Selection Notification Letter to 1st Ranked
- Non-Selection Notification Letter to 2nd & 3rd
- Non-Selection Notification Letter To 4th & Lower
- Disqualification Notification Letter

→ B

B →

Request & Receive External Audit from HWY-SA **(3 Months)**

→ Confirm/Refine Scope of Work with Consultant (Meeting/Site Visit) **(4 Weeks)**

→ Prepare Independent Estimate /Manpower Analysis **(3 Weeks)**

→ FHWA Concurrence on Independent Cost Estimate / Manpower Analysis* **(2 Weeks)**

→ Request and Receive Consultant's Fee Proposal **(3 Weeks)**

→ Negotiate Scope, Schedule, and Fee **(3 Weeks)**

→ **Request for Funds**
- Request and Receive State Allotment of Design & ROW Funds (CIP) **(20 Weeks)**
  - Develop Project Schedule
  - Prepare Project Location Map
  - Request for Funds Memo
- Request and Receive Federal Aid (FA) for Preliminary Design (PE1) **(8 Weeks)**
  - Determine Oversight – State or FHWA (PoDI/PoCI)
  - Determine Performance End Date
  - Prepare Federal-Aid Program Data Sheet

→ C

C →

FHWA Concurrence on Fee* **(2 Weeks)**
- Original Consultant Cost Proposal and Final Negotiated Cost
- Final Scope of Work
- Final Schedule for Performance of Work
- Consultant Indirect Cost Certification, documentation supporting the acceptance of indirect cost rate to be applied to the Contract

→ Draft Contract **(4 Weeks)**
→ Process Consultant Fee Acceptance Letter **(1 Week)**

→ Request CON to Post Contract Award within 7 Days of Date of the Fee Acceptance Letter **(3 Days)**

→ Prepare Transmittal for Awarding Negotiated Contract & Submit to CON for Processing **(2 Weeks)**

→ Contract Execution **(8 Weeks)**

→ Notice To Proceed (NTP) Letter to Consultant **(2 Weeks)**