

3. Professional Services

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300.1. General

For details on soliciting Professional Service Agreements (PSAs), see Department Policy 10.02.010 - *Construction Related Professional Services Policy*, the *AIP Handbook*, and Advisory Circular (AC) 150/5100-14 – *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects*, and the *Professional Services Agreement (PSA) Manual*. The *PSA Manual* provides step-by-step instruction for the solicitation, award, and administration of construction-related PSAs. This publication is available online at:

<http://dot.alaska.gov/procurement/prosvcs/psamanuals.shtml>

300.2. Securing Professional Services

Secure services in accordance with the *PSA Manual*. When considering the need for contractor services, regardless of estimated cost, first find out whether the services are available within the Department or from other state personnel.

Forward the Request for Proposals (RFPs) scope of work to the FAA for informational purposes on federally funded projects.

300.3. Contractor Selection

Contractor selection must be in accordance with the *PSA Manual*. Procurement Specialists can answer questions on policy and procedures for contractor procurement.

On federally funded projects, request FAA concurrence to award the contract and provide evidence of cost reasonableness. FAA's concurrence is required before the contract or amendment can be awarded.

No work is authorized until the Notice to Proceed (NTP) is issued. An NTP can be issued when all required items in the contract agreement are properly

executed, received by the Department, and the contracting officer has signed the agreement in accordance with the regional delegation of authority.

Contract managers need to ensure that all work produced by the contractor is owned by the Department.

300.4. The Contract

The basic elements of the contract are:

1. Agreement
2. General Conditions for Professional Service
3. Statement of Services (SOS)
4. Basis of Compensation
5. Indemnification and Insurance
6. Certification of Compliance

300.5. Contract Management

Contract management must be in accordance with the *PSA Manual*. The contract manager (usually the Engineering Manager) is responsible for administering and managing the agreement and ensuring that services provided are complete, accurate, and consistent with the terms of the agreement.

Pay attention to the following issues:

1. Do not let the contract expire before the completion of the work, and then “single source” a new contract in order to complete the work.
2. Check invoices against the schedule, the defined work product, and the project budget.
3. Make sure to use the current audited billing rates for the consultant's indirect overhead (OH) costs.
4. Do not exceed the authorized amount. Do not issue payment for the entire contract amount prior to receiving all the deliverables.
5. Notify the Construction Section of any PSAs required to be maintained when the project moves to the construction phase via the Transfer to Construction memorandum.
6. A performance evaluation must be completed prior to contract closeout. If the contract includes construction assistance, draft the letter at the end

of the design phase and transfer the document to the Construction Section, which will complete the evaluation.

300.6. Contract Closeout

Contract closeout must be in accordance with the *PSA Manual*. If “Design Assistance During Construction” was not negotiated as part of the contract and will not be added by amendment, the Engineering Manager will perform contract closeout.

If “Design Assistance During Construction” was negotiated as part of the contract, the Construction Manager will perform contract closeout. The transfer of the contract would occur after bid opening through a contract amendment transferring the responsibility of the contract from the Engineering Manager to the Construction Manager.

Make sure all deliverables defined in the SOS have been received by the Department prior to contract closeout.