

Table of Contents

<u>Section</u>		<u>Page</u>
3.1	GENERAL	3.1-1
3.1.1	Prequalification	3.1-1
3.1.2	On-Call Program.....	3.1-1
3.1.3	Task Orders.....	3.1-1
3.2	TASK ORDER PROCESS	3.2-1
Activity No. 1:	Assign Project to On-Call.....	3.2-3
Activity No. 2:	Make Initial Contact with Consultant.....	3.2-4
Activity No. 3:	Prepare Scope of Work	3.2-5
Activity No. 4:	Prepare In-House Cost Estimate	3.2-6
Activity No. 5:	Compare Scope & Cost Estimates	3.2-7
Activity No. 6:	Assign & Develop Task Order	3.2-8
Activity No. 7:	Sign Documents/Provide NTP	3.2-9
Activity No. 8:	Check Work for Compliance	3.2-10
Activity No. 9:	Consultant Submits Invoices for Payment	3.2-11
Activity No. 10:	Consultant Submits Final Invoice	3.2-12
Activity No. 11:	Conduct Final Audit & Review for Payment.....	3.2-13

List of Figures

<u>Figure</u>	<u>Page</u>
Figure 3.2–A — TASK ORDER PROCESS.....	3.2-2

Chapter 3

ON-CALL CONSULTANT PROCEDURES

3.1 GENERAL

3.1.1 Prequalification

For the purpose of soliciting proposals in accordance with 23 CFR 172, *Administration of Engineering and Design Related Service Contracts*, the NDOT maintains a list of responsible prequalified firms that possess the ability to successfully perform needed services. The biennial Solicitation for Prequalification has no cutoff date for submissions.

3.1.2 On-Call Program

The On-Call Program is used to facilitate the acquisition process should the need arise to use consultant services that fall within a designated discipline and when services are to be provided on short notice or with minimum delay. The total amount of any On-Call Agreement with a specific consultant for a specific discipline will not exceed \$1,000,000 during an On-Call Period. Consultant proposals for consideration in the On-Call Program will be solicited on a biennial basis. Proposals that meet Prequalification requirements will be evaluated by the Environmental Services Division to establish the On-Call Consultant List.

3.1.3 Task Orders

Task Orders are issued as part of an On-Call Agreement. If a project becomes available within an identified discipline, the Environmental Services Division will work with the Administrative Services Division to issue a Task Order to the selected firm. See [Section 3.2](#) for a discussion on the procedures for issuing a Task Order.

3.2 TASK ORDER PROCESS

The following discusses the Task Order Process for on-call services and does not replace the formal provisions of the standard consultant selection process as defined in the NDOT publication *Consultant Agreement Procedures Manual*.

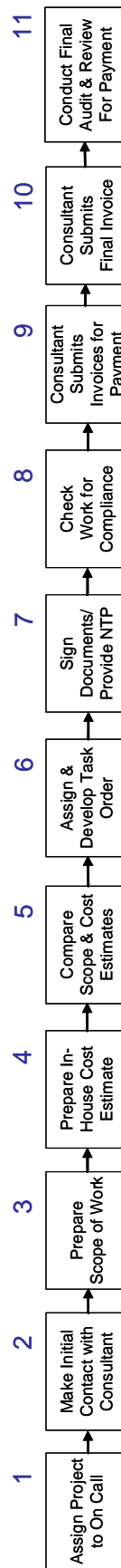


Figure 3.2-A — TASK ORDER PROCESS

PROJECT ACTIVITY

Activity Title: Assign Project to On-Call

Activity No.: 1

Activity Description:

After the Environmental Services Division determines that a specific project will be outsourced, the On-Call Consultant List is checked to determine the next available consultant.

The purpose of this Activity is to match the needs of an upcoming project with a firm that has an On-Call Agreement for the particular discipline (e.g., environmental document preparation, wetland delineation, cultural resource survey).

PROJECT ACTIVITY

Activity Title: Make Initial Contact with Consultant

Activity No.: 2

Activity Description:

The Environmental Services Division will contact the selected consultant to begin project negotiations.

PROJECT ACTIVITY

Activity Title: Prepare Scope of Work

Activity No.: 3

Activity Description:

The Environmental Services Division will communicate with the consultant and develop a scope of work. The scope of work will include the following:

- an identification of the skills and experience needed for the project;
- a statement of the nature of the project, including project type and project location;
- project plan with completion dates;
- manpower estimate, typically in man-hours;
- project background; and
- any known or anticipated concerns.

The Scope of Work will be sent to the selected consultant with a request to prepare a cost estimate .

PROJECT ACTIVITY

Activity Title: Prepare In-House Cost Estimate

Activity No.: 4

Activity Description:

The Environmental Services Division will develop an in-house cost estimate for the project.

PROJECT ACTIVITY

Activity Title: Compare Scope & Cost Estimates

Activity No.: 5

Activity Description:

The Environmental Services Division will compare the cost estimate from the consultant with the Scope of Work and the in-house cost estimate. The Environmental Services Division will review the consultant's estimate for completeness and acceptability. The consultant's cost estimate will contain a detailed breakdown of direct and indirect costs. The Environmental Services Division will negotiate with the consultant to arrive at a mutually agreeable cost for the defined Scope of Work.

PROJECT ACTIVITY

Activity Title: Assign & Develop Task Order

Activity No.: 6

Activity Description:

The Chief of the Environmental Services Division will submit a Task Order Authorization Memo to the Assistant Director seeking approval to assign and develop the Task Order.

The Task Order Authorization Memo will provide the following information:

- project name,
- project background,
- scope of work requested, and
- the cost estimate the Environmental Services Division negotiated with the consultant.

The Chief of the Environmental Services Division also will submit a Request for Budget Approval Memo to the Financial Management Division.

Once approval to move forward on the Task Order is received, the Environmental Services Division will develop a Draft Task Order. The Draft Task Order will establish the scope of work, amount of compensation, method of payment, schedule, approval of subconsultants and Disadvantaged Business Enterprise (DBE) goals, if any. The Draft Task Order will be reviewed by the Administrative Services and Legal Divisions.

PROJECT ACTIVITY

Activity Title: Sign Documents/Provide NTP

Activity No.: 7

Activity Description:

The Environmental Services Division will work with the Administrative Services Division and the consultant to ensure that necessary documents are signed before the consultant begins work. These documents include:

- Task Order;
- Nevada Department of Transportation agreement summary;
- Active Agreement for On-Call Services with agreement number;
- Affidavit Required Under Section 112(c) of Title 23, United States Code, Act of August 27, 1958 and Part 29 of Title 49, Code of Federal Regulations, November 17, 1987;
- Certification Required by Section 1352(b) of Title 31, United States Code, Restriction of Lobbying Using Appropriated Federal Funds; and
- Disclosure of Lobbying Activities, if applicable.

The Administrative Services Divisions has primary responsibility for the Affidavit, Certification and the Disclosure of Lobbying documentation.

Once the documents are signed, the NDOT will provide the consultant with a Notice-to-Proceed (NTP) and a copy of the Task Order.

PROJECT ACTIVITY

Activity Title: Check Work for Compliance

Activity No.: 8

Activity Description:

The consultant will submit project work to the Environmental Services Division. The Environmental Services Division will check compliance with NDOT standards and will evaluate the consultant's performance.

The consultant will provide monthly progress reports. The progress reports will describe the work performed, the percentage of cost invoiced to date, the percentage of project completed to date, product completed for each deliverable or other work required and any difficulties, problems or delays encountered.

The Environmental Services Division's Project Manager will review monthly progress reports to ensure the consultant is meeting project goals and is proportionally within budget.

PROJECT ACTIVITY

Activity Title: Consultant Submits Invoices for Payment

Activity No.: 9

Activity Description:

The Environmental Services Division requires consultants to use a standard Consultant Monthly Invoice and Progress Report form. The consultant will send these to the Environmental Services Division where the Project Manager will review them for consistency with the scope of the Task Order and with project goals and budget obligations.

The Environmental Services Division's Project Manager also will review the consultant's monthly invoices for reasonability, conformity and accuracy. The Project Manager will approve invoices for payment, and will certify that sufficient funds remain in the Task Order.

PROJECT ACTIVITY

Activity Title: Consultant Submits Final Invoice

Activity No.: 10

Activity Description:

The consultant will submit the final invoice to the Environmental Services Division.

PROJECT ACTIVITY

Activity Title: Conduct Final Audit & Review for Payment

Activity No.: 11

Activity Description:

The Environmental Services Division will schedule a final audit. The Environmental Services Division will provide the supporting documentation for consultant invoices, as described in the On-Call Agreement.

After final payment, the Project Manager in the Environmental Services Division will evaluate the consultant's performance with respect to quality, budget and schedule. A written evaluation will be completed for each consultant project. These written evaluations become a permanent part of the project file and the consultant's prequalification file.

