FLOWCHART B1: PROCURING A/E SERVICES FOR STATE FUNDED CAPITAL IMPROVEMENT PROJECTS

JUNE 28, 2016

FROM FLOWCHART A

May opt to follow state process even if costs are below thresholds, but ordinarily would not as it's costlier, more time consuming, and less flexible.

FOLLOW STATE PROCESS


Examples of sole source justification include but are not necessarily limited to:
- consultant has special capabilities needed for the project; consultant was involved in project planning and time/cost savings would be realized if same consultant provides design and CA services; etc.

DCM SELF PERFORM?

This decision typically is based on DCM's technical capabilities and workloads.

NO

SOLE SOURCE WARRANTED?

YES

REJECT PROPOSAL(S) AND REVISE RFP

YES

REQUEST A/E PROPOSALS

ANY ACCEPTABLE PROPOSAL(S)?

NO

ON-CALL A/E OR FEE LESS THAN $5,000?

YES

START OVER

NO

DCM SELF PERFORM?

YES

OFPM APPROVED?

NO

NO

GO TO DEVELOP BID DOCUMENTS

NO

GO TO DEVELOP BID DOCUMENTS

AWARD CONTRACT

DEVELOP BID DOCUMENTS

GO TO FLOWCHART B2

Perform/manage design process including plan reviews, code footprint & building permit submittals, etc., thru completion of approved bid documents.

Determine which proposal is best value for KU. Approve proposal (or send for DCM Deputy Director approval if over $50,000). Provide justification to DCM accounting with request for purchase order.


general summary:
1) Request advertise for A/E services thru OFPM;
2) State Building Advisory Committee shortlists firms;
3) Negotiating committee interviews, selects, negotiates scope of services and fees;
4) Review and send state contract for KU chief financial officer signature via DCM accounting.