

Architectural and Engineering Procurement Guidelines

Overview of recommended procurement and selection procedures

Selection of Architectural and Engineering (A/E) Services – Applies to contracts for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or other engineering-related services.

These recommended procedures will help borrowers comply with Section 602(b)14 of the Federal Water Pollution Control Act, which requires a Qualifications-Based Selection (QBS) procedure for services.

The recommended processes contain essential elements and steps of the QBS procedure. The processes are arranged in the suggested order in which they should be completed. Instructions for completing the tasks are included.

Prior to beginning an A/E selection, borrowers should consider these major items—and revise, if necessary—include:

- Determine the schedule,
- Determine the services the funding is intended to cover,
- Update the projected A/E scope of services, and
- Plan for the administration of the A/E services procurement and prospective contract.

IMPORTANT: Borrowers should estimate the anticipated project cost and the A/E services cost to determine appropriate A/E selection procedures as detailed below:

- If the anticipated project cost is less than \$1,000,000 and A/E services are less than \$75,000, these procedures do NOT apply.
- If the anticipated project cost is \$1,000,000 to \$3,000,000 and A/E services are more than \$75,000, a **ONE-STEP procurement** or equivalent is acceptable for selecting an A/E firm.
- If the anticipated project cost is more than \$3,000,000 and A/E services are more than \$75,000, a **TWO-STEP procurement** or equivalent is acceptable for selecting an A/E firm.