

EEP PPPM Section 8.3.2.2.1		Document No.: IMP.PRO.02.02.01	
Procedure Title: On-Call Scoping and Contracting for Watershed Planning, Design or Monitoring Contracts		Rev. No. 1	Page: 1 of 6
		Date: July 23, 2007	

## 1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure describes how to hire and scope a contract for an on-call firm to assist with watershed planning, site design, or monitoring for a Design, Bid, Build (DBB) restoration project.
- 1.2 Scope. This procedure applies to any site-design, watershed-planning or monitoring effort for a DBB restoration project when the anticipated contract costs will not exceed \$350,000.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Project Manager (PM) / Monitoring Specialist
  - EEP Contract Coordinator
  - EEP Design and Construction Supervisor (DCS)
  - EEP Watershed Planning and Project Implementation (WPPI) Supervisor
  - EEP Budget Officer
  - EEP Project Control / Research Director (PCRD)
  - EEP Director
  - On-Call Firm
  - DENR Budget, Planning and Analysis (BPA)
  - DENR Division of Purchase and Services (DP&S)
  - EEP's DP&S Contract Specialist
  - State Construction Office (SCO)
  - Landowner

## 2.0 PROCEDURE STEPS

- 2.1 Confirm eligibility for on-call design services. The EEP Design and Construction Supervisor (DCS) decides whether the project is eligible for on-call design services based on projected budget. This analysis relies upon the average project cost information / price caps obtained via process IMP.PRO.02.03.02, Project Cost Scoping.
- 2.2 Assign Design Firm. If the project design will exceed \$350,000, the project is not eligible for on-call design services and must be accomplished via alternative contracts. (Go to Contracting for Construction CTR.PRO.02.01.01.) If the project is eligible for on-call design, monitoring or planning services, the PM or Monitoring Specialist secures a Design Firm assignment from the DCS.
- 2.3 Schedule site meeting. For design and monitoring contracts, the PM or Monitoring Specialist contacts the Firm and schedules a site meeting. If appropriate, the PM or Firm gives the Landowner a courtesy contact in advance. For watershed planning contracts go to Step 5.

EEP PPM Section 8.3.2.2.1		Document No.: IMP.PRO.02.02.01	
Procedure Title: On-Call Scoping and Contracting for Watershed Planning, Design or Monitoring Contracts		Rev. No. 1	Page: 2 of 6
		Date: July 23, 2007	

- 2.4 Conduct site meeting. The PM / Monitoring Specialist and the Firm conduct the site meeting.
- 2.5 Draft scope of work. The Firm drafts the scope of work based on the site visit and other information provided by the PM/ Monitoring Specialist.
- 2.6 Review scope of work. The DCS (and WPPI Supervisor or Monitoring Specialist) reviews the scope of work following all State Construction Office (SCO) guidelines for scoping documents. If the scope of work is approved, go to Step 7. If the scope of work is not approved, the Firm must revise it based on comments from the DCS. The final scope of work should generally be completed within 30 days of receipt of the draft scope.
- 2.7 Send scoping letter. The Firm sends the scoping letter to the DCS.
- 2.8 Give package to Project Control / Research Director (PCRD). The DCS prepares Forms 6000/6100 and gives them along with a copy of the letter, the scope of work, and Firm's fee to the PCRD.
- 2.9 Approve scope and sign Form 6000. PCRD signs the Form 6000 (prepared by the DCS) and submits the contract request package to the Contract Coordinator.
- 2.10 Enter data, forward package. The Contract Coordinator enters the data, checks for completeness and forwards the package to the EEP Budget Officer.
- 2.11 Sign Form 6000, forward package. The Budget Officer signs the Form 6000 and gives it to the EEP Director for signature.
- 2.12 Sign Form 6000, forward package. The Director signs Form 6000 and gives to the Contract Coordinator.
- 2.13 Forward package to BPA and SCO. The Contract Coordinator copies the contract package and sends to SCO and BPA for funding approval.
- 2.14 Approve funding. The PCRD provides additional information if necessary, then BPA confirms funding, approves the expenditure and returns the package to the Contract Coordinator
- 2.15 Log contract. The Contract Coordinator logs the contract into their data base and forwards it to the EEP DP&S Contract Specialist.
- 2.16 Encumber funds. The EEP DP&S Contract Specialist encumbers the funds and sends Forms 6000 and 6100 to the Contract Coordinator.

EEP PPM Section 8.3.2.2.1		Document No.: IMP.PRO.02.02.01	
Procedure Title: On-Call Scoping and Contracting for Watershed Planning, Design or Monitoring Contracts		Rev. No. 1	Page: 3 of 6
		Date: July 23, 2007	

- 2.17 Send contract to Firm. The SCO sends the contract to the Firm for signature.
- 2.18 Sign contract. The Firm signs the contract and sends five copies to the Contract Coordinator.
- 2.19 Sign contract. The Contract Coordinator forwards the contract to DP&S for signature.
- 2.20 Distribute copies. DP&S sends signed contracts to the Contract Coordinator, the Firm and the SCO.
- 2.21 Distribute copies in EEP. The Contract Coordinator copies the contract and sends it to the PM, PCRD and DCS.
- 2.22 Process complete. For contracts involving site design, begin Restoration Plan Review Process (IMP.PRO.02.02.02.).

### 3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

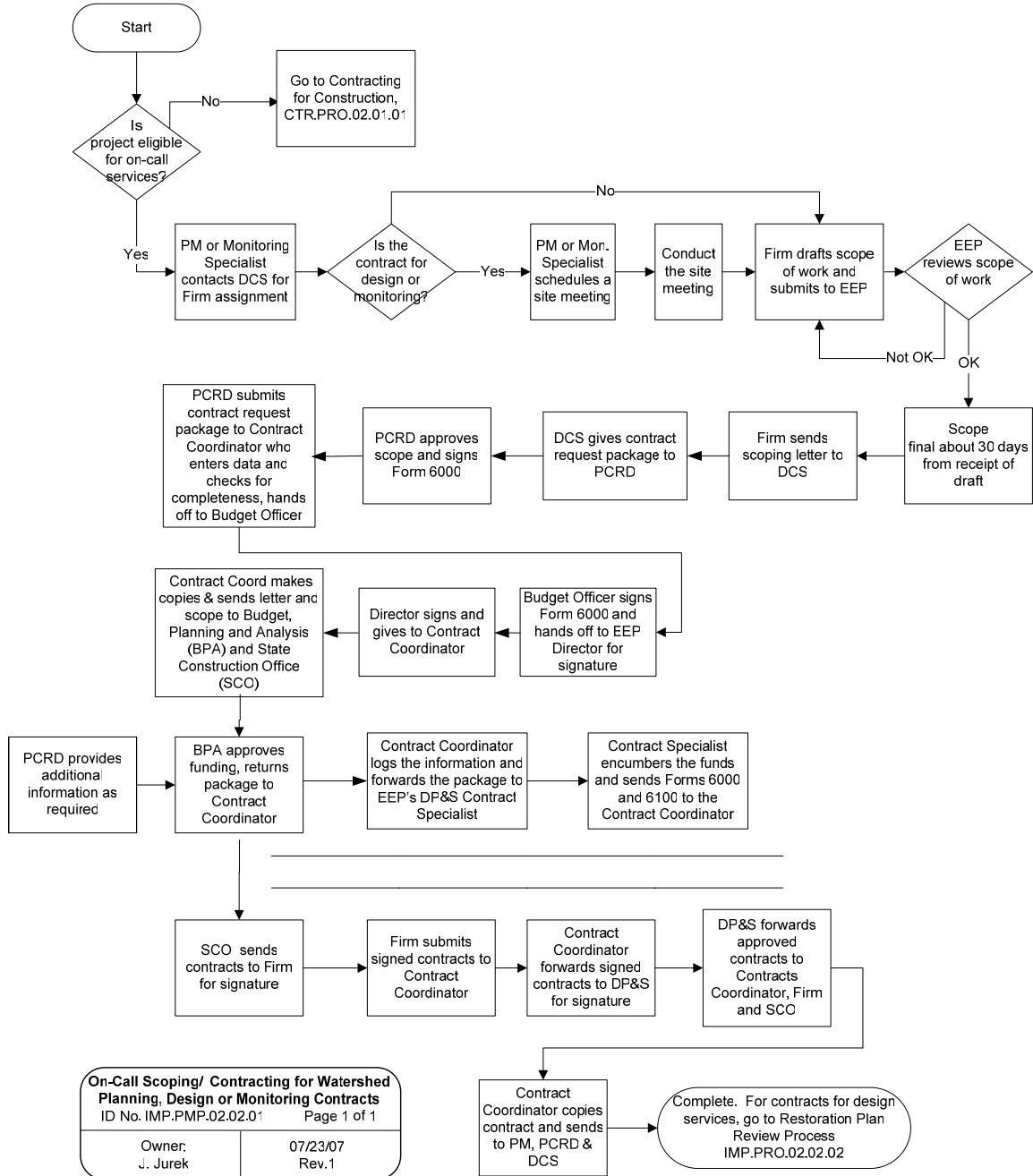
**Table 1. Responsibilities and Authorities**

Step #	Procedure Step	EEP PM / Monitoring Specialist	WPPI Supervisor	On-Call Firm	EEP DCS	EEP Budget Officer	EEP Director	DENR DP&S	SCO	EEP Contract Coord.	EEP DP&S Contract Specialist	DENR BPA	EEP PCRD	Landowner
1	Confirm eligibility				P									
2	Assign Firm	N			P									
3	Schedule site meeting	P												N
4	Conduct site meeting	P		P										
5	Draft scope of work	A		P										
6	Review scope of work	A	P	P	P									
7	Send scoping letter			P	S									
8	Give package to PCRD				P								S	
9	Approve scope and sign Form 6000									N			P	
10	Enter data, forward package					N				P				
11	Sign Form 6000, forward package					P	N							
12	Sign Form 6000, forward package						P			S				
13	Forward package to BPA and SCO								S	P		S		
14	Approve funding											P	A	
15	Log contract information									P	S			
16	Encumber funds									S	P			
17	Send contract to Firm			S					P					
18	Sign contract			P						S				
19	Sign contract							P		A				
20	Distribute copies			S				P	S	S				
21	Distribute copies in EEP	S			S					P			S	
22	Process complete. Design projects now begin restoration plan review.				P									

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

## 4.0 PROCEDURE FLOW DIAGRAM



EEP PPM Section 8.3.2.2.1		Document No.: IMP.PRO.02.02.01	
Procedure Title: On-Call Scoping and Contracting for Watershed Planning, Design or Monitoring Contracts		Rev. No. 1	Page: 6 of 6
		Date: July 23, 2007	

## 5.0 REFERENCES

North Carolina Administrative Code: 01 NCAC 30D.0302

## 6.0 FORMS

Forms 6000 and 6100, see:

[http://www.enr.state.nc.us/purchase/html/forms\\_and\\_instructions.html](http://www.enr.state.nc.us/purchase/html/forms_and_instructions.html)