

# Procurement: Professional Services

Don Friday, *Office of Brownfield Remediation and Development (OBRD)*

# Procurement of Professional Services



# Professional Services Selection Process

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Unfortunately, not as easy as cash on the barrelhead

OBRD Has Published Guidelines

[www.ctbrownfields.gov](http://www.ctbrownfields.gov)

Our guidelines only apply to State of CT financial assistance recipients

Brownfields projects mostly deal with the hiring of Environmental Consulting Firms - LEPs

# Procurement of Professional Services

- **T E A M**
- Most Important Component of a Brownfield Project other than getting the \$
  - The procurement process, selection of a consultant, contracting and oversight
- To secure the highest possible measure of professional service for a fair and reasonable fee
- To allow for a means to establish control over the project and meet the stated objectives
- OBRD will focus on two areas during project review:
  - Development of Scope of Services for RFP
  - Contract between grantee & consultant before execution

# Procurement of Professional Services

- RFQ then RFP or combined RFQ/RFP
- Development of Scope of Services
  - RFQ = “in general”
  - RFP = specific & describe as clearly as possible goals for the project and work to be done – requires comprehensive understanding of the project
- Under \$50,000 vs. Over \$50,000
- Selection Committee

# Procurement of Professional Services

- Final Selection based on:
  - Review of Fee Proposals
  - Committee's predetermined selection criteria
  
- Contract Execution
  - Don't be afraid to negotiate fee proposal before signing off
  
- Contract Administration & Project Management

# Additional Information

- CT DAS On-Call Contracts:
  - 12PSX0097 – 13 Consultants for investigation & remedial services
  - 13PSX0017 – 3 Consultants for HBM surveys
  
- What if you already have a consultant onboard?
- Municipal or federal procurement protocols may also apply?
  - 40 CFR Part 31.36 or 40 CFR Part 30.40-30.48