



Missouri Highways and Transportation Commission Policies

Category: EQUIPMENT and PROCUREMENT
Subcategory: Professional Services (Non-STIP)

PROCUREMENT OF PROFESSIONAL SERVICES CONSULTANTS (Other than STIP Related)

The Director is authorized to develop and implement policies and processes regarding the procurement and contract administration of professional services and approve contracts therefor. A monthly report regarding professional services contracts shall be provided to the Commission.

- **Professional Services (other than engineering)**
Contracts for professional services (other than engineering) exceeding \$200,000 may be executed by the Director, Chief Engineer, Chief Financial Officer, or Assistant Chief Engineer. Contracts for \$200,000 or less may be executed by the Director, Chief Engineer, Chief Financial Officer, Assistant Chief Engineer, or, subject to their respective areas, the Chief Counsel, Division heads, and District Engineers.
- **Hourly Rate Architectural/Engineering Services**
Hourly rate professional services agreements on an on-call, as-needed basis to address capital improvement and capital asset preservation projects may be executed by the Director, Chief Financial Officer, Chief Engineer, Assistant Chief Engineer, or General Services Director. The agreements generally have a three-year term with an option to renew for one additional year. The hourly rate Memorandum of Understanding is limited to \$100,000 per project.

Effective Date: November 7, 2013
Supersedes Policy Dated: April 3, 2012 – EOD, Paragraph C2c
Last Reaffirmed:
Date of Origin: April 7, 2000 – Hourly rate engineers.
Related Commission Minutes: April 7, 2000; January 12, 2011-EOD; April 3, 2012-EOD; November 7, 2013 – Comprehensive Policy Review.

(NOTE: For consultant engineering services pertaining to highways see “Highways – Consultant Engineering Services.”)