



## Missouri Highways and Transportation Commission Policies

**Category:** HIGHWAYS  
**Subcategory:** Consultant Engineering Services

**Related Statutes:** Section 8.285 – 8.291, RSMo 2000 (Effective 1983) – Contracts for engineering services. Qualifications – negotiations.

**Related Rule:** 23 CFR 172.3 (Brooks Act)

### CONSULTANT ENGINEERING SERVICES

The Chief Engineer shall develop and implement policies and processes regarding the procurement and contract administration of consultant engineering services and approve contracts therefor. All policies and processes will be in keeping with Chapter 8 of the Revised Statutes of Missouri and 23 CFR 172.3 pertaining to the procurement of engineering services. A monthly report shall be provided to the Commission that indicates all current contracts and contracts executed within the previous month.

- **Consultant Engineer Services – STIP – Negotiated Contract**  
Contracts for engineering services on projects identified in the Statewide Transportation Improvement Program (STIP) may be executed by the Director, Chief Engineer, Chief Financial Officer, or Assistant Chief Engineer provided the contract has been selected in keeping with provisions of Chapter 8 of the Revised Statutes of Missouri pertaining to retaining engineering services.
- **Consultant Engineering Services – STIP - Hourly Rate**  
Master agreements for hourly rate professional engineering services for STIP projects may be executed by the Director, Chief Engineer, Chief Financial Officer, or Assistant Chief Engineer. The Director, Chief Engineer, Chief Financial Officer, Division heads, or District Engineers (any one) may execute individual Memorandums of Understanding limited to \$200,000 per project number per district and \$200,000 per project number per division for services to be performed in his/her respective district or division under the terms of the master agreement. Master agreements generally have a term of three years and contain a one-year extension option based on the consultant's performance.
- **Consultant Engineering Services – Statewide Contracts - Non-STIP - Hourly Rate**  
Master agreements for hourly rate professional engineering services for non-STIP projects may be executed by the Director, Chief Financial Officer, Chief Engineer, or Assistant Chief Engineer. The Director, Chief Financial Officer, Chief Engineer, Assistant Chief Engineer, District Engineers, or Division heads may execute individual Memorandums of Understanding limited to \$200,000 per project for services to be performed in his/her respective district or division under the terms of the master agreement. Master agreements generally have a term of three years and contain a one-year extension option based on the consultant's performance.

Effective Date: November 7, 2013

Supersedes Policy Dated: April 3, 2012 – EOD, Paragraph B4a-Negotiated; B4b-STIP-Hourly Rate; C5-Non-STIP Hourly Rate

Last Reaffirmed:

Date of Origin: September 1, 2000- Negotiated; April 7, 2000-STIP and Non-STIP Hourly Rate

Related Commission Minutes: June 5, 1998; April 7, 2000; September 1, 2000; July 10, 2001; July 12, 2002; April 4, 2003; November 4, 2009; January 12, 2011-EOD; April 3, 2012-EOD; November 7, 2013 – Comprehensive Policy Review.