

Federal Architectural and Engineering (A&E) Formal Contracts Process Step Table

PURPOSE: Utilize federal architectural and engineering contracts to provide additional resources for the planning, design, implementation, and checkout of conservation engineering practices.

SCOPE: This applies to all types of engineering services where technical assistance is procured under Brooks Act procedures.

Step Action – a verb sentence	Responsibility Any position that is accountable for the completion of this step.	Inputs Items needed to complete the step (forms, tools, people, etc)	Control Practice Standard, Policy, Regulations, etc.	Output Completed object, form, reviewable product, or demonstrated knowledge.
1. Identify acquisition method (ie: Technical Service Provider (TSP), federal contract, etc.).	<ul style="list-style-type: none"> • District Conservationist (DC) • State Conservation Engineer (SCE) • Contracting Officer (CO) • State Conservationist (STC) 	<ul style="list-style-type: none"> • Producer or sponsor requests NRCS assistance • Budget • Priorities • Required timeframes • Availability of staff • AD-700, Procurement Request 	<ul style="list-style-type: none"> • Program Rules • Federal Acquisition Regulations (FAR), Part 36 	<ul style="list-style-type: none"> • Decision to use an Architectural and Engineering Consultant (A&E) contract documented on an AD-700 • Note: If the decision is to not use an A&E contract, this process is complete
2. Prepare description of work, specifications, and evaluation factors.	<ul style="list-style-type: none"> • SCE 	<ul style="list-style-type: none"> • Project plan 	<ul style="list-style-type: none"> • General Manual (GM) • Electronic Field Office Technical Guide (eFOTG) • Statements of Work (SOW's) • Program Manuals 	<ul style="list-style-type: none"> • Description of work and specifications for the proposed work • List and weight of evaluation factors
3. Prepare solicitation documents.	<ul style="list-style-type: none"> • SCE • CO 	<ul style="list-style-type: none"> • Description of Work • Required Solicitation documents • Evaluation Factors 	<ul style="list-style-type: none"> • FAR • NEM (National Engineering Manual) 	<ul style="list-style-type: none"> • Document ready to advertise in FedBizOpps (Federal Business Opportunities) located on the web at http://www.fedbizopps.gov
4. Advertise in FedBizOpps.	<ul style="list-style-type: none"> • CO • Consultant 	<ul style="list-style-type: none"> • Solicitation documents 	<ul style="list-style-type: none"> • FAR 	<ul style="list-style-type: none"> • Solicitation is posted on FedBizOpps • Proposals from A&E firms are received
5. Appoint Source Selection Evaluation Board (SSEB).	<ul style="list-style-type: none"> • CO 	<ul style="list-style-type: none"> • Recommendation from SCE 	<ul style="list-style-type: none"> • FAR 	<ul style="list-style-type: none"> • Letters appointing the SSEB
6. SSEB establishes ranking criteria.	<ul style="list-style-type: none"> • SSEB 	<ul style="list-style-type: none"> • Evaluation factors shown in the solicitation • Guidance from the CO 	<ul style="list-style-type: none"> • FAR 	<ul style="list-style-type: none"> • Final Ranking Criteria
7. Determine most qualified consultant.	<ul style="list-style-type: none"> • SSEB • CO 	<ul style="list-style-type: none"> • Proposals from consultants • Solicitation • Ranking criteria 	<ul style="list-style-type: none"> • FAR 	<ul style="list-style-type: none"> • Letter to CO with the Board's ranking of the consultants

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<p align="center">Step</p> <p align="center">Action – a verb sentence</p>	<p align="center">Responsibility</p> <p align="center">Any position that is accountable for the completion of this step.</p>	<p align="center">Inputs</p> <p align="center">Items needed to complete the step (forms, tools, people, etc)</p>	<p align="center">Control</p> <p align="center">Practice Standard, Policy, Regulations, etc.</p>	<p align="center">Output</p> <p align="center">Completed object, form, reviewable product, or demonstrated knowledge.</p>
<p>8. Negotiate price with most qualified consultant and notify consultants who were not selected.</p>	<ul style="list-style-type: none"> • CO 	<ul style="list-style-type: none"> • Solicitation • Contract documents • Engineer's estimate • Letter from SSEB with ranking of consultants 	<ul style="list-style-type: none"> • FAR 	<ul style="list-style-type: none"> • Written agreement on the consultant's price to perform the work (NOTE: If agreement is not reached with the highest ranked firm, negotiations begin with the next highest ranked firm. This process continues until an agreement is reached on price.) • CO notifies by letter consultants who were not selected
<p>9. Award contract.</p>	<ul style="list-style-type: none"> • CO • Consultant 	<ul style="list-style-type: none"> • Agreement on the consultant's price • Contract documents 	<ul style="list-style-type: none"> • FAR 	<ul style="list-style-type: none"> • Contract is executed (signed by NRCS and the Consultant)
<p>10. Complete design work.</p>	<ul style="list-style-type: none"> • Consultant 	<ul style="list-style-type: none"> • Contract documents • Description of work • Copies of planning documents pertinent to the design • Field investigations • Survey equipment • Sampling and/or testing equipment • Computer design and drafting software 	<ul style="list-style-type: none"> • Contract documents • Appropriate technical references and standards • NEM, Part 511 • FAR 	<ul style="list-style-type: none"> • Design records • Construction drawings & specifications • Engineer's cost estimate • Construction time estimate
<p>11. Provide quality assurance for contracted work.</p>	<ul style="list-style-type: none"> • Engineers (SO and AO) • Contracting Officer Representative (COR) 	<ul style="list-style-type: none"> • Contract documents • Description of Work • Design records from the consultant • Construction drawings and specifications • Engineer's cost estimates • Construction time estimate 	<ul style="list-style-type: none"> • GM • NEM • FAR • Contract documents • Appropriate technical references and standards 	<p><i>If the recommendation is to approve the work, go to Step 12</i> <i>If the recommendation is to not approve the work, go back to Step 10</i></p>

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12. Provide final approval of consultant's work.	<ul style="list-style-type: none"> • CO • COR • Consultant 	<ul style="list-style-type: none"> • Documentation of the quality of consultant's work • Recommendation to accept the consultant's work 	<ul style="list-style-type: none"> • FAR • GM 	<ul style="list-style-type: none"> • COR provides written documentation to CO that work meets contract requirements • Consultant provides certification of work • Consultant provides invoices for completed work
13. Invoices submitted to FNM for processing.	<ul style="list-style-type: none"> • CO 	<ul style="list-style-type: none"> • Invoices received from consultant with COR documentation that work meets contract requirements 	<ul style="list-style-type: none"> • FAR 	<ul style="list-style-type: none"> • FNM receives and processes payment. • Refer to appropriate Process Step Tables for payments <p><i>If construction is included as part of the contract, go to the Process Step Table for Practice Application – Engineering Practices</i></p> <p><i>If the contract does not include construction, the process is complete</i></p>

Field Checked: June 12, 2006

Approved: /s/Richard Van Klaveren
 Richard Van Klaveren, State Conservationist

Date Approved: June 14, 2006