

**GENERAL GUIDELINES FOR CONSULTANTS**  
(A/E, Planners, Geotechnical/Soil Studies, Special Testing and Inspection, Surveyors, Appraisers,  
Traffic Studies, etc.)

1. All consultant work must be procured through construction contracting procedures at PaCS, even if the cost is less than the departmental delegated authority.
2. Authorizations Required
  - a. The only individuals on campus legally authorized to execute a design-related contract are those contract officers listed in the March 6, 2009 memo from Mark McCambridge (OAR 580-061-0020).
3. Cost Limits – Retainer process
  - a. Projects with a total expected design cost (fees and expenses) of less than \$100,000 may be awarded to any firm on the retainer list deemed capable of performing the work. In no case may the design work performed by the selected designer exceed \$100,000.
  - b. Projects with a total expected design cost of between \$100,000 and \$250,000: Must provide an RFP to three firms; selection is based on criteria identified in the RFP. In no case may the cost of the design work performed by the selected designer exceed \$250,000.
  - c. Projects with a total expected design cost of between \$250,000 and \$1,000,000 requires notice to all firms on retainer of the project and provision of an RFP to all interested firms; selection is based on criteria identified in the RFP. In no case may the cost of the design work performed by the selected designer exceed \$1,000,000.
  - d. Projects with a total expected design cost in excess of \$1,000,000 must go through the “formal” selection process, as outlined in OAR 580-063-0025(2).
4. Cost Limits – Non-Retainer process
  - a. Projects with a total expected design cost (fees and expenses) of less than \$25,000 may be awarded to any firm deemed capable of performing the work. In no case may the design work performed by the selected designer exceed \$25,000.
  - b. Projects with a total expected design cost of between \$25,000 and \$100,000 may be awarded using either the informal or formal process identified in OAR 580-063-0020(2) and 580-063-0020(3). In no case may the cost of the design work performed by the selected designer exceed \$100,000.
  - c. Projects with a total expected design cost in excess of \$100,000 must go through the “formal” selection process, as outlined in OAR 580-063-0020(3).
5. Fee Proposal Content
  - a. Fee Proposals from A/E firms must contain:
    1. a complete description of services to be performed, including a list of all deliverables;
    2. a maximum not-to-exceed figure for services, and a maximum not-to-exceed figure for reimbursable expenses; and
    3. a listing of hourly rates (if not on the OUS retainer list) and staff members who will be assigned to the project