



## Missouri Highways and Transportation Commission Policies

**Category:** EQUIPMENT and PROCUREMENT  
**Subcategory:** Professional Services

### PROCUREMENT OF PROFESSIONAL SERVICES CONSULTANTS

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 \$100,000 shall be executed by a member of the Executive Committee. Contracts for \$100,000 or less shall be executed by a member of the Executive Committee, 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 a member of the Executive Committee, or General Services Director. The agreements will have a maximum three-year term with an option to renew for two additional one-year periods. The hourly rate Memorandum of Understanding is limited to \$100,000 per project, a maximum of four agreements with one vendor may be executed by the General Services Director, anything beyond four agreements with one vendor must be reviewed and approved by a member of the Executive Committee.

**Executive Committee** – For purposes of this policy the term Executive Committee includes the individuals who fill the positions of Director, Deputy Director/Chief Engineer, Assistant Chief Engineer, Chief Safety and Operations Officer, Chief Administrative Officer, and Chief Financial Officer.

Effective Date: September 6, 2019

Supersedes Policy Dated: November 7, 2013

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; September 6, 2019 – comprehensive policy review revised policy to apply to both STIP and non-STIP non engineering services and revised authority to be consistent with operating budget policy.

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