

10.c. CONSULTANT / CONTRACTOR SELECTION PROCESS

Consultants and/or contractors may be required during the life of the project for specific tasks, such as design, preparation of analytical reports, or environmental review.

We urge Project Leads to go out for bid for these services unless there is a compelling reason to use another approach. Project Leads should describe the selection process they intend to use in the Project Design and Permit Plan (PDPP).

If a project is going out to bid, the Project Lead must submit the bid package to the RCD for review prior to its distribution.

Regardless of how a consultant or contractor is selected, the Project Lead must submit the names, scope of services, budget, and hourly rates to the RCD for final approval prior to hiring a consultant/contractor.

IMPORTANT NOTE: Invoices will not be approved for work that has not followed the procedures outlined in the IWRP Design & Permitting Coordination Process Guidelines Manual. Project Leads should ensure that the consultants and contractors have received a copy of the manual and explain the importance of following it.