

East Ascension Consolidated Gravity Drainage District 1

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East Ascension Drainage District

Policy and Procedure Memo #9

Procurement of Professional Services

The following Procedure is adopted by the Board of Commissioners for the procurement of professional services:

1. The East Ascension Consolidated Gravity Drainage District shall adopt the Parish of Ascension Procedure for Selection of Engineers and Professionals.
2. The East Ascension Consolidated Gravity Drainage District Shall adopt the Parish of Ascension Contract for Professional Services format. References to Parish of Ascension shall be substituted with EACGDD.
3. Professionals selected for Capital or major projects shall be procured through a contract specific to that project and only for that project. The contract shall have a phased scope of work with estimated compensation per phase to reflect the total scope of work and total compensation. The contract phases are for better internal control with each phase requiring an authorization to proceed by EADW. However, this authorization is for management use and not requiring further authorization from the Commission as long as the contracted total scope of work and total compensation have not changed.
4. Indefinite Delivery Contracts (Task Order Contracts) will not be used. Retainer contracts for professional services can be used for the procurement of professional services as needed for minor, miscellaneous projects. The selection of the professional firm shall follow the Procedure for Selection of Engineers and Professionals. Each task shall be independent in nature and cannot be used to circumvent a policy of the commission.
5. Items of this policy shall supersede items of preceding policies.