

PREFACE

Each Federal Lands Highway (FLH) Division faces similar difficulties in balancing workforce with workloads, effectively outsourcing work and managing consultant deliverables. In an effort to support the project delivery staff, the Divisions developed the *A/E Task Order Procedures Manual* to provide the methods and procedures for using Architect/Engineering (A/E) consultants for preconstruction engineering under Indefinite Delivery Indefinite Quantity (IDIQ) contracts. This manual contains easily accessible, current information for use by FLH employees and consultants involved with A/E projects. The manual documents the A/E consultant procurement, management and evaluation processes used in each Division. As on-call contracts IDIQ contracts differ from project-specific contracts by establishing basic contractual requirements without defining specific projects. Project delivery staff write task orders only after identifying projects. The life of an IDIQ contract may be between three and five years. The base contract sets up specific, agreed upon hourly rates for the various functional disciplines. When staff initiate task orders for projects, they then negotiate the A/E's proposed hours of work. Negotiating hourly rates ahead of time minimizes the time needed to award the task order.

This manual provides a systematic approach to processing an IDIQ task order. Employees and A/E consultants can access any relevant process, procedure, guideline, regulation, and reference from this manual. It should be used in conjunction with current practices and procedures issued by the Federal Acquisition Regulation (FAR), the Transportation Acquisition Regulation (TAR), the Transportation Acquisition Manual (TAM) and the Federal Highway Administration (FHWA) including the FLH Divisions. These regulations can be accessed through the U.S. Department of Transportation electronic acquisition reference library at <http://www.dot.gov/ost/m60/elecacq.htm>. FAR Subpart 36.6, its extension in TAR Part 1236, and TAM 1236.602 are the predominant regulations governing the procurement of A/E services within the Federal Government. These regulations are written in accordance with the "Brooks Bill"—Public Law 92-582, 86 Stat. 1278 (1972). Guidance on these regulations and FLH procedures can be found in the following subsections of the *Federal Lands Highway Manual*, Chapter 6 – Acquisition, Section B – A/E Consultant Services:

- • Subsection 1 – Pre-Award Contracting – Solicitation Phase.
- • Subsection 2 – Pre-Award Contracting – Selection Phase.
- • Subsection 3 – Pre-Award Contracting – Price Proposal Phase.
- • Subsection 4 – Pre-Award Contracting – Negotiation and Award Phase.
- • Subsection 5 – Post-Award Contracting Activities – Task Order.

The *A/E Task Order Procedures Manual* provides the needed support for the project delivery staff, whether new or existing, in effectively and efficiently administering the A/E component of the FLH project delivery process. Posting the manual on the Internet keeps the procedures current and available to an ever-changing workforce. This “living document” allows for future improvement opportunities and for changes to existing procedures and methodologies. Questions or suggestions concerning this manual should be directed to the FLH Project Management Discipline Leader at (703) 404-6295.