PROCEDURES RELATING TO PROFESSIONAL SERVICES:

PROFESSIONAL SERVICES CONTRACTS

Take direction only from the Project Manager particularly when it affects your contract.

Do not proceed without receipt of written verification that MUSC, MUHA and/or the State Engineer have approved releases and/or amendments to your professional service contract.

To amend a professional services contract a proposal is required indicating an amount for (1) basic services, (2) an amount for additional services and (3) an amount for reimbursable expenses. Charges for additional services require proposals from the consultant providing that additional service. Reimbursable expenses require detailed description and a not-to-exceed amount.

Prepare all construction contract documents including but not limited to AIA 101 form of agreement, 1997 Edition, in compliance with the OSE requirement.

Transmit contract documents to contractor with copies of performance and payment bonds and sample of ACORD insurance certificate immediately following posting of Notice of Intent to Award.

Be responsible for meeting Office of the State Engineer timelines as relates to submission of contract documents.

PLANS AND SPECIFICATIONS

Provide one set of specifications to Contract Administrator, Engineering and Facilities, prior to bid opening.

Specifications should include an index of drawings.

FAX all addenda upon issuance to Contract Administrator, 843-792-0251.

Deposits for plans and specifications should represent the cost of plan and specification reproduction plus 10%.

A recap of all plan holders should be faxed to the attention of Contract Administrator, 843-792-0251. The recap should include company name, contact person, amount of deposit, number of plans received, check number, date plans received, date plans/deposit returned, evidence of returned plan deposits, i.e., signed receipt, copy of check, etc.
All checks for plans not returned should appear as a credit against architect/engineer’s reimbursables.

Returned plans not delivered to successful contractor should be delivered to the Project Manager.

Invoices are to be submitted to the Agency no later than sixty (60) days from date work was performed and shall clearly indicate State/MUSC project name and number and IDC release number. Date, hours, type of work, hourly rate, and specific location of work shall be itemized on all invoices.

Payment shall be made within twenty-one days from the date the Owner receives an undisputed invoice. Copies of reports/studies shall accompany invoices. Invoices for final payment should be marked as such. Final payments should include all reimbursables. Reimbursable expenses are to be billed on a separate invoice and shall not exceed 1.1 times the expenses. Receipts are required for all reimbursables, including a cover page with a breakdown of what is being billed. Reimbursables are to be billed within 60 days of incurring expense and within 90 days for Consultants.

PAYMENTS

Indicate IDC number, State Project number, MUSC/MUHA number and project name on all requests for payment.

Attach receipts for all reimbursables. Invoice reimbursables within sixty (60) days of incurring expense. Charges in excess of 60 days will not be considered.

Mail all requests for payment to the appropriate Project Manager, Engineering and Facilities, Post Office Box 250190, Charleston, SC 29425.

Invoices for final payment should be marked as such. Final payments should include all reimbursables.

Do not bill before receipt of written verification that MUSC, MUHA and/or the State Engineer have approved contract, releases and/or amendments.

DELIVERABLES

Provide in addition to copies required by contract additional copies of studies as follows: one to Project Manager and one to Contract Administrator, Engineering and Facilities, (for inclusion in permanent project records).
PROCEDURES FOR PROFESSIONAL SERVICES

Next Review Date: 5-1-2007

Approved By: John C. Malmrose
Chief Facilities Officer
Engineering & Facilities

Effective Date: January 1, 2006

Debbie Zerba
Administrative Coordinator
Engineering and Facilities