

City of Springfield
Professional Services
Direct Appointment for Continuation of Existing Project
C# _____

The determination of direct appointment is based on the following findings as specified in OAR 137-048-0200(1). This form is applicable to contracts for consultants for architectural, engineering, photogrammetric mapping, transportation planning, or land surveying services, and related services.

Contracting Agencies may enter into a Contract directly with a Consultant without following the required competitive selection procedures if one of the following methods is allowed.

Do not use this form for these types of direct awards:

- (a) **Emergency:** Document with Emergency justification form.
- (b) **Small Estimated Fee.** If estimated fee is \$100,000 or less, may direct appoint the consultant.

Use this form to for direct awards greater than \$100,000 as a Continuation of an Existing Project:

- (c) **Intermediate Estimated Fee.** Check that all the following requirements are met:
 - (A) The services consist of or are related to Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services that have been substantially described, planned or otherwise previously studied in an earlier Contract with the same Consultant and are rendered for the same Project as the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services rendered under the earlier Contract.

Explain the new services and how they relate to the earlier contract:

- (B) The Estimated Fee to be made under the Contract does not exceed \$250,000.
- (C) The Contracting Agency used either the formal selection procedure under OAR 137-048-0220 (Formal Selection Procedure) or the formal selection procedure applicable to selection of the Consultant at the time of original selection to select the Consultant for the earlier Contract.

Solicitation Number and Date of earlier RFP:

- (d) **Extensive Estimated Fee.** Check that all of the following requirements are met:
 - (A) The services consist of or are related to Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services that have been substantially described, planned or otherwise previously studied in an earlier Contract with the same Consultant and are rendered for the same Project as the Architectural, Engineering, Photogrammetric Mapping, Transportation Planning or Land Surveying Services or Related Services rendered under the earlier Contract.

Explain the new services and how they relate to the earlier contract:

- (B) The Contracting Agency used either the formal selection procedure under OAR 137-048-0220 (Formal Selection Procedure) or the formal selection procedure applicable to selection of the Consultant at the time of original selection to select the Consultant for the earlier Contract.

Solicitation Number and Date of earlier RFP:

- (C) The Contracting Agency makes written findings that entering into a Contract with the Consultant, whether in the form of an amendment to an existing Contract or a separate Contract for the additional scope of services, will:
 - (i) Promote efficient use of public funds and resources and result in substantial cost savings to the Contracting Agency; and,
 - (ii) Protect the integrity of the Public Contracting process and the competitive nature of the Procurement by not encouraging favoritism or substantially diminishing competition in the award of the Contract.

Explain how (i) and (ii) are both met:

APPROVED:

_____	_____
City Manager	Date
_____	_____
Department Director	Date
_____	_____
City Attorney Office	Date
_____	_____
Finance Department Designee	Date