



DEPARTMENT OF THE ARMY
LITTLE ROCK DISTRICT, CORPS OF ENGINEERS
POST OFFICE BOX 867
LITTLE ROCK, ARKANSAS 72203-0867

REPLY TO
ATTENTION OF

CESWL-EC-HA (1110)

14 September 2001

DISTRICT COMMANDER'S POLICY MEMORANDUM 2001-13

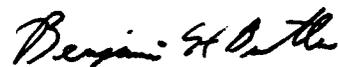
SUBJECT: District and Regional Procurement of A-E Contract Services

1. This memorandum outlines requirements for obtaining A-E contract services (contracts, delivery orders, and modifications) in the Little Rock District. This memorandum will also ensure that all elements within the District are aware that all A-E contracting services should be performed by or in conjunction with personnel in A-E Management Section of Engineering and Construction Division.
2. Prior to any A-E contract action inside or outside the District, contact Chief of A-E Management Section. Furnish A-E Management Section personnel the following:
 - a. Draft Scope of Work.
 - b. Estimated cost of the work to be performed by the A-E.
 - c. Evidence of availability of funds.
 - d. Proposed delivery schedule including Government review time and A-E completion date.
3. To expedite the acquisition process, furnish all pertinent data, documents, and information that will ensure selection of the best-qualified A-E firm. If the District does not have the available A-E capability, it is Engineering and Construction Division's function to obtain the A-E resource from another District. This usage or 'sharing' of another district's contracting capacity is known as the Rationalization of Indefinite Delivery Type Contract for A-E Services.
4. Engineering and Construction Division's responsibilities include, but are not limited to, the following:
 - a. Ensuring that adequate sources of competent A-E firms are available.
 - b. Obtaining A-E capability from outside the District when adequate capability is not available under contract in the District.

This policy supersedes Policy No. 98-04, dated 17 February 1998

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- c. Managing all A-E contract actions for all District elements.
 - d. Providing technical advice, assistance, and support to District elements with a need for A-E services.
 - e. Negotiating, documenting negotiations, and preparing other contractual documents, if applicable, of A-E contract actions.
5. POC is A-E Management Section, Engineering & Construction Division, at extension 5045.


BENJAMIN H. BUTLER
Colonel, Corps of Engineers
Commanding

DISTRIBUTION C