**“Hecom”**

**revised 6/28/2023**

**Summary of Major Updates/ Changes**

* Professional Services or firm procurement options under $10K or under $50K – 3 phone calls have been eliminated. For fees less than $80K PM’s can select a firm or professional, conduct an informal interview, negotiate a fee for services, and complete the updated HECO-3.2 or use a Service Order against a Term Contract as we have done in the past. Change Orders up to a total Contract amount of $80,000 are allowed. Any Change Orders where the total Contract amount exceeds $80,000 require a D&F.
* For Professional Services or firms with expected fees of $80,000 or more, the A/E will normally be procured by RFP or Term Contract.
* Term Contracts for A/E & Firm Services up to $2.0 million will be available for future procurements upon approval by the Director of CC&R that Services more than $1.0 million are expected to be needed.
* Procurement option for Small Purchase for non-transportation-related construction (currently less than $200,000) not requiring competitive sealed bids or competitive negotiation, if the aggregate or the sum of all phases is not expected to exceed the threshold. However, such Small Purchases shall seek competition wherever practicable and require preapproval by the Associate Director of the responsible group or the Director of CC&R.
* Advertisements for Competitive Negotiation Request for Proposals in newspapers are no longer required but are allowed per Code of Virginia §2.2-4302.2. Newspaper advertisements for Bids are still required.
* Requirements for A/E Seals & Signatures updated thru-out HECOM for consistency including new definition for Uniform Document Date.
* Updated Procurement & Capital Project Execution Delegation Letters – See Appendix G.
* Updated definitions and/or information on Capital & Non-capital projects, Construction-related Nonprofessional Services Contracts, Maintenance Reserve, On-Demand Contractors, Planning & Budgeting, Supplemental General Conditions, SWaM, Value Management, & VCCO.
* Removed or updated broken webpage links.