

2.210 Professional Services Contracts

I. Overview

Professional services contracts are used to obtain services from architects, engineers, and legal counsel. Contracts with architects and engineers related to construction require the utilization of a specialized services agreement; contact RCUH Procurement if the services of an architect or engineer are anticipated. A services agreement with all other professionals may follow the requirements and form described in [Policy 2.204 Services Agreements](#). For architects and engineers, RCUH does not establish a pre-qualified list of professionals, and instead utilizes the University of Hawai'i's, and in some cases the State of Hawai'i's, list. The process involves establishing a pre-qualified list of professionals by desired specialties based on their expressed interest and on an assessment of their qualifications relative to the requirements. A screening committee consisting of individuals qualified to serve on such a committee organized by the Project evaluates three (3) or more professionals from the list, selects the best qualified, and then negotiates the price of a contract.

The use of the University of Hawai'i's professional services procurement process is limited to the procurement of construction, building repair, and maintenance-type services. The selection of architectural and engineering services for construction projects service-ordered to RCUH is the responsibility of the designated University facilities planning office with the approval of the authorized university official. After selection and negotiation of the price by the appropriate UH facilities planning office, the documentation, along with the purchase order and professional services contract, is forwarded by the Project to RCUH Procurement.

The procurement of professional services not related to construction, including the procurement of legal services, requires the prior approval of the RCUH Procurement & Disbursing manager.

In accordance with [Hawaii Revised Statutes § 28-8.3\(a\)\(22\)](#), approval to engage the services of outside legal counsel must be obtained from the Office of the Governor of the state of Hawai'i prior to engagement. For procurement/contract-related legal matters, contact the RCUH Procurement & Disbursing manager. For other legal matters, as required by [UH AP 8.265 Specialized Purchasing](#), contact the UH Office of General Counsel.

II. Responsibilities

A. Principal Investigator

1. Work with the Fiscal Administrator and the appropriate UH facilities planning office in obtaining professional services in connection with procuring architectural and engineering services for construction projects.

2. Obtain prior approval from the RCUH Procurement & Disbursing manager for any professional-services procurement unrelated to construction projects, including legal services.

B. Fiscal Administrator

1. Work closely with the Principal Investigator and appropriate UH facilities planning office (for construction-related projects) on negotiating and drafting contracts for professional services.
2. Assist the Principal Investigator in obtaining prior approval from the RCUH Procurement & Disbursing manager disbursing manager for professional services unrelated to construction projects.

III. Relevant Documents

[Policy 2.204 Services Agreements](#)

[Hawaii Revised Statutes § 28-8.3\(a\)\(22\)](#)

[UH AP 8.245 Professional Services Procurement](#)

[UH AP 8.246 Professional Services Procurement for Architects, Engineers, Land Surveyors, and Landscape Architects](#)

[UH AP 8.265 Specialized Purchasing](#)

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