

**751—6.2(17A,8D) Contracts for professional services.**

**6.2(1)** Professional services defined. The term “professional services” shall include planning, design, architectural, engineering, land surveying, land appraising, consulting, legal in conformance with Iowa Code section 13.7, auditing, information systems implementation, telecommunications services, rates and tariffs services management review services or other professional services as needed.

**6.2(2)** Notification of professional firms or individuals. The commission shall keep a record of professional firms and individuals desirous of providing services and shall encourage from time to time the submission of letters detailing a firm’s or individual’s capabilities.

**6.2(3)** If a contract is estimated to cost more than \$25,000, firms or individuals shall be invited to notify the commission of their interest in and capabilities for providing the service. Such firms or individuals shall be informed by an advertisement in at least one newspaper of statewide circulation, one newspaper published in the county seat of the county in which the work is to be done, and such other means as may be appropriate. Where work is to be done under the contract in more than three counties, the requirement of publication in the county seat shall not be required as long as other means of notice to bidders is given, as in trade journals or other such means. At least one of said advertisements shall be not less than 15 days prior to the date set by the commission for the preliminary review of said documents. Based upon this information, the commission may select a group of at least five firms or individuals, unless fewer than that number have indicated interest, who shall be invited to submit proposals for the performance of the desired service.

In explaining their capabilities, firms or individuals are encouraged to provide information relative to the number, qualifications, and experience of their professional and technical staff; their performance records for timeliness, quality, and project management; their geographical location; and any specialized expertise which may be appropriate.