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Department Memorandum

Idaho Transportation Department

ITD 0500 (Rev. 07-17)
itd.idaho.gov

DATE: September 6, 2024

Program Number(s)

TO: District Engineers 1-6,
LHTAC Administrator
ACHD Capital Projects Supervisor

Key Number(s)

FROM: Mohsen Amirmojahedi, PE 
Consultant Services Engineer

Program ID, County, Etc.

RE: Revision on Direct Select Limit related to Professional Service Agreement and Administration Procedures (PSAP)

Attached you will find additions and revisions to section 640.00 Consultant Selection Methods of the PSAP manual.

Highlights of the changes include:

- Agreements initiated with Direct Selection Method shall not exceed \$150,000.

The effective date for this interim change to the Professional Services Agreement Procedures (PSAP) manual shall be September 6, 2024.

cc: FHWA: Sajonara Tipuric
ITD: COO, CE/HCOA, DEs, DEMs, DCOMs, Hwy Managers, TECM
LHTAC: Laila Kral
ACHD: Brian McCarthy

SECTION 640.00 – CONSULTANT SELECTION METHODS

Direct Selection Method

Paragraph 1 is revised to:

Agreements initiated with this selection method shall not exceed **\$150,000**. Services that exceed **\$150,000** cannot be broken down into smaller components merely to permit the use of this method. The full amount of any contract modification or amendment that would cause the total contract amount to exceed **\$150,000** would be ineligible for Federal-aid funding. Furthermore, the FHWA may withdraw all Federal-aid funding from a contract if it is modified or amended above **\$150,000**.

Paragraph 4 is revised to:

A consultant who is selected using the Direct Selection method cannot submit a proposal for a subsequent RFP or RFI for the same project. However, the same consultant may be selected, for extra work on the same project, using the direct selection method provided the accrued amount does not exceed the **\$150,000** limit.