



Certified Local Government Program

CLG Grant Program

Consultant Selection Guidelines

Grantees must adhere to the following guidelines when selecting and engaging consultants and contractors to work on CLG grant funded projects.

Qualifications

- All consultants and contractors must meet the Secretary of the Interior’s Professional Qualification Standards as defined in 36 CFR Part 61. The standards are available online from the National Park Service at the link below.
- https://www.nps.gov/history/local-law/arch_stnds_9.htm

Competitive Selection

- Consultants and contractors must be selected through a competitive process.
- The grantee must maintain documentation about the selection process and provide this information to the PA SHPO as part of the final project report.
- Competitive selection does not necessarily mean a formal RFP or sealed bid process if local procurement regulations and policies do not require that level of effort. However, the grantee must make a good faith effort to solicit and consider quotes or proposals from multiple firms or individuals qualified to perform the work before engaging the preferred consultant. There is no minimum number of consultants who should be solicited or considered, and that number will vary based on the nature and location of the project, and the availability of qualified contractors. However, PA SHPO does recommend contacting at least three (3) qualified contractors whenever possible.
- All prospective consultants should be provided with the same PA SHPO approved scope of work for the project.
- The grantee may select a consultant in whatever manner they choose. Some communities establish selection committees with internal and external partners, others allow staff to make the decision.
- Grantees may use whatever selection criteria they deem appropriate but should aim to select the best value for the project. That generally means choosing the consultant who is capable of performing the work competently and within the specified parameters at a reasonable cost.
- To help ensure consistency and fairness in the selection process, the PA SHPO will not respond to inquiries from individual consultants about funded project during the proposal/bid stage. If, during the course of preparing a proposal or bid, prospective consultants have questions regarding the scope of work, they should direct those to the grantee. The grantee may then consult with the PA SHPO as necessary and share the responses with the consultants.

Consultant Compensation

- National Park Service regulations limit the maximum hourly rates charged to CLG grants to 120% of the hourly rate for a GS-15 Step 10 Federal employee, which may vary by locality.
- The maximum allowable rates for Pennsylvania (effective January 2020) are:

Locality	Maximum Hourly Rate
Philadelphia area	\$98.20
Harrisburg area	\$95.80
Pittsburgh area	\$97.60



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- More information on hourly rates is available from the Office of Personnel Management here: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2020/general-schedule/>
- Grantees may supplement this rate by paying more from non-Federal funds NOT used to match the grant or may enter into a fixed-fee contract not based upon an hourly rate.

Consultant Selection Documentation

- Prior to the solicitation of quotes or proposals, the grantee must provide the PA SHPO with a written scope of work that will be provided to the prospective consultants, as specified in the Workplan and Budget. The purpose of this consultation is to ensure that the work being solicited is consistent with the terms of the grant award and will meet all necessary requirements for reimbursement.
- The grantee must provide a summary of the consultant selection process as part of the final project report. This summary should include the following information:
 - Description of the methods of soliciting the quotes/proposals including dates and places of publications and postings, as applicable.
 - Names of firms and individuals contacted for quotes/proposals and response, including no response.
 - Summary of selection method.
 - Copy of written contract or agreement with the selected consultant.

Questions? Problems?

If you have any questions, concerns or need assistance during the selection process, please contact your PA SHPO Community Preservation Coordinator.