

**Examples of Non-Architectural and Engineering Personal Services**

If the proposed project falls under on of the following categories of work, then it would generally be considered non-A&E personal services.

Accounting	Actuarial	Analysis of processes
Appraisal	Art work	Audio/video media productions
Auditing	Business analysis and assessment services	Business process re-engineering
Communications: maps, brochures, pamphlets, posters, etc.	Conference and trade show coordination	Consultation on programs, plans, systems, etc.
Counseling employees	Curriculum development	Economic analysis and consultation
Environmental planning/technology	Evaluation of processes, programs, systems, etc.	Executive recruitment
Expert witness for litigation	Facilitation for groups, projects, retreats	Facilities, planning/coordination
Feasibility studies (unless part of A&E project)	Financial services	Fundraising
Grant writing	Graphic design	Guest speakers
Investigations (personnel related, etc.)	Investment advisors and management	Labor negotiations and labor relations services
Legal services	Legislative liaison services	Lobbying services
Management consulting	Marketing services, including identifying market opportunities, promotion, market research, etc.	Mediation, negotiation and arbitration services
Medical and psychological services, including evaluation and consultative services, blood draws, physicals, etc.	Needs assessment, (except when part of A&E project)	Operational assessments
Organization development	Outreach services	Peer review
Planning services (except when part of A&E project)	Policy development and recommendations	Productivity improvement
Program development, assessment, implementation, coordination and evaluation	Public involvement services (except when part of an A&E project)	Quality assurance/control services

Recommendations on processes, products, projects, systems, etc	Research services: social, environmental, technical	Retreat and workshop planning, conduct, coordination, etc.
Scientific and related technical services	Strategic planning	Speech and report writing
Statistical analysis	Studies, development and conduct	Surveys (including development, conduct and analysis of results)
Temporary employment services, professional services: architects, engineers, etc	Trade development services	Training (a) offered to specific categories or classes employees; (b) offered to all or most agency employees more than once in a fiscal year.

*Examples of Personal Service On-Call Environmental Services*

Air Quality and Noise Studies	Biological Assessments, Environmental Documentation (Environmental Assessment, Environmental Impact Statement)
Cultural Resources: Archaeological and Historical inventory; Impact assessments	Fish, water quality and aquatic resources
Hydraulics Analysis Report	Landscape architecture
Resource Planning	Stormwater site plans
Wetland and Terrestrial Resources	

*Examples of Personal Service On-Call Hazardous Waste Services*

Analyzing test results, performing material identification and recommending acceptable remedial action	Coordinating and arranging for treatment or disposal of solid hazardous waste
Developing plans for management and control of solid and hazardous materials and wastes, including marine sediments	Hydrologic engineering investigations to determine hazardous material transport routes.

*Examples of Personal Service On-Call Public Involvement Services*

Brochures	Newsletters
Open House	Public meetings
Stakeholder Meetings	Surveys

*Examples of Personal Services Information Technology (IT) Services*

Acquisition planning and technology assessment	Business and technology planning	Business process re-engineering
Development of project definition and scope requirements	Disaster recovery planning	Feasibility studies
Needs assessment	Performance assessment	Project management
Quality assurance services	System architecture	Systems analysis design and implementation
System development and implementation, integration and migration.		

*NOTE: If the proposed project meets one of the examples listed above, the local agency must forward the non-A&E personal services agreement to the Regional Local Agency Liaison for review and approval before the consultant may begin work.*