



Remarks by:

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Requests:

Requests for advertisement from District Project Manager should be sent through the Location Engineer through the Director of Highway Design to the Division of Professional Services.

You can cc DPS so we can get a start, however we will not act on the request until we have received the official request from the Director of Highway Design

Requests:

Person-Hour estimates go through Location Engineer.

Requests:

Make sure funding is requested and authorized before requesting advertisement.

For Contract modifications. Check after we negotiate to verify. We will notify PM of negotiated fee when we ask for concurrence on schedule and/or Project Chronology so you can check.

Professional Services will also check before proceeding with execution of request.

Funding:

Contract Modifications for time or money cannot be processed when the unobligated funding is negative or less than the modification amount.

Unobligated = Authorized – Expenditure –
Encumbrances

Pay Estimates:

Consultant pay estimates will not be paid if the funding authorization balance is negative.

Balance = Authorized – Expenditures

Encumbrance will Liquidate July 1st if less than \$1000 encumbered balance.

Pay Estimates:

When approving Consultant pay estimates, you must check the Milestone Payment Percentages and the Contract Schedule.

Did you Know?:

500 hours per functional area doesn't require
Department independent hours estimate.

Replaced old \$50,000 rule.

Did you Know?:

Negotiation minutes required on every contract and modification. Need to be in formatted so they can be easily identified in the file by the auditors.