

Fee Proposal Checklists for Contracts Agreements and Modifications

Checklist for MINUTES OF NEGOTIATIONS

- Submit the negotiation minutes on consultant's letterhead titled "Negotiation Minutes"
- Include a full list of individuals of all parties that were involved in negotiations
- Include the consultant's initial proposed hours and date the consultant fee proposal was initially submitted and by what means (i.e. hardcopy, email, etc.)
- Identify each date that relevant emails/phone calls were made for negotiations, and by what means (i.e. phone, meeting, email, etc.)
- Identify the date of final concurrence by the Department/consultant and summarize the production hours that were negotiated
- Include proposed Milestone dates and Payment Percentages (may be delayed because of lack of funding, etc.)
- List any future anticipated contract actions/modifications
- At conclusion, include a signature block and name/title of authority for the consultant and a similar signature spot for Department approval

Checklist for AGREEMENTS

- Engineering and Related Services Fee Proposal from Prime Consultant (TC 40-2). All Subconsultant's and/or Subcontractor's and their corresponding fee must be listed on this form.
- Cover letter from Prime Consultant with description of project.
- Consultant's Independent Production-Hour Estimate. If Hours are 500 or less, Departmental approval is acceptable.
- Department's Independent Production-Hour Estimate.
- Minutes from Pre-Design Conference.
- Classifications and Percentages for Design.
- Brief statement describing the Project Scope.
- Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s).
- Payment Percentages.
- Departmental approval for Project Milestone Schedule and Payment Percentages.
- Contract Payout Schedule.
- Negotiation Minutes.
- Prime Consultant and all Subconsultant's Most Recent KYTC Audit Report.
- Prime Consultant and all Subconsultant's Certificate of Final Indirect Costs.

Checklist for STATEWIDE AGREEMENTS

- Scoping Meeting Minutes with Departmental approval.

Checklist for CONTRACT MODIFICATIONS

- Engineering and Related Services Fee Proposal from Prime Consultant (TC 40-2). All Subconsultant's and/or Subcontractor's and their corresponding fee must be listed on this form.
- Cover letter from Prime Consultant with description of project.
- Consultant's Independent Production-Hour Estimate. If Hours are 500 or less, Departmental approval is acceptable.
- Department's Independent Production-Hour Estimate.
- Classifications and Percentages for Design.
- Contract Payout Schedule.
- Negotiation Minutes.
- Prime Consultant and all Subconsultant's Most Recent KYTC Audit Report.
- Prime Consultant and all Subconsultant's Certificate of Final Indirect Costs.
- Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s).
- Departmental approval for Project Milestone Schedule.
- Project Chronology Memorandum.
- Departmental approval for Project Chronology Memorandum.
- Copy of Last approved Pay Estimate.

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Checklist for LETTER AGREEMENTS

- Engineering and Related Services Fee Proposal from Prime Consultant (TC 40-2). All Subconsultant's and/or Subcontractor's and their corresponding fee must be listed on this form.
- Cover letter from Prime Consultant with description of project.
- Consultant's Independent Production-Hour Estimate. If Hours are 500 or less, Departmental approval is acceptable.
- Department's Independent Production-Hour Estimate.
- Classifications and Percentages for Design.
- Negotiation Minutes.

Checklist for TIME EXTENSIONS

- Email or memo for purpose of Time Extension with extended date(s).
- Project Chronology Memorandum.
- Departmental approval of Time Extension and Project Chronology Memorandum.