



**TRANSPORTATION CABINET**

Frankfort, Kentucky 40622  
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MEMO TO: All Prequalified Consultants  
FROM: James H. Wathen, P.E., P.L.S. *JHW*  
Acting Director  
Division of Professional Services

DATE: September 20, 2005

SUBJECT: Professional Services Policy for Independent Person-Hours

600 KAR 6:070 Consultant Contracts stipulates that independent person-hours be submitted by the consultant and Department for all contract agreements and modifications.

The Division of Professional Services' Policy relative to Departmental concurrence of person-hours includes the following:

- 1) The agreement or contract modification is for roadway design, structure design, environmental services and/or related engineering services work.
- 2) This policy applies to normal highway design projects and not to projects to be negotiated under our statewide contracts.
- 3) The total number of person-hours for any one disciplined area of design (roadway design, structure design, environmental services) is less than 500 hours. For example: An agreement or modification with 500 structure hours, 1000 hours of roadway design and 300 hours of environmental work would only require an independent person-hour estimate for roadway design. Structure design and environmental services could be reviewed and approved.
- 4) The design work is not being subdivided into several modifications in order to keep the person-hours less than 500 hours.
- 5) The Project Manager provides a recommendation to the Director of the Division of Professional Services in writing that he has reviewed and approves the scope of work, person-hours, employee classifications and their associated percentages for the design work.
- 6) The Project Manager does not approve the fee amount.
- 7) The fee amount shall be reviewed and may be approved by the Director of the Division of Professional Services.

JHW/MLH/AGS

cc: Chief District Engineers  
Division Directors  
Division of Professional Services  
Russell Wright