

## Fee Proposal Checklists for Agreements and Modifications

### Checklist for Project-Specific Agreements

- Engineering and Related Services Fee Proposal from Prime Consultant ([TC 40-2](#)). All Subconsultant's and/or Subcontractor's and their respective 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 and Project Funding Strip.
- 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.
- Department Verification of Funding Availability.
- Negotiation Minutes (see Checklist for Negotiation Minutes, below).
- Prime Consultant and all Subconsultant's Most Recent KYTC Audit Report.
- Prime Consultant and all Subconsultant's Certificate of Final Indirect Costs.

### Checklist for Contract Modifications with Funding

- Engineering and Related Services Fee Proposal from Prime Consultant ([TC 40-2](#)). All Subconsultant's and/or Subcontractor's and their respective 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 and Project Funding Strip.
- Classifications and Percentages for Design.
- Department Verification of Funding Availability.
- Negotiation Minutes (see Checklist for Negotiation Minutes, below).
- 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).
- Payment Percentages.
- Departmental approval for Project Milestone Schedule.
- Project Chronology Memorandum.
- Departmental approval for Project Chronology Memorandum.
- Copy of Last approved Pay Estimate ([TC 40-408](#)).

### **Checklist for Negotiation Minutes (Agreements or Contract Modifications)**

- 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 original Consultant Proposed Hours, KYTC Proposed Hours, and As-Negotiated Hours).
- 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 Contract Modifications for a revised Project Schedule only (no funding)**

- Cover Letter from Prime Consultant with description of project.
- 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 [\(TC 40-408\)](#).

### **Checklist for Statewide Master Agreements**

- Scoping Meeting Minutes with Consultant signature and Departmental approval.

### **Checklist for Statewide Letter Agreements**

- Engineering and Related Services Fee Proposal from Prime Consultant [\(TC 40-2\)](#). All Subconsultant's and/or Subcontractor's and their respective 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 and Project Funding Strip.
- Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s).
- Classifications and Percentages for Design.
- Negotiation Minutes.

### **Checklist for Statewide 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.