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 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 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.