Fee Proposal Checklists for Agreements, Modifications and Statewides

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 and scope of work.
☐ Consultant’s Independent Production-Hour Estimate.
☐ Department’s Independent Production-Hour Estimate. If the Consultant’s Estimate is 500 hours or less, Departmental approval is acceptable.
☐ Minutes from Pre-Design Conference.
☐ Classifications and Percentages for Engineering Services.
☐ Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s) and corresponding Payment Percentages.
☐ Department approval for Project Milestone Schedule and Payment Percentages.
☐ Department Identification of Funding Availability and Funding Strip information.
☐ Negotiation Minutes (see Checklist for Negotiation Minutes, below).

Checklist for Contract Minutes with Funding

☐ Select “Request Modification” directly within the Consultant Portal
☐ 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 and scope of work.
☐ Consultant’s Independent Production-Hour Estimate.
☐ Department’s Independent Production-Hour Estimate. If the Consultant’s Estimate is 500 hours or less, Departmental approval is acceptable.
☐ Classifications and Percentages for Engineering Services.
☐ Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s) and corresponding Payment Percentages.
☐ Department approval for Project Milestone Schedule and Payment Percentages.
☐ Department Identification of Funding Availability and Funding Strip information.
☐ Project Chronology Memorandum.
☐ Departmental approval for Project Chronology Memorandum.
☐ Copy of Last approved Pay Estimate (TC 40-408).
☐ Negotiation Minutes (see Checklist for Negotiation Minutes, below).

Checklist for Contract Modifications for a revised Project Schedule only (Project-Specific or Statewide)

☐ Request Time Extension Only and list the Requested eMARS End Date directly in the Consultant Portal
Checklist for Negotiation Minutes (Agreements, Modifications, or Letter Agreements)

☐ 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).
☐ List the As Negotiated Fee and breakdown of fee if there are more than one area: Roadway, Structures, Environmental, Geotech, etc.
☐ 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 Statewide Master Agreements

☐ Minutes from Contract Scoping Conference.
☐ At conclusion, include a signature block and name/title of authority for the Consultant and a similar signature spot for Department 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 and scope of work.
☐ Consultant’s Independent Production-Hour Estimate.
☐ Department’s Independent Production-Hour Estimate. If the Consultant’s Estimate is 500 hours or less, Departmental approval is acceptable.
☐ Minutes from Pre-Design Conference, if applicable.
☐ Classifications and Percentages for Engineering Services.
☐ Project Milestone Schedule and/or Completion Date(s) using Hard Calendar Date(s) and corresponding Payment Percentages.
☐ Department approval for Project Milestone Schedule and Payment Percentages.
☐ Department Identification of Funding Availability and Funding Strip information.
☐ Negotiation Minutes (see Checklist for Negotiation Minutes, above).