

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 Modifications 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).