

## UTILITY PREAUDITS DISTRICT CHECKLIST

**PROJECT NUMBER:**

**REVIEWED BY:**

**REVIEW DATE:**

**UTILITY:**

**CONTRACT TYPE:**

**AMOUNT:**

	Yes	No	N/A
<b>Estimate of Cost</b>			
Is the Estimate of Cost mathematically correct? Do all columns add up correctly?			
Review labor rates for reasonableness of each job title by comparing labor rates with recent projects of similar nature (when available) completed by the utility and or other utilities within the district.			
Are the hours shown in the cost estimate reasonable for the work to be done as established by the scope of the project?			
Are the total labor hours and total labor costs calculated correctly?			
Review material costs for reasonableness by comparing unit cost with recent projects of similar nature (when available) completed by the utility and or other utilities within the district.			
If used, is the material handling or material store costs calculated correctly (Total material costs multiplied by the rate)			
If a material handling rate (sometimes shown as a material store rate) is used, compare the rates with a schedule from utility that details the rate calculations. If material handling rate schedules were not provided, request the schedules from the utility.			
<b>Construction Services</b>			
Will the construction services be bid out?			
If construction services were completed by a contractor using an On-going Contract for Continuing Services, compare unit rates in the cost estimate with the On-going Contract Continuing Services.			
Obtain a copy of the On-going Contract for Continuing Services.			
<b>Consultant Selection Process</b>			
<p>Has the city/county provided adequate written documentation to demonstrate it has complied with state laws regarding the selection of engineering and architectural firms?</p> <ul style="list-style-type: none"> <li>- Provided names of at least three firms considered</li> <li>- Documented the criteria used to evaluate each firm</li> <li>- Indicated firm selection</li> <li>- Documented reasons why this firm was selected</li> </ul>			

	Yes	No	N/A
<b>MoDOT/ Consultant Contract</b>			
Consultants full legal name found in the <a href="#">MoDOT Approved Consultant Prequalification List</a> must be used in the contract. No nicknames or shortened names are allowed.			
Does the contract contain all the proper articles and attachments specified in standard contracts used by MoDOT?			
Is there a clause stating records can be audited?			
Is there the required 3 year document retention clause included in the agreement per 49 CFR 18.42 (b) & (c)?"			
Do the totals in the Compensation section agree to the amounts shown on the Estimates of Cost in Attachment A?			
Does the Compensation section state payment to the engineer/ consultant will be actual costs incurred plus a predetermined fixed fee for design services and construction engineering?			
Are actual costs defined as actual payroll salaries, payroll additives, general and administrative overhead and costs directly attributable to the project such as mileage, meals, lodging, printing, surveying, and others?			
Does the contract state rates shown for additives and overhead are approximate and will be adjusted for actual costs as determined by a final audit by MoDOT of the engineer's records?			
Does the contract state the payment of costs will be limited to those allowable under 23 CFR Part 172 and 48 CFR Part 31?			
If a sub-consultant(s) is to be used, is the name of the sub-consultant provided along with the amount to be paid to the sub-consultant?			
Is a detailed cost estimate provided for the sub-consultant?			
Is the sub-consultant's overhead calculation included if overhead is included in the estimate?			
<b>Consultant Overhead Rate</b>			
Do the overhead rates on the schedule match the Pre-Qualified overhead rates on file? <a href="#">Consultant Overhead Rate Lookup</a> If the rates agree, proceed to step 6. If not, proceed with the next steps (2-5).			
<b>Note:</b> It is preferable to have the overhead schedule show dollar amounts as well as percentages for each category, as this information aids in the review of the overhead calculations. <a href="#">Example Overhead Rate Schedule</a>			
If overhead rates are used, compare the rates with a schedule from utility that detail the rate calculations. If overhead rate schedules were not provided, request the schedules from the utility.			
Is the payroll portion of the overhead rate broken down into component parts such as holidays, sick leave, vacation, employee incentives, FICA and other taxes?			
Is the general and administrative portion of the overhead rate broken down into sufficient detail so that you can determine the type of expenses included in the overhead?			
Does the overhead include only allowable expenses? The following are common unallowable expenses, not all inclusive, and must be deleted from the overhead per Federal Acquisition Regulations Part 31 : <ul style="list-style-type: none"> <li>Bad Debt Expense; Interest Expense; Advertising Expense; Marketing Expense;</li> <li>Profit Distribution; Sub-contractor's Direct Expenses; Entertainment Expense;</li> <li>Promotional Expenses; Equipment &amp; Furniture Purchases; Gifts; Donations;</li> <li>Fines; Penalties and Mischarges; Lobbying; Federal Income Tax and Preparation</li> </ul>			

<b>Consultant Overhead Rate (cont.)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the overhead schedule mathematically correct?			
Are overhead rates only applied to direct labor costs for the utility company?			
Do the overhead rates on the schedule agree to the rates used in the estimate of costs?			
Are costs described in sufficient detail so that you can determine what the expenses are for? If not, request supporting documentation.			
If mileage is charged, is it charged as the current Privately Owned Vehicle Mileage Reimbursable rate as listed on the US General Services Administration (GSA) website? <a href="#">Mileage Reimbursement Rates</a>			
Is Per Diem charged at the current allowable rates as listed on the GSA website? <a href="#">Per Diem Rates</a>			
Is the fixed fee calculated on only direct labor and overhead? (Note: The fixed fee is not allowed on direct expenses or pass through costs.)			
Is the fixed fee 15% or less (direct labor and overhead)?			
Remind the company it is required to keep detailed documentation showing the materials used, detailed time records for hours charged, invoices for any outside work charged to the project and any additive calculations to support billings.			
<b>Lump Sum Agreements</b>			
Review the lump sum agreement for reasonableness for the project scope established.			
Review the estimate of cost for accuracy, comprehensive, verifiable, and in sufficient detail to present a clear picture of the work involved.			
Review the costs for each item listed on the estimate of cost.			
Perform additional independent research to ensure the costs are reasonable. Document your results.			
<b>Comments/Conclusions:</b>			