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| --- |
| Processing ***Standard*** Consultant Contracts Checklist *(see EPG 134)* |
| **1: PE Funding (EPG 134.2.2.1)** |
| PE funds must be identified in the STIP in order to utilize the DBC Budget, otherwise the Dist/Div must use their own budget to cover the cost of the consultant contract. |
| **2: Solicitation (EPG 134.2.2.2)** |
|  District/Division submit a request to solicit (Fig. 134.2.2.2) to email group ***CODEPSCReview*** | □ |
| District/Division submit a request for DBE Goal to email group ***DBEConsultGoal*** | □ |
| Solicitation posted to MoDOT website for 14 days (This will be done by Central Office-Design) | □ |
| **3: Email Professional Services Committee (PSC) (EPG 134.2.2.5)** |
| District/Division to email the PSC (Eric Schroeter, Machelle Watkins, and Dennis Heckman). The email needs to include a list of all firms who submitted letters of interest. The District/Division must give the PSC 3 business days (from the time the email was sent) to respond prior to shortlisting or scoring. If the division/district has not received any response from the PSC within the 3 business days they may proceed on. ***\*\*Note: Only firms that are prequalified with MoDOT financially can be chosen. Firms must update their information yearly in order to stay current on their prequalification.*** [MoDOT’s Prequalification List](http://www.modot.org/business/consultant_resources/documents/ConsultantPreQualList.pdf). | □ |
| **4: District/Division to get PSC approval on short-list (if applicable) (EPG 134.2.2.5)** |
| District/Division submits PSC approval of short list (Fig. 134.2.2.5.4) to email group ***CODEPSCReview***  | □ |
| Short-listed firms will be placed on MoDOT website for notification (Central Office-Design) | □ |
| **5: PSC approval of Consultant Selection (EPG 134.2.2.5)** |
| District/Division submits PSC approval of selected consultant (Fig. 134.2.2.5.3) to email group ***CODEPSCReview***. Please ensure the firm is prequalified as listed in Step 3. | □ |
| The selected consultant will be posted to the website. (Central Office – Design) | □ |
| **6: PSC Approval to Execute Contract (EPG 134.4)** |
| District/Division to submit request for PSC approval to execute the contract (Fig. 134.4.1) to email group ***CODEPSCReview***. CO-Design will send the approval back to the dist/div. | □ |
| For federally funded projects only, District/Division submit a request for DBE Concurrence to email group ***DBEConcurrence*** | □ |
| **7: Contract Execution Process (EPG 134.4)** |
| District/Division will get the consultant to execute their portion of the contract. | □ |
| District/Division will mail 3 hard copies of the contract executed by the consulant to Central Office –Design . CO-Design will get the contract approved as to form by CCO and signed by the Commission Secretary. | □ |
| **Central Office – Design will distribute copies of the contract as follows:*** 1 Hard Copy kept by Commission Secretary
* 2 Hard Copies mailed back to the District from CO-Design (1 copy for District, 1 copy for Consultant). District/Division must mail the consultants copy to them.
* Electronic copy to Financial Services email group ***Obligate****.*

***Note: If federal funds are used, the PM/CA must wait for an email from Financial Services indicating that funds have been obligated prior to issuing a NTP to the consultant.*** * Electronic copy kept by CO-Design Sharepoint Site.
* Electronic copy to External Civil Rights.
 | □ |
| **8: Notice to Proceed (EPG 134.4)** |
| Dist/Div sends NTP to consultant after federal funds have been obligated. | □ |
| **Proceed to Next Page****9: Paying Invoices (EPG 134.5.1)** |
| Dist/Div receives invoices (Fig. 134.5.1.1) from the consultant and must review them for accuracy. | □ |
| Dist/Div submits invoice to email group ***ContractualPayments***so the invoice will be paid. The email or cover letter must state: * Project #,
* Amount to be paid
* Entity/Vendor that is being paid
* Activity Code

The following are probably the most frequently used for DBC projects:Activity             DescriptionR351                Conceptual PlansR352                Surveying/MappingR354                Preliminary PlansR356                Final Design PlansR358                Final Construction PlansR35A                Support – Build New Hwys & Bridges | □ |
| **10: Contract Close-Out/Final Invoice (EPG 134.5.3)** |
| When submitting the FINAL invoice to Financial Services, the Dist/Div must mark the invoice “FINAL” and tell Financial Services in the cover letter or email to “CLOSE OUT” the project and no further payments will be processed. | □ |
| **11: Consultant Evaluation (EPG 134.5.4)** |
| Dist/Div must perform an evaluation (through the online [Design Consultant Database](http://netprod3/DesignConsultant/Questionnaire)) of the consultant’s performance under any engineering services contract with MoDOT at each project milestone and at a minimum, on an annual basis during the term of the consultant’s services provided by the contract. | □ |