

Date
Project number
City of _____
_____ County

Dear _____:

Your request for the above-noted project has been approved. The Kansas Department of Transportation (KDOT) has updated its process guidelines for federal regulations 23 C.F.R.172. We have also provided a *Consultant Selection Guide* (see Attachment *Consultant Selection Guide*) to serve as a guide and checklist during the selection process. **Note: Be sure to review the guide carefully before proceeding with the selection of a consultant for your project.**

The Cost Plus Net Fee Agreement to be executed **within 90 to 120 days from the date indicated above** at the end of the selection process is for the Construction Engineering (Phase III). The Bureau of Local Projects will send you additional information to complete prior to the time your project is ready to let.

Please adhere to the suggested timeline in the *Consultant Selection Guide* so that your selection process will be complete, and your project will be let to construction as scheduled.

We understand that with the implementation of these new procedures, questions may arise. Please feel free to contact Mike Bowser at BLP (785-296-3861), if we can be of assistance.

Sincerely,

Michael J. Stringer, P.E., Chief
Bureau of Local Projects

Tod L. Salfrank
Assistant Bureau Chief

MJS:TLS:mb
Attachments

Consultant Selection Guide
for Engineering Services (Construction Engineering) on LPA (LPA) projects

1. Review information received from BLP
 - Cover Letter
 - Attachment No. 1: *Consultant Selection Guide*
 - Attachment No. 2A: *Single-Step Advertisement (w/ Sample)*
 - Attachment No. 2B: *Multi-Step Advertisement (w/ Sample)*
 - Attachment No. 3: *Consultant Selection Flow Chart*
 - Attachment No. 4: *Code of conduct (for LPA signature)*
 - Attachment No. 5: *Prequalified list of consultants*
 - Attachment No. 5A: *Sample Request for Qualifications*
 - Attachment No. 5B: *Certification by Prospective Participants*
 - Attachment No. 5C: *Supplemental Data Sheet*
 - Attachment No. 6: *Preliminary Review Committee Report*¹
 - Attachment No. 6A: *Selection Committee Report (w/ Sample)*
 - Attachment No. 6B: *Sample Proposal Letter*
 - Attachment No. 6C: *Estimate of Inspection Hours*
 - Attachment No. 7: *Sample Proposal for Construction Engineering Services*
 - Attachment No. 7A: *Construction Engineering Fee*
 - Special Attachment No. 8: *List of KDOT Certified Inspectors*
 - Special Attachment No. 9: *Certification of Final Indirect Costs*
 - Special Attachment No. 10: *Tax Clearance Certificate*

2. Determine the criteria to use in evaluating consulting firms. Use established criteria in consultant review process and document results (Attachment No. 6 *Preliminary Review Committee Report* and Attachment No. 6A *Selection Committee Report (w/ Sample)*). **Note:** If you prefer to use alternate criteria, you must receive approval from BLP prior to beginning the review process.

¹Attachment No. 6 *Preliminary Review Committee Report* is only needed if the LPA needs to reduce the list of consultants to no fewer than three or no more than five.

3. Solicit for consultant interest. This can be done by a single-step process or a multi-step process.

Single-step process involves advertising for interested consultants in the LPA's official register of public notices. See Attachment No. 2A: *Single-Step Advertisement* (w/ Sample) for a template for the advertisement. Advertisement must indicate the project location, scope, and length. The advertisement also must include the criteria for evaluation that will be used to select the consultant. These criteria include:

- *Certification by Prospective Participants* (Attachment No. 5B)
- *Supplemental Data Sheet* (Attachment No. 5C)
- *Preliminary Review Committee Report* (Attachment No. 6)
- *Selection Committee Report* (w/Sample) (Attachment No. 6A)

It is suggested that the LPA also mail the advertisement information to a minimum of three qualified consultants on KDOT's prequalified consultant list (Attachment No. 5). The LPA shall allow a minimum **14 calendar days prior to the commencement of any evaluation** of respondents.

Multi-step process involves advertising for interested consultants in the LPA's official register of public notices. The LPA shall allow a minimum **14 calendar days for receipt** of the *Request for Qualifications*. See Attachment No. 2B: *Multi-Step Advertisement* (w/ Sample) for a template for the advertisement. Advertisement must indicate the project location, scope, and length. The criteria for evaluation will be sent after *Request for Qualifications* is received. The LPA will mail the following to the interested consultants.

- *Sample Request for Qualifications* (Attachment No. 5A)
- *Consulting Engineer Qualifications and Questionnaire* (KDOT form No. 1050 – Link: https://www.ksdot.org/Assets/wwwksdotorg/bureaus/divEngDes/Documents/Revised_Full_1050Form.doc)

It is suggested that the LPA also mail advertisement information to a minimum of three qualified consultants on KDOT's pre-qualified consultant list (Attachment No. 5).

After the initial deadline has passed, send the following items to all consultants who have responded to the advertisement. Interested consultants should reply **within two weeks**.

- *Certification by Prospective Participants* (Attachment No. 5B)
- *Preliminary Engineering Supplemental Data Sheet* (Attachment No. 5C)
- *Preliminary Review Committee Report* (Attachment No. 6)
- *Selection Committee Report* (w/ Sample) (Attachment No. 6A)
- *Project Location Map(s)*

4. Review letters of interest from consultants and the related information. Document the review of consultants. This review should take place **within two weeks** from receipt of consultants' response.

Optional: If more than 5 firms respond to the Request for Qualifications, **it is recommended** that a Preliminary Review Committee be utilized (using Attachment No. 6 as a template) to provide the Selection Committee, without recommendations or preference, with three to five firms for further review (see #5 below for committee's duties).

- Notify the consultants whose letters of interest were not forwarded to the Selection Committee that they were not selected for consideration.
5. Form a Selection Committee (may consist of same people as Preliminary Review Committee) who should perform the following duties:
- If determined necessary by the Selection Committee, the LPA may contact consultants for additional information. Note: all consultants on the final selection list must be contacted for additional information if any additional contact and questions need to be made.
 - Use pre-determined criteria to rank consultants in order of preference and document results (see Attachment No. 6A *Selection Committee Report (w/ Sample)*).
 - Notify the top three ranked consultants of their ranking as well as the consultants who were not selected for consideration. Scoring results must be provided to all interested parties, if requested.
6. **As soon as possible** KDOT will email the LPA and the selected firm with estimated Working Days to be used to complete Attachment No. 6C *Estimate of Inspection Hours*. The estimate must be returned by email to the LPA and KDOT. KDOT will develop an independent work estimate for hours (to be kept confidential) that may be used as a starting point by the LPA when negotiating the Consultant's proposed hours.
7. If the committee is unable to negotiate acceptable proposed hours, notify the firm that negotiations have ended and begin negotiations with next firm on the list. Send Attachment Nos. 6B and 6C to be filled out by the next selected firm. If needed, contact BLP for assistance.
8. Once the negotiated hours are acceptable to both the LPA and KDOT, send the following items to the selected firm to be completed and mailed to both the LPA and KDOT.
- Proposal for Construction Engineering Services* (Attachment No. 7)
 - Construction Engineering Fee* (Attachment 7A)
 - List of KDOT Certified Inspectors* (Special Attachment No. 8)
 - Certification of Final Indirect Costs Form* (Special Attachment No. 9)
 - Tax Clearance Certificate* (Special Attachment No. 10)
9. After receiving the fee documents from the selected firm, send the following items to BLP:
- Copy of the advertisement in your local official register of public notices
 - Copies of the five documents sent to each consultant who responded to the advertisement (see #3 for this list)
 - Copies of letters from consultants who replied
 - Copy of all scoring sheets the list of criteria used by Preliminary Review Committee (Attachment 6) and Selection Committee (Attachment 6A)
 - Copies of the documents sent to the selected consultant (see #5 for this list)

- A completed *Code of Conduct* form (see Attachment No. 4)
- Other items, if necessary

Once BLP has approved the submitted information, agreements will be prepared by KDOT and submitted to the consultant and LPA for signatures. The LPA and consultant should review, sign, and return the executed agreement for the Secretary's signature. KDOT will then transmit copies of the executed agreement to the LPA and the consultant who will also receive a Notice for the Consultant to Proceed.

Note: Italicized text to be replaced with equivalent project specific text

**<LPA Department>
Request for Qualifications (RFQ)**

The <LPA> is seeking qualified consulting firms for construction inspection in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 241 –Roadway and Bridge Construction Inspection for the project listed below.

Description

<KDOT Program> project CCC JJ-NNN-SS¹, which is a <project scope> on <project location>.

Schedule and Deadlines

Technical proposals are due on or before <time and date determined by LPA at least two weeks after initial official announcement> to be delivered <by methodology to be determined by LPA>. Interested consulting firms must be pre-qualified by KDOT in the work categories noted above.

Anticipated Schedule for Subsequent Events:

Evaluation and ranking of technical proposals shall take place on or about <time and date determined by LPA at least two weeks after receiving RFQs> after which all firms that submitted letters of interest will be notified of the ranking. Negotiations with the highest ranked firm to commence on or about <time and date determined by LPA after notifying firms>. KDOT Three-Party agreement in place and in effect <date approximately one month after notifying firms>.

Request for Proposal (Technical)

The <LPA> is seeking a consultant to provide construction inspection services for the <project name>.The work includes <detailed project scope and duties>.

Evaluation Factors

Technical proposals will be evaluated based on the factors listed below to rank the most qualified firm in order of preference as first, second, third, etc. If determined necessary by the <LPA>, a Preliminary Review Committee will be formed to reduce the number of firms evaluated to no fewer than three (3) and no more than five (5). Reasons for exclusion from evaluation will be: size and/or qualifications; experience of personnel available for project; current uncompleted work or distribution of work; performance; no response from firm; or other reason. Firms excluded from short list will be notified as to reason for exclusion.

Factors for evaluation and weight:² The highest ranked firm will be asked to enter into negotiations with <LPA> for an agreement. In the event the <LPA> cannot reach agreement with the ranked firm, it will terminate negotiations with said firm and commence negotiations with the next highest ranked firm, and so on, until an agreement is reached for a satisfactory scope of services for a fair and reasonable number of hours, or the <LPA> decides to pursue other alternatives.

Contract Terms and Conditions

This is a KDOT project using KDOT funding. A standard three (3) party agreement will be utilized with special attachments for the Kansas “Tax Clearance Certificate”, the “Certification of Final Indirect Costs”, and the “Policy Regarding Sexual Harassment”.

¹Standard KDOT Project numbering format. CCC: County Number; JJ: Project Jurisdiction (may be one or two characters); NNNN: Project Number; SS: Project Stage.

²Note: Itemize evaluation factors with the factor weight the LPA will be using to evaluate the submitted proposals: e.g. “1. Ability to perform the desired services within the time prescribed – 15 pts; 2. Past performance of firm – 15 pts; 3. Training of staff – 15 pts; 4. Previous experience with similar work and knowledge of project procedures – 15 pts; 5. Commitment of resources that could limit performance (ex.: staff, equipment) – 15 pts; 6. Firm’s familiarity with project area – 15 pts; 7. Accessibility of firm’s office – 10 pts (max.)”.

Instructions for Technical Proposal

Note: No costs shall be contained in the technical proposal. Technical proposals will consist of the technical proposal and a completed and signed Special Attachment No. 9 (“Certificate of Final Indirect Costs”), a completed and signed Special Attachment No. 10 (“Tax Clearance Certificate”). All these forms can be obtained via *<LPA contact information>*.

The main text of consultant’s technical proposal must not exceed *<X>* pages (including cover sheets, indexes, etc.) to address the topics listed. Describe processes and procedures proposed by consultant to meet the project completion deadline listed above. Describe processes and procedures, included best practices, that will be used to perform the tasks and produce the deliverables described above under “Request for Proposal (Technical)”. Include in the technical proposal items such as:

- Project manager/engineer in charge
- History of project with similar tasks
- Availability of staff to meet schedule without overtime
- Cost-effective or cost-reduction practices, processes or procedures used by consultant, if any;

Any sub-consultant and their role (if any) that will be performing services on the project must complete Special Attachment No. 9 (“Certificate of Final Indirect Costs”), and the Special Attachment No. 10 (“Tax Clearance Certificate”).

Questions about this request for qualifications shall be sent to *<LPA contact information>*.

Sample

Advertisement Date: February 1, 2018

Oz County

Request for Qualifications (RFQ)

Oz County is seeking qualified consulting firms for construction inspection in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 241 –Roadway and Bridge Construction Inspection for the project listed below.

Description

High Risk Rural Road (HRRR) project 123 C-9876-01, which is a systemic signing and pavement marking improvement project including analysis work to determine proper sign and pavement marking placement using established engineering principles on major collector routes in the southern third of the county.

Schedule and Deadlines

Technical proposals are due on or before **February 15, 2018** to be delivered by mail to **Oz County Public Works, P.O. Box 987, Emerald City, KS 65432**. Interested consulting firms must be pre-qualified by KDOT in the work categories noted above.

Anticipated Schedule for Subsequent Events:

Evaluation and ranking of technical proposals shall take place on or about **March 1, 2018** after which all firms that submitted letters of interest will be notified of the ranking. Negotiations with the highest ranked firm to commence on or about **March 8, 2018**. KDOT Three-Party agreement in place and in effect **April 29, 2018**.

Request for Proposal (Technical)

Oz County is seeking a consultant to provide construction inspection services for **Oz County: Southern Third Major Collector Signing and Pavement Marking Project**. The work includes, but not limited to proper inspection of location and installation of appropriate signs, proper inspection of location and installation of all pavement marking, and proper inspection of location and installation of traffic control and construction work-zone signing as per construction plans. Inspection of all material testing as required by project specifications. Inspection of location and installation of erosion control and seeding as per construction plans. All paperwork required to complete construction of project.

Evaluation Factors

Technical proposals will be evaluated based on the factors listed below to rank the most qualified firm in order of preference as first, second, third, etc. If determined necessary by **Oz County**, a Preliminary Review Committee will be formed to reduce the number of firms evaluated to no fewer than three (3) and no more than five (5). Reasons for exclusion from evaluation will be: size and/or qualifications; experience of personnel available for project; current uncompleted work or distribution of work; performance; no response from firm; or other reason. Firms excluded from short list will be notified as to reason for exclusion.

Factors for evaluation and weight: 1. Ability to perform the desired services within the time prescribed – 15 pts; 2. Past performance of firm – 15 pts; 3. Training of staff – 15 pts; 4. Previous experience with similar work and knowledge of project procedures – 15 pts; 5. Commitment of resources that could limit performance (ex.: staff, equipment) – 15 pts; 6. Firm's familiarity with project area – 15 pts; 7. Accessibility of firm's office – 10 pts. The highest ranked firm will be asked to enter into negotiations with **Oz County** for an agreement. In the event **Oz County** cannot reach agreement with the ranked firm, it will terminate negotiations with said firm and commence negotiations with the next highest ranked firm, and so on, until an agreement is reached for a satisfactory scope of services for a fair and reasonable number of hours, or **Oz County** decides to pursue other alternatives.

Contract Terms and Conditions

This is a KDOT project using KDOT funding. A standard three (3) party agreement will be utilized with special attachments for the Kansas "Tax Clearance Certificate", the "Certification of Final Indirect Costs", and the "Policy Regarding Sexual Harassment".

Instructions for Technical Proposal

Note: No costs shall be contained in the technical proposal. Technical proposals will consist of the technical proposal and a completed and signed Special Attachment No. 9 (“Certificate of Final Indirect Costs”), a completed and signed Special Attachment No. 10 (“Tax Clearance Certificate”). All these forms can be obtained via **mail to Oz County Public Works, P.O. Box 987, Emerald City, KS 65432.**

The main text of consultant’s technical proposal must not exceed **six (6)** pages (including cover sheets, indexes, etc.) to address the topics listed. Describe processes and procedures proposed by consultant to meet the project completion deadline listed above. Describe processes and procedures, included best practices, that will be used to perform the tasks and produce the deliverables described above under “Request for Proposal (Technical)”. Include in the technical proposal items such as:

- Project manager/engineer in charge
- History of project with similar tasks
- Availability of staff to meet schedule without overtime
- Cost-effective or cost-reduction practices, processes or procedures used by consultant, if any

Any sub-consultant and their role (if any) that will be performing services on the project must complete Special Attachment No. 9 (“Certificate of Final Indirect Costs”), and the Special Attachment No. 10 (“Tax Clearance Certificate”).

Questions about this request for qualifications shall be sent to **Oz County Public Works, P.O. Box 987, Emerald City, KS 65432, Phone (785) 964-3210.**

Note: Italicized text to be replaced with equivalent project specific text

**<LPA Department>
Request for Qualifications (RFQ)**

The <LPA> is seeking qualified consulting firms for construction inspection in the category equivalent to the Kansas Department of Transportation’s (KDOT) Work Category: 241 –Roadway and Bridge Construction Inspection for the project listed below.

Description

<KDOT Program> project CCC JJ-NNN-SS¹, which is a <project scope> on <project location>.

Contract Terms and Conditions

This is a KDOT project using KDOT funding. A standard three (3) phase, three (3) party agreement will be utilized with special attachments for the Kansas “Tax Clearance Certificate”, the “Certification of Final Indirect Costs”, and the “Policy Regarding Sexual Harassment”.

All qualified engineering consulting firms interested in submitting a letter of interest and a Statement of Qualifications to <LPA Contact Information>. A packet of information will then be provided that provides further details including a detailed project location and list of services to be performed. The purpose of this advertisement is to determine those who wish to be considered. If your firm is interested in being considered, a letter of interest should be mailed. Questions about this request for qualifications shall be sent to <LPA contact information>.

¹Standard KDOT Project numbering format. CCC: County Number; JJ: Project Jurisdiction (may be one or two characters); NNNN: Project Number; SS: Project Stage.

Sample

Advertisement Date: February 1, 2018

City of Emerald City
Request for Qualifications (RFQ)

The **City of Emerald City** is seeking qualified consulting firms for construction inspection in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 241 –Roadway and Bridge Construction Inspection for the project listed below.

Description

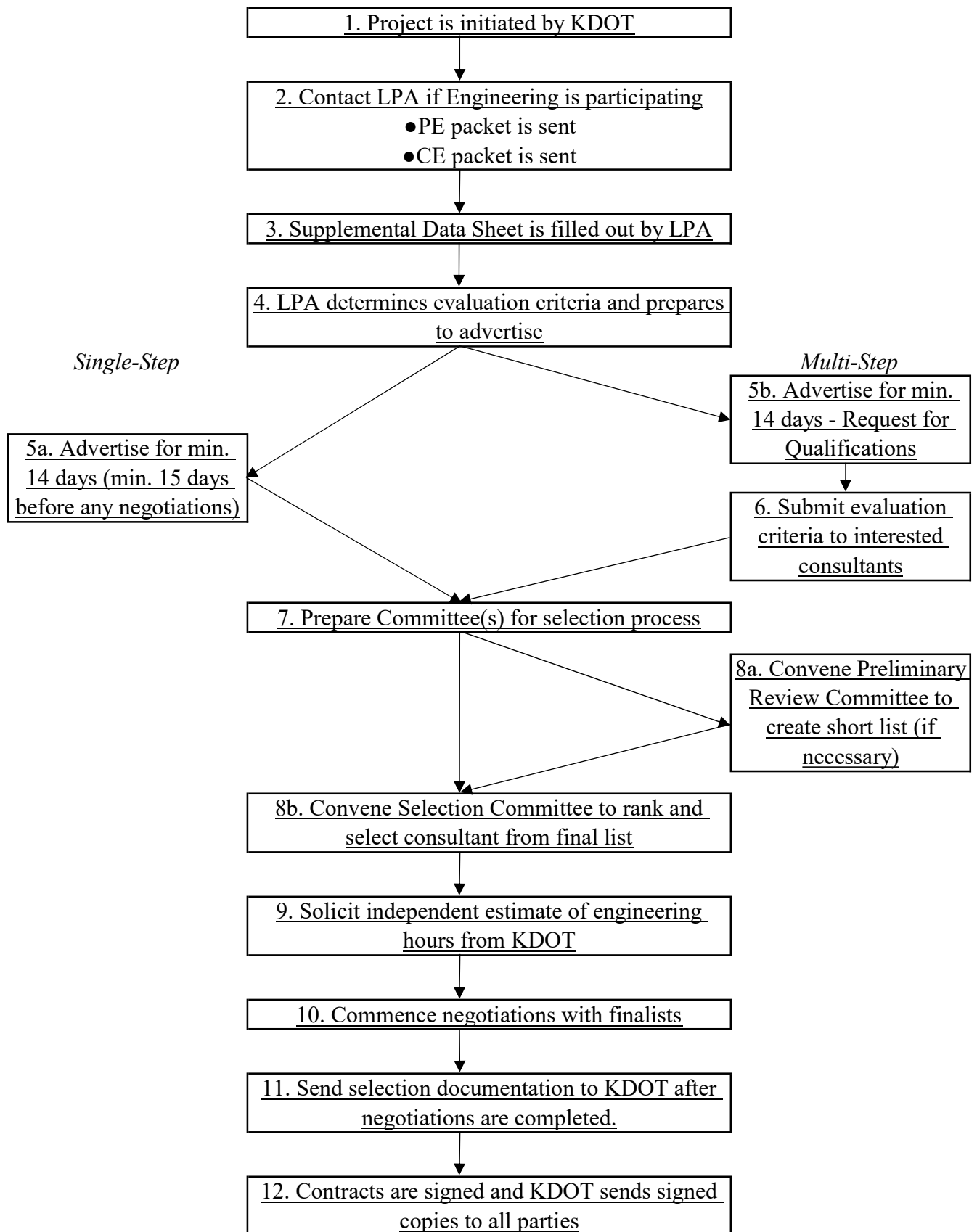
City Connecting Link Improvement Program (CCLIP) project 123 KA-8426-01, which is a **pavement rehabilitation project including intersection reconstruction at Glitter Street on two (2) miles of Yellow Brick Road.**

Contract Terms and Conditions

This is a KDOT project using KDOT funding. A standard three (3) phase, three (3) party agreement will be utilized with special attachments for the Kansas "Tax Clearance Certificate", the "Certification of Final Indirect Costs", and the "Policy Regarding Sexual Harassment".

All qualified engineering consulting firms interested in submitting a letter of interest and a Statement of Qualifications for this project shall send their information to **City Engineer, Department of Public Works, 852 Poppy Field Way, Emerald City, KS 65432, Phone (785) 964-0123.** A packet of information will then be provided that provides further details including a detailed project location and list of services to be performed. The purpose of this advertisement is to determine those who wish to be considered. If your firm is interested in being considered, a letter of interest should be mailed by **February 22, 2018.** Questions about this request for qualifications shall be sent to **City Engineer, Department of Public Works, 852 Poppy Field Way, Emerald City, KS 65432, Phone (785) 964-0123.**

Quality Based Selection of Consultants by Local Public Authorities (LPAs)



Project No. _____

CODE OF CONDUCT

This Code of Conduct shall govern the performance of our officers, employees or agents engaged in the award and administration of contracts supported by Federal funds. NO employee, officer, or agent of the grantee may participate in the selection, award or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when:

1. The employee, officer, or agent;
2. Any member of that employee, officer, or agent's immediate family;
3. Any employee, officer, or agent's partner; or
4. An organization which employs, or is about to employ, any of the above,

has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, or agents may neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements except where the financial interest is not substantial or the gift is an unsolicited item of nominal value.

Violations of this code by any officer, employee, agent, subcontractor, or subcontractor's agents shall be penalized to the full extent under applicable Local, State and Federal laws, both criminal and civil.

Note: This Code of Conduct is required by Federal Regulations. Please review the above information and sign and return the attached sheet "Certification of Project Applicant."

CERTIFICATION OF PROJECT APPLICANT

I hereby certify that I am _____ a duly authorized representative of _____ whose address is _____. I certify and guarantee that neither I nor the above agency I represent has allowed any officer, employee, or agent to participate in the selection of a consultant, an award, or in the administering of a contract to be supported by Federal funds, if a conflict of interest, real or apparent, would arise from:

1. An officer, employee, or agent having a financial or other interest in the firm selected; or
2. An immediate family member of an officer, employee, or agent having a financial or other interest in the firm selected; or
3. A partner of an officer, employee, or agent having a financial or other interest in the firm selected; or
4. An organization that employs or is about to employ any of the above, where the organization has a financial or other interest in the firm selected.

I further certify that no officer, employee, or agent has solicited nor accepted gratuities, favors or anything of monetary value from said firm that is of substantial or intrinsic value, as determined by the established Code of Conduct.

I acknowledge that this certificate is to be furnished to the Secretary of Transportation for the State of Kansas in connection with this Agreement and is subject to applicable State and Federal laws, both criminal and civil.

Date

Signature (City or County)

**KANSAS DEPARTMENT OF TRANSPORTATION
PREQUALIFIED CONSULTING ENGINEERS LIST**

TRANSPORTATION FACILITIES ENGINEERING AND DEVELOPMENT

**CONSTRUCTION INSPECTION
(CONSTRUCTION ENGINEERING)**

The Consultants listed below have requested and have been prequalified by KDOT to perform Construction Inspection (Construction Engineering). These consultants are eligible to be considered.

To assure that Disadvantaged Businesses (DBE) and Women Owned Businesses (WBE) are considered and used when possible in the consultant selection process, we have identified those businesses on this list. Please take necessary affirmative steps to assure that these businesses may be considered and used when possible.

THE ATTACHED LIST OF CONSULTANTS

ARE PREQUALIFIED IN THE

FOLLOWING WORK CATEGORIES

TRANSPORTATION FACILITIES ENGINEERING AND DEVELOPMENT

Construction Inspection

241 Roadway and Bridge Construction Inspection



Search

PRE-QUALIFIED CONSULTANTS

241 - Construction Inspection and Testing

[View All](#)

Name	Address	City	State	Zipcode	Phone
Affinis Corp.	8900 Indian Creek Parkway, Suite 450	Overland Park	KS	66210-0000	913-239-1100
Alfred Benesch & Company	11010 Haskell Avenue, Suite 200	Kansas City	KS	66109-	913-441-1100
Alfred Benesch & Company*	3226 Kimball Avenue	Manhattan	KS	66503	785-539-2202
Allgeier, Martin & Associates, Inc	7231 E 24th Street	Joplin	MO	64804	417-624-5703
Allgeier, Martin & Associates, Inc.*	1801 W. Norton Road	Springfield	MO	65803	417-351-6669
Allgeier, Martin & Associates, Inc.*	1201 N.W. Briarcliff Parkway	Kansas City	MO	64116	816-673-7540
Bartlett & West, Inc.	1200 SW Executive Drive	Topeka	KS	66615-3850	785-272-2252
BG Consultants, Inc.	1405 Wakarusa Drive	Lawrence	KS	66049	785-749-4474
BG Consultants, Inc.*	900 E. 27th Ave.	Hutchinson	KS	67502	620-665-3952
BG Consultants, Inc.*	4806 Vue Du Lac Place	Manhattan	KS	66503	785-537-7448
Brungardt Honomichi & Co. P.A.	7101 College Blvd., Suite 400	Overland Park	KS	66210-0000	913-663-1900
Brungardt Honomichi & Co. P.A.*	901 N. 8th Street, Suite 100	Kansas City	KS	66101	913-663-1900
Brungardt Honomichi & Co. P.A.*	705 1st Avenue, Suite A	Dodge City	KS	67801	620-225-1400
Burns & McDonnell Engineering Company, Inc.	9400 Ward Parkway	Kansas City	MO	64114-3319	816-333-9400
Campbell and Johnson Engineers, PA	113 West 7th Street	Concordia	KS	66901	785-243-1755
CES Group, PA	1102 Broadway Street	Marysville	KS	66508	785-562-5148
Cook, Flatt & Strobel, Engineers, P.A.	2930 SW Woodside Drive	Topeka	KS	66614	785-272-4706
Cook, Flatt & Strobel, Engineers, P.A.*	1421 E. 104th Street, Suite 100	Kansas City	MO	64131	816-333-4477
Cook, Flatt & Strobel, Engineers, P.A.*	1100 W. Cambridge Circle Drive, Suite 700	Kansas City	KS	66103	913-627-9040
E.E.S. LLC	952 E Oak Crest Drive	Gardner	KS	66030	913-961-2649
Earles Engineering & Inspection, Inc.	115 W Iron Ave.	Salina	KS	67401	785-309-1060
Earles Engineering & Inspection, Inc.*	105 W. 7th Street	Pittsburg	KS	66762	620-308-5577
Earles Engineering & Inspection, Inc.*	211 N. Kansas Ave.	Liberal	KS	67901	620-626-8912
Evans, Bierly, Hutchison & Associates, P.A.	1105 Williams	Great Bend	KS	67530-4487	620-793-8411
Evans, Bierly, Hutchison & Associates, P.A.*	123 S. Main	Cimarron	KS	67835	620-855-7030
Evans, Bierly, Hutchison & Associates, P.A.*	500 East Main	Marion	KS	66861	620-821-2124
Finney & Turnipseed, Transp.&CE, LLC	610 SW 10th Street, Suite 200	Topeka	KS	66612-1674	785-235-2393
Garver, LLC	924 N. Main Street	Wichita	KS	67203	316-264-8008
Garver, LLC*	2120 South Airport Road, Suite A	Wichita	KS	67209	316-221-3016
Garver, LLC*	7301 West 129th Street, Suite 330	Overland Park	KS	66213-2635	913-696-9755
George Butler Associates, Inc.	9801 Renner Boulevard	Lenexa	KS	66219-9745	913-492-0400
Geotechnology, Inc.	5055 Antioch Road	Overland Park	KS	66203-	913-438-1900
H.W. Lochner, Inc.	1823 S. Ohio Street	Salina	KS	67401-	785-827-3603
H.W. Lochner, Inc.*	16105 W 113th Street, Suite 107	Lenexa	KS	67401-3713	785-827-3603
HDR Engineering, Inc.	4435 Main St, Suite 1000	Kansas City	MO	64111-1856	816-360-2700
HDR Engineering, Inc.*	18001 West 106th Street, Suite 140	Olathe	KS	66061-2861	913-553-6870
HNTB Corporation	7400 W 129th St, Ste 100	Overland Park	KS	66213-3325	913-491-9333
Intertek-PSI (Professional Service Industries)	1211 W. Cambridge Circle Drive	Kansas City	KS	66103	913-310-1600
Kansas City Testing & Engineering, LLC.	1308 Adams Street	Kansas City	KS	66105-1359	913-321-8100
Kaw Valley Engineering, Inc.	2319 N. Jackson, Box 1304	Junction City	KS	66441-1304	785-762-5040
Kaw Valley Engineering, Inc.*	14700 W. 114th Terrace	Lenexa	KS	66215	913-894-5150
Kirkham Michael & Associates, Inc	217 North Douglas	Ellsworth	KS	67439	785-472-3163
Mc Afee, Henderson Solutions	15700 College Blvd.	Lenexa	KS	66219	913-888-4647
Mc Afee, Henderson Solutions*	309 Jefferson	Oskaloosa	KS	66066	785-863-2647
McClure Engineering Company	11250 Corporate Ave.	Lenexa	KS	66219-1392	913-888-7800
McClure Engineering Company*	1323 East 71st Street, Suite 120	Tulsa	OK	74136	918-499-6000
McClure Engineering Company*	1700 Swift Avenue, Suite 100	N. Kansas City	MO	64116	816-756-0444
MKEC Engineering Consultants, Inc	411 N. Webb Rd	Wichita	KS	67206-2521	316-684-9600
Olsson Associates*	302 S. 4th Street, Suite 110	Manhattan	KS	66503	785-539-6900
Penco Engineering, P.A.	711 NW 3rd St., POBox 392	Plainville	KS	67663	785-434-4611
Poe & Associates, Inc.	1601 NW Expressway, Suite 400	Oklahoma City	OK	73118-	405-949-1962
Poe & Associates, Inc.*	544 West Douglas	Wichita	KS	67203	316-685-4114
Professional Engineering Consultants, P.A.	303 S. Topeka	Wichita	KS	67202	316-262-2691
Professional Engineering Consultants, P.A.*	104 S. Pine	Pittsburg	KS	66762	620-235-0195
Professional Engineering Consultants, P.A.*	1263 S.W. Topeka Blvd	Topeka	KS	66612	785-233-8300
RMA Engineering	409 W 2nd, PO Box 18	Minneapolis	KS	67467-0018	785-492-5762
Schlagel & Associates, P.A.	14920 W 107th St	Lenexa	KS	66215-4018	913-492-5158
Schwab-Eaton, P.A.	1125 Garden Way	Manhattan	KS	66502-1740	785-539-4687
Schwab-Eaton, P.A.*	8615 W. Frazier Ln., Ste 2	Wichita	KS	67212	316-722-4472
Schwab-Eaton, P.A.*	631 E. Crawford, Ste 203	Salina	KS	67401	785-404-3139
SMH Consultants*	236 San Jose Street, Suite 127	Dodge City	KS	67801	620-255-1952
Terracon Consultants, Inc.	3113 SW Van Buren St	Topeka	KS	66611	785-267-3310
TranSystems Corporation	2400 Pershing Rd, Ste 400	Kansas City	MO	64108-2526	816-329-8600
TranSystems Corporation*	115 S. Sixth Street, Suite B	Independence	KS	67301-3761	620-331-3999
TranSystems Corporation*	245 N. Waco, Suite 222	Wichita	KS	67202-1121	316-303-3000
Trek Design Group, LLC	1441 E 104th Street, Suite 105	Kansas City	MO	64131	816-874-4655
Wilson & Company, Inc., Engineers & Architects	1700 E. Iron Ave.	Salina	KS	67402-4301	785-827-0433
Wilson & Company, Inc., Engineers & Architects*	800 East 101st Terr., Suite 200	Kansas City	MO	64131	816-701-3100
WSP USA, Inc. (Parsons Brinckerhoff)	225 North Market, Suite 350	Wichita	KS	67202-2028	316-263-6121
WSP USA, Inc. (Parsons Brinckerhoff)*	16201 W. 95th Street, Suite 200	Lenexa	KS	66219	913-310-9943

Project No.
City/County

Consultant's Address

Dear _____:

For special qualifying projects developed under local jurisdiction, the Kansas Department of Transportation (KDOT) has established a process where cities/counties have the option of hiring a consultant to perform certain engineering services. In order to carry out our construction program, we must augment our staff by soliciting interest from consulting firms to perform the construction engineering duties on the above noted project(s). If your firm is interested in being considered for this project, you must respond by _____.

We intend to follow the procedures stipulated in federal regulations 23 C.F.R. 172 in our selection and negotiation with a consultant. We expect to execute an agreement with a consultant and KDOT for the construction engineering. Attached for your review is detailed information describing the project(s) for which we are soliciting interest from consultants. We have also provided the criteria on which the evaluation of firms will be made.

With your letter of reply you should include the following information relative to the category of work proposed:

1. A copy of the current *Consulting Engineer Qualifications and Questionnaire* KDOT form No. 1050
2. A signed and notarized copy of the *Certification by Prospective Participants as to Current History Regarding Debarment, Eligibility, Indictments, Convictions, or Civil Judgements* (Attachment 5B)
3. Capabilities of the firm
4. List of qualified personnel including work history
5. Office locations
6. References
7. Other pertinent information

From those firms expressing interest, the City/County will contact the most qualified consultants (no fewer than three, no more than five) with specific project details. Firms not selected will be notified by letter. A Negotiation Committee will review the qualifications of the firms and select one with which to begin negotiating a contract. (Note: The Negotiating Committee may desire to obtain additional information from the interested firms). After a proposal has received our approval, the remaining firms will be notified by letter. This proposal will be submitted to KDOT for approval and preparation of an agreement.

Sincerely,

(LPA's Name)

Certification by Prospective Participants as to current history regarding debarment, eligibility, indictments, convictions, or civil judgments

President, Chairman, or Authorized Official

being duly sworn (or under penalty of perjury under the laws of the United States), certifies that, except as noted below, _____

Agency or Company

or any person associated therewith in the capacity of _____

Owner, partner, director, officer, principal investigator, project director, manager, auditor, or any other position involving the administration of federal funds

is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;

has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;

does not have a proposed debarment pending; and

has not been indicted, convicted, or had a civil judgment rendered against (it) by a court of competent jurisdiction in any manner involving fraud or official misconduct within the past three years;

Exceptions _____

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder or respondent responsibility. For any exceptions noted, indicate below to whom it applies, initiating agency, and dates of action.

Providing false information may result in criminal prosecution or administrative sanctions.

Signature

Sworn to before me, a Notary Public in and for the County of _____, State of _____ this _____ day of _____, 20 ____.

Notary Public

My Commission expires _____

LPA CONSTRUCTION ENGINEERING
SUPPLEMENTAL DATA SHEET

1. City/County: _____
2. Project No.: _____
 - a. Project Location: _____
 - b. Scope of Work: _____
 - c. Project Length: _____
 - d. Estimated Letting Date: _____
 - e. Estimated Number of Contractor Working Days: _____
3. KDOT References that are the normal control for the Construction Engineering:
 - a. Standard Specifications for State Road and Bridge Construction of the Kansas Department of Transportation (2015 Edition).
 - b. KDOT Construction Manual
 - c. KDOT Forms and Documentation Manual
 - d. Plans, Construction Contract Proposal, and Special Provisions
4. Construction Engineering duties will include on-site inspection, on-site testing, and contract administration for the project unless specifically noted.
 - a. All inspection personnel must be KDOT Certified at the appropriate level.
 - b. A laptop computer is to be furnished by the consultant for their use in KDOT Construction Management System (CMS) administration.
 - c. Construction Staking is to be performed by
Contractor _____ Consultant _____ City/County _____ Not Applicable _____
in accordance with the Plans (See Summary of Quantities Sheet).
5. The provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Executive Order 12898 (1994) (and any amendments to each) will apply to all firms and will be included as part of the Agreement.
6. Worker's Compensation Insurance will be required for the Consultant's personnel assigned to the project.
7. The Consultant's accounting system must provide:
 - a. Valid, reliable, and current costs to support the firm's cost and pricing data.
 - b. A means of measuring the reasonableness of incurred costs.
 - c. Identifiable and accumulative allowable cost by contract or project records which will reconcile with the general ledger.
 - d. Supporting documentation of actual expenditures for each billing, based on costs.

Preliminary Review Committee Report

Project Number	
City/County	

Note: Please list firms in the order in which their responses were received.

Reasons	Consultant's Name

REASONS

- | |
|---|
| <p>X = Passed to Selection Committee</p> <p>1 = Excluded because of size and qualifications</p> <p>2 = Excluded because of experience of personnel available for project</p> <p>3 = Excluded because of current uncompleted work, or distribution of work</p> <p>4 = Excluded because of performance</p> <p>5 = Other (communication, program procedure knowledge)</p> <p>6 = No response from the consultant</p> <p>* = Firm not prequalified in this category</p> |
|---|

Review Committee Findings of
(Date)

Signature
Review Committee Chairperson

Selection Committee Report

Project Number
 City/County

		Name of Consulting Firm				
Criteria ¹	Weight amt. (100 pts max) ²					
Ability to perform the desired services within the time prescribed						
Past performance of firm						
Training of staff						
Previous experience with similar work and knowledge of <u>KDOT</u> project procedures						
Commitment of resources that could limit performance (ex. staff, equipment)						
Firm's familiarity with project area						
Accessibility of firm's office (10 pts max allowed)						
	Totals					
	Ranking					

¹City/County may use alternate criteria if approved by the Bureau of Local Projects prior to starting review process

²City/County must determine maximum amount possible for each category based upon its importance to project (see sample below)

Note: Accessibility of firm's office may be a maximum of 10 points or 10% of total points.

Sample

Project Number C-0000-01

City/County XJY

	Name of Consulting Firm					
	Weighted amt. (100 pts max)	ABC, Inc	DEF, LLC	GHI Consult.	JKL Brothers	MNO, Inc
Ability to perform the desired services within the time prescribed	25	22	14	25	20	25
Past performance of firm	15	14	10	13	11	15
Training of staff	10	7	3	10	9	9
Previous experience with similar work and knowledge of KDOT project procedures	10	8	4	9	7	9
Commitment of resources that could limit performance (ex. staff, equipment)	25	14	20	24	21	23
Firm's familiarity with project area	10	9	2	10	8	10
Accessibility of firm's office (10 pts max allowed)	5	3	5	4	2	5
Totals		77	58	95	78	96
Ranking		4	5	2	3	1

Project No.
City/County

Consultant's Address

Dear _____:

This letter is to inform you that your firm has been selected by procedures outlined in the federal regulations 23 C.F.R. 172 to submit a detailed proposal to perform Preliminary Engineering services on the above noted projects(s).

We are requesting that you consider, complete, and return a copy of the attached *Proposal for Construction Engineering Services*, the *Construction Engineering Fee* form, the *Certification of Final Indirect Costs* form, and the *Tax Clearance Certificate* form. This proposal indicates the services to be performed and an estimated number of hours required to complete the work. We are requesting your proposal be returned to us by _____. We will be notifying you regarding our acceptance or rejection of your proposal.

If the project advances to contract and we desire your services for construction engineering, we will provide you with a similar proposal to be completed for execution of a supplemental agreement.

Please contact this office if you have any questions regarding our selection process or if we can be of assistance.

Sincerely,

(LPA's Name)

Sample of Work Estimate*

Task	Title of persons assigned to task	# of hours to complete task
Pre-construction	Engineer/Manager	5
Preparation	Engineering Technicians	35
	Other	
	Clerical	
Field Inspection Daily	Engineer/Manager	20
Contract Documents	Engineering Technicians	75
	Other	30
	Clerical	
Testing	Engineer/Manager	18
	Engineering Technicians	73
	Other	93
	Clerical	
Surveying	Engineer/Manager	22
	Engineering Technicians	88
	Other	111
	Clerical	
Final Paper Preparation	Engineer/Manager	26
	Engineering Technicians	17
	Other	133
	Clerical	
Total Hours:		746

*Note: The tasks and titles indicated are to serve only as examples, not as a definitive list of what should be included in this work estimate.

Project No. _____
City of _____
_____ County

PROPOSAL FOR CONSTRUCTION ENGINEERING SERVICES
(Cost Plus Net Fee)

The consulting engineering firm of _____ with offices located at _____, hereinafter referred to as the CONSULTANT has reviewed the information transmitted by _____ City/County, hereinafter referred to as the LPA. Based on this information, the CONSULTANT submits the following proposal:

1. The LPA has requested a proposal for construction engineering services from the CONSULTANT for the on-site inspection and testing, contract administration, and may include surveying on the above noted project.
2. The LPA desires the services provided by the CONSULTANT to be in accordance with regulations prescribed by the Federal Highway Administration (FHWA) and the Secretary of Transportation of the State of Kansas, hereinafter referred to as the SECRETARY.
3. The LPA has stated that it _____ does _____ does not desire federal participation in the cost of the construction engineering services for this project.
4. The services performed by the CONSULTANT will be as per terms of an Agreement prepared by the SECRETARY and generally be described as follows:
 - A. The CONSULTANT agrees to:
 - (1) Attend all conferences designated by the KDOT, or required under the terms of the Agreement.
 - (2) Designate a Project Engineer/Project Manager who shall serve as the CONSULTANT'S Field Supervisor. The Project Engineer/Project Manager will meet KDOT's certification policy and report and transmit project activity documents to KDOT's Construction Office. The Project Engineer/Project Manager and other KDOT Certified Inspector(s) will inspect all work done and material furnished. Such inspection may extend to all or any part of the work and to the preparation of the materials to be used. The Project Engineer/Project Manager will not be authorized to alter or waive the provisions of the Specifications or the Construction Contract Proposal. The Project Engineer/Project Manager will not be authorized to issue instructions contrary to the Plans and Specifications, or to act as foreman for the Contractor, however, the Project Engineer/Project Manager shall have the authority to reject work or materials until any questions at issue can be referred to and be decided by the KDOT Field Engineer.

- (3) Assign a sufficient number of KDOT Certified Inspector(s) to the Project to perform the services required under the Agreement, in a timely manner to avoid delay to the Contractor.
- (4) Become familiar with the standard practices of the KDOT, the Contract Documents (Specifications, Contract Proposal, Special Provisions and Plans), and the Contractor's proposed schedule of operations prior to beginning field services to be performed under the Agreement.
- (5) Perform the CONSULTANT'S field operations in accordance with accepted safety practices.
- (6) Furnish all equipment required to accomplish the CONSULTANT'S services, and to check or test it prior to use on the Project.
- (7) Provide for CONSULTANT personnel such transportation, supplies, materials and incidentals as are needed to accomplish the services required under the Agreement.
- (8) Undertake the following:

Transmit orders from KDOT to the Contractor and provide guidance in the proper interpretation of the Specifications and Plans.

Perform or provide construction surveys, staking, and measurements needed by the Contractor (unless provided for in the contract where contractor construction staking is to be performed as a bid item by the Contractor) and perform measurements and surveys that are involved in the determination of final pay quantities.

Inspect all phases of construction operations to determine the Contractor's compliance with Contract Documents and to reject such work and materials which do not comply with the Contract Documents until any questions at issue can be referred to and be decided by the Field Engineer.

Take field samples and/or test materials to be incorporated in the work, and reject those not meeting the provisions of the Contract Documents until any questions at issue can be referred to and be decided by the Field Engineer.

Make certain that test report records or certificates of compliance for materials tested off the Project site and required prior to the incorporation in the work have been received.

Keep such daily diaries, logs and records as are needed for a complete record of the Contractor's progress, including Project Engineer/Project Manager and Inspector's diaries.

Measure and compute all materials incorporated in the work and items of work completed, and maintain an item account record.

Provide measurement and computation of pay items.

Prepare, or assist in preparing, and submit such periodic, intermediate, and final reports and records as may be required by the KDOT and as are applicable to the Project, which may include:

- a. Progress Reports
- b. Weekly statement of working days
- c. Notice of change in construction status
- d. Report of field inspection of material
- e. Test report record
- f. Contractor pay estimates
- g. Pile driving data
- h. Piling record
- i. Final certification of materials
- j. Explanation of quantity variation
- k. Statement of contract time
- l. Other records and reports as required by the Project

Review, or assist in reviewing, all Contractor submittals of records and reports required by the KDOT, as applicable to the Project, which may include:

- a. Requests for partial and final payment
 - b. Other reports and records as required by the individual Project
- (9) Prepare and submit, if desired by the CONSULTANT, partial payment invoices for services rendered by the CONSULTANT, but not to exceed one submittal per month.
 - (10) Collect, properly label or identify, and deliver to the KDOT all original diaries, logs, notebooks, accounts, records, reports and other documents prepared by the CONSULTANT in the performance of the Agreement, upon completion or termination of the Agreement.
 - (11) Return, upon completion or termination of the Agreement, all manuals, contract documents, guides, written instruction, unused forms and record keeping books, and other documents and materials furnished by the KDOT. The CONSULTANT shall be responsible for replacing lost documents or materials at the price determined by the KDOT.
 - (12) Prepare and submit a certification of Project completion.
 - (13) Prepare and submit a final payment voucher for services rendered by the CONSULTANT.

(14) Prepare and deliver (when Project is completed) one copy of major changes to the plans (by letter) to the KDOT. The letter should contain such items as the following:

a. Earthwork and Culverts

1. A revised list of bench marks
2. Location of government bench marks
3. Major changes in alignment
4. Major changes in grade line
5. Established references on cornerstones
6. Major changes in location of drainage structures
7. Major changes in flow line of drainage structures
8. Drainage structures added or deleted
9. Any change of access control

b. Bridges

1. Changes in stationing
2. Changes in type, size or elevation of footings
3. Changes in grade line

5. The services performed by the SECRETARY will be as per terms of an Agreement prepared by the SECRETARY and generally be described as follows:

A. The KDOT agrees to:

- (1) Make available to the CONSULTANT sufficient copies of the contract documents, shop drawings, plan revisions, written instructions and other information and data considered by the KDOT to be necessary to enable the CONSULTANT to perform the services under this Agreement for the Project to the same standards required of the KDOT's personnel.
- (2) Provide for the use of the CONSULTANT a sufficient supply of the blank diaries, logs, record keeping books and reporting forms considered by the KDOT to be necessary for the CONSULTANT to perform the services under this Agreement to the same standards required of the KDOT's personnel.
- (3) Provide space in the field office and field laboratory furnished by the Contractor under the terms of the Construction Contract Proposal, for the occupancy and use of the CONSULTANT until completion of the construction work.
- (4) Perform or provide for laboratory testing of materials requiring off-site testing facilities, and obtain test reports or certificates of compliance thereof.
- (5) Perform all necessary weld inspection when there is welding for bridge beam connections and splices, and for sign supports. This includes all cross frames, diaphragm connections, and stud welding.
- (6) Designate a Field Engineer (Metro Engineer, Field Engineering Administrator and/or Area Engineer). The Field Engineer will delegate to a construction office the overseeing of the Project where a Construction Engineer/Construction Coordinator

will be assigned to monitor and coordinate all Project related activity to assure compliance with applicable Federal and State requirements of services performed under this Agreement and all construction activities performed under the Contract Documents.

- (7) Provide, through the Field Engineer and the District staff, such assistance and guidance to the CONSULTANT as may be reasonably necessary to perform and complete the Agreement in conformance with standard construction engineering practices of the KDOT.

B. The KDOT reserves the right to assign and charge to the Project such KDOT personnel as may be needed.

6. The CONSULTANT has been advised by the LPA that the anticipated services to be performed will start in 20____ , and be completed by 20____ with the estimated number of contractor-working days _____ .

7. The CONSULTANT will save the LPA and SECRETARY and their authorized representatives harmless from costs, liabilities, expenses, suits, judgments, and damages to persons or property caused by the CONSULTANT, its agents, employees, or subcontractors which may result from negligent acts, errors, mistakes, or omissions from the CONSULTANT'S operation in connection with the services to be performed hereunder.

8. The CONSULTANT will make all documents and accounting records pertaining to the cost of the services for the Project available at the CONSULTANT'S office to representatives of the LPA, SECRETARY, FHWA or any authorized representative of the Federal Government for audit for a period of three (3) years after the date of final payment.

9. The CONSULTANT will comply with all federal, state and local laws and ordinances applicable to the services to be performed.

10. The cost plus net fee total cost proposal proposed by the CONSULTANT for the performance of services is supported on "Exhibit A". The CONSULTANT will request reimbursement of actual costs in conformity with approved FHWA cost principals and not to exceed the upper limit of compensation. The fees proposed are as follows:

A. A Net Fee amount of \$ _____ .

B. The upper limit of compensation, Total Cost Plus Net Fee, for services detailed in this proposal shall be \$ _____ .

C. Other _____

11. The CONSULTANT will provide engineering services outside those set forth above, or for changes in criteria. Any payments authorized under this paragraph must be approved by the SECRETARY in a supplemental agreement.

12. The CONSULTANT may request a partial payment each month. However, partial payment requests will be limited to \$1,000 minimums. It is understood that the accumulated partial payments shall not exceed ninety-five percent (95%) of the total fee earned prior to the final approval by the LPA and/or the SECRETARY. Final payment to the CONSULTANT should be made within ninety (90) days after receipt of proper billing and final approval by the LPA and/or the SECRETARY.
 13. The CONSULTANT'S accounting system, cost records, and overhead factors may have to be reviewed by the SECRETARY'S Bureau of Fiscal Services at the time a three (3) party agreement is prepared by the SECRETARY.
 14. It is understood by the CONSULTANT that if the CONSULTANT does not have a certified Project Engineer/Project Manager when the Project is ready to let, the Project may be withdrawn from a letting and any agreement executed as a result of this proposal may be cancelled.
 15. The CONSULTANT's Project Engineer/Project Manager for this project will be _____, whose Certification Number is _____ (expiration date is _____) and whose work address is _____ and whose mailing address is _____ and work telephone number is _____.
- The Chief Inspector for the CONSULTANT will be _____, whose Certification Number is _____ (expiration date is _____) and whose work address is _____ and mailing address is _____ and work telephone is _____.
16. The CONSULTANT certifies the actions of all representatives of the firm will be in compliance with the prescribed "Code of Conduct" solicitation and execution of contract Federal regulations.
 17. The above proposal indicates our interpretation of the services desired by the LPA, and the CONSULTANT will be happy to meet and discuss any or all items of this proposal.

Respectfully submitted,

CONSULTANT (Title)

Date

WORK ESTIMATE FORM
Cost plus Net Fee

Work Scope Defined by Project Plans **Date** _____

Consultant's Name _____ Project No. _____

Mailing Address _____ County/City _____

_____ Working Days _____

Work Estimate No. _____ CMS Contract No. _____

Project Location _____

Name of Project Eng'r/Manager _____ Phone Number _____

Name of Chief Inspector _____ Phone Number _____

1. Pre-construction preparation	Eng'r(s) &/or Mang.	_____ @ _____ =	\$0.00
	Tech'n(s)	_____ @ _____ =	\$0.00
	Others(s)	_____ @ _____ =	\$0.00
	Clerical	_____ @ _____ =	\$0.00
Subtotal			<u>\$0.00</u>

2. Field Inspection daily contract documents	Eng'r(s) &/or Mang.	_____ @ _____ \$0.00 =	\$0.00
	Tech'n(s)	_____ @ _____ \$0.00 =	\$0.00
	Others(s)	_____ @ _____ \$0.00 =	\$0.00
	Clerical	_____ @ _____ \$0.00 =	\$0.00
Subtotal			<u>\$0.00</u>

3. On-site Testing	Eng'r(s) &/or Mang.	_____ @ _____ \$0.00 =	\$0.00
	Tech'n(s)	_____ @ _____ \$0.00 =	\$0.00
	Others(s)	_____ @ _____ \$0.00 =	\$0.00
	Clerical	_____ @ _____ \$0.00 =	\$0.00
Subtotal			<u>\$0.00</u>

4. Surveying	Eng'r(s) &/or Mang.	_____ @ _____ \$0.00 =	\$0.00
	Tech'n(s)	_____ @ _____ \$0.00 =	\$0.00
	Others(s)	_____ @ _____ \$0.00 =	\$0.00
	Clerical	_____ @ _____ \$0.00 =	\$0.00
Subtotal			<u>\$0.00</u>

5. Final Paper Preparation	Eng'r(s) &/or Mang.	_____ @ _____ \$0.00 =	\$0.00
	Tech'n(s)	_____ @ _____ \$0.00 =	\$0.00
	Others(s)	_____ @ _____ \$0.00 =	\$0.00
	Clerical	_____ @ _____ \$0.00 =	\$0.00
Subtotal			<u>\$0.00</u>

Total Direct Payroll Costs \$0.00

Summary Total Direct Payroll Costs

	Hours	Rate	Extension
Eng'r(s) &/or Mang.	0 @	\$0.00 =	\$0.00
Tech'n(s)	0 @	\$0.00 =	\$0.00
Others(s)	0 @	\$0.00 =	\$0.00
Clerical	0 @	\$0.00 =	\$0.00
Total Direct Payroll Costs			\$0.00
B. Salary Related Overhead	_____ %		\$0.00
C. Total Payroll plus Overhead			\$0.00
D. Net Fee			\$0.00
E. Direct Expenses (Travel, Postage, Misc.)			
Per Diem & Subsistence	_____ Days @ _____	=	\$0.00
Mileage	_____ miles	\$0.00/mile	
Auto	_____ @ _____		\$0.00
Pickup	_____ @ _____		\$0.00
Postage	_____ @ _____		\$0.00
Testing Laboratory or Consulting Firm to Assist (Name of Lab or Firm) (Details Needed)	_____ @ _____		\$0.00
Equipment Rental (Details \$500 +)	_____ @ _____		\$0.00
Total Other Direct Expenses			\$0.00
TOTAL COST PLUS NET FEE ESTIMATE			\$0.00

Consultant Representative _____ Date _____

LPA Authorized Representative _____ Date _____

Approving KDOT Representative _____ Date _____

Certification of Final Indirect Costs

Firm Name: _____

Indirect Cost Rate Proposal: _____

Date of Proposal Preparation (mm/dd/yyyy): _____

Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): _____

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

- 1.) All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.*
- 2.) This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.*

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature: _____

Name of Certifying Official (Print): _____

Title: _____


Date of Certification (mm/dd/yyyy): _____

Tax Clearance Certificate

Consultants and Sub-Consultants are required obtain a current Tax Clearance Certificate from the Kansas Department of Revenue [KDOR]. The Tax Clearance Certificate contains a Transaction Number and a 90 day time period that need to be transcribed to this attachment (below) at the time of contract execution. The Tax Clearance process is a tax account review by KDOR to determine the Consultant's and Sub-Consultant's account is compliant with Kansas tax laws administered by the Director of Taxation. The Secretary will not execute this agreement if the Consultant and Sub-Consultant(s), as listed as Direct Expenses on the *Estimate of Preliminary Engineering Fee*, are not listed below. The Bureau of Local Projects will verify the certification through the Transaction Number.

To obtain a Tax Clearance Certificate, the Consultant (or Sub-Consultant) shall complete an Application Form and submit it to KDOR. The Application Form must be completed and submitted online at <http://www.ksrevenue.org/taxclearance.html>. After the Consultant (or Sub-Consultant) submits the Application Form, KDOR will provide the applicant a Transaction ID number and a certification time period. The Consultant (or Sub-Consultant) shall use the Transaction ID number to retrieve the Tax Clearance Certificate. Decisions on online applications are generally available the following business day. **Include a copy of the Certificate of Tax Clearance with the proposal.** See sample below.

If the Consultant (or Sub-Consultant) is unable to retrieve the Tax Clearance Certificate or if KDOR denies the Application for Tax Clearance, the Consultant (or Sub-Consultant) shall call KDOR's Special Projects Team at 785-296-3199 to determine why KDOR failed to issue the Certificate.

	Jeff Colyer, M.D., Governor Samuel M. Williams, Secretary www.ksrevenue.org
CERTIFICATE OF TAX CLEARANCE	
[REDACTED]	
[REDACTED]	
ISSUE DATE 11/27/2018	
TRANSACTION ID [REDACTED]	CONFIRMATION NUMBER [REDACTED]
TAX CLEARANCE VALID THROUGH 02/25/2019	
<small>Verification of this certificate can be obtained on our website, www.ksrevenue.org, or by calling the Kansas Department of Revenue at 785-296-3199</small>	