

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. To assist you in the selection of a consultant, we have also provided a *Consultant Selection Guide* (see Attachment No. 1 *Consultant Selection Guide*) to serve as a checklist during the selection process. **Note: Be sure to review the guide carefully before proceeding with the selection of a consultant for your project.**

For Preliminary Engineering (Phases I and II), the cost-plus-net-fee agreement will be executed **within 90 to 120 days from the date indicated above**. Following these procedures will make it possible to include Construction Engineering (Phase III), if desired by the City/County, which will be included in a separate agreement. The Bureau of Local Projects (BLP) will send you additional information to complete at the time your project is ready to let.

Please adhere to the suggested timeline provided in the *Consultant Selection Guide* so that your project may be included in a timely letting.

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 (Preliminary Engineering) on City/County (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*<sup>1</sup>
  - Attachment No. 6A: *Selection Committee Report (w/ Sample)*
  - Attachment No. 6B: *Sample Proposal Letter*
  - Attachment No. 6C: *Sample Work Estimate*
  - Attachment No. 7 *Sample Proposal for Engineering Services*
  - Special Attachment No. 8: *Estimate of Preliminary Engineering Fee*
  - Special Attachment No. 9: *Certification of Final Indirect Costs*
  - Special Attachment No. 10: *Tax Clearance Certificate (w/ example)*
2. Determine 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 the BLP prior to beginning the review process.
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,

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<sup>1</sup> Attachment 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.

length, and proposed letting date. 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 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, length, proposed letting date, and that the criteria for evaluation will be sent after *Request for Qualifications* is received. The *Request for Qualifications* should include:

- *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](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 prequalified 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.
  - Within one week**, the top selected firm shall send the following items, so they may detail the preliminary engineering covered in Phases I and II. Detail should include scope of work and total hours to perform the work.
    - Sample *Proposal letter (Attachment No. 6B)*
    - Sample *Work Estimate (Attachment No. 6C)*
6. KDOT will develop an independent work estimate for hours that may be used as a starting point by the LPA when negotiating the consultant's estimate.
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 the LPA, send the following fee documents to the selected firm:
  - Sample *Proposal for Engineering Services (Attachment No. 7)*
  - Estimate of Preliminary Engineering Fee (Special Attachment No. 8)*
  - Certification of Final Indirect Costs (Special Attachment No. 9)*
  - Tax Clearance Certificate w/ example (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
  - If different than established criteria, the list of criteria used by Preliminary Review Committee in selecting consultants to submit to Selection Committee
  - Copy of all scoring sheets and the list of criteria used by Preliminary Review Committee (Attachment 6) and Selection Committee (Attachment 6A)

- Copy of the *Work Estimates* (see Attachment No. 6C) to determine reasonableness of consultant's proposal
- 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.

The LPA should monitor the consultant's progress with the timetable provided by the consultant and make progress payments to the consultant for Phases I and II and bill KDOT on provided voucher forms.

**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 pre-construction engineering and project management in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered.

**Description**

<KDOT Program> project CCC JJ-NNN-SS<sup>1</sup>, 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>. Notice to Proceed to be issued <date approximately three weeks after notifying firms>, KDOT Three-Party agreement in place and in effect <date approximately two months after notifying firms>.

**Request for Proposal (Technical)**

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

**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:<sup>2</sup> 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 the 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) 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".

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

<sup>2</sup>Note: 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. All sub-consultants 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 pre-construction engineering and project management in the category equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered.

#### 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. Notice to Proceed to be issued March 29, 2018, KDOT Three-Party agreement in place and in effect May 29, 2018.

#### Request for Proposal (Technical)

**Oz County** is seeking a consultant to provide design services for Oz County Southern Third Major Collector Signing and Pavement Marking Project. The work includes analysis work to determine the proper sign and pavement marking placement for thirteen (13) intersections, ten (10) substandard horizontal curves and five (5) substandard vertical curves using established engineering principles. Plans will be developed by the firm to implement improvements to regulatory and warning signs on major collectors in the southern third of the county using State and Federal requirements. Inspection during construction is anticipated to be part of the services provided.

#### 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 the 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) 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".



**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 pre-construction engineering and project management in the equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered if consulting firm is interested.

**Description**

<KDOT Program> project CCC JJ-NNN-SS<sup>1</sup>, which is a <project scope> on <project location>. Plans will be developed by the firm using State and Federal requirements.

**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>.

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<sup>1</sup>Standard 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 pre-construction engineering and project management in the equivalent to the Kansas Department of Transportation's (KDOT) Work Category: 212 – Highway Design-Minor Facility for the project listed below. Qualifications for roadway construction inspection in the equivalent to the KDOT's Work Category: 241 will also be considered if consulting firm is interested.

**Description**

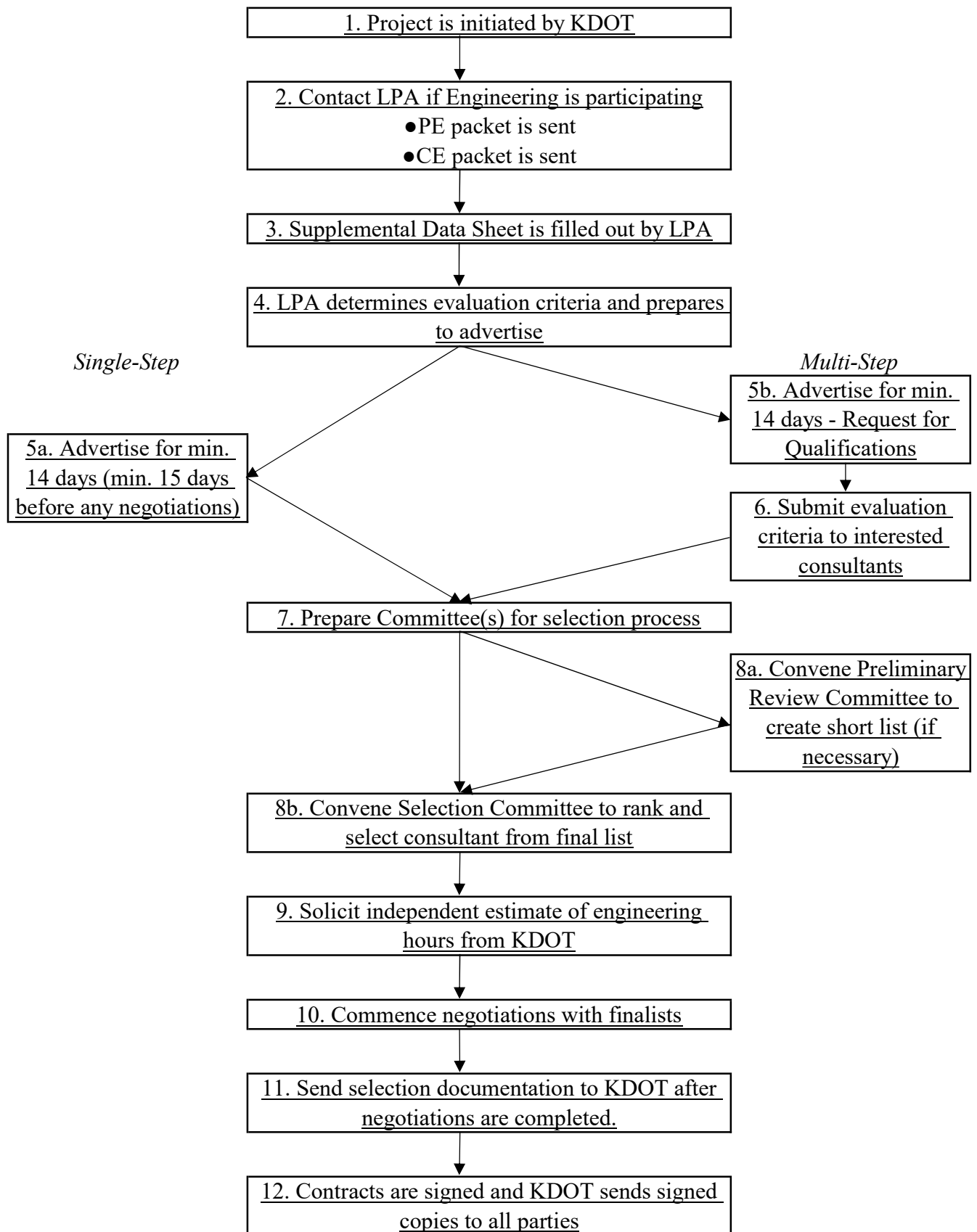
**City Connecting Link Improvement Program (CCLIP)** project 123 KA-8426-01, which is a **pavement rehabilitation project including intersection reconstruction at Glitter Street on two (2) miles of Yellow Brick Road**. Plans will be developed by the firm using State and Federal requirements.

**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  
PRE-CONSTRUCTION ENGINEERING AND PROJECT MANAGEMENT  
(PRELIMINARY ENGINEERING)  
AND  
CONSTRUCTION INSPECTION  
(CONSTRUCTION ENGINEERING)**

The Consultants listed below have requested and have been prequalified by KDOT to perform Pre-Construction Engineering and Project Management (Preliminary Engineering) and 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  
Pre-Construction Engineering and Project Management**

212 Highway Design-Minor Facility

**Construction Inspection**

241 Roadway and Bridge Construction Inspection



Search

PRE-QUALIFIED CONSULTANTS

212 - Highway Design - Minor Facility

[View All](#)

Name	Address	City	State	Zipcode	Phone
<a href="#">AECOM Technical Services, Inc</a>	303 East Wacker Drive, Suite 900	Chicago	IL	60601	312-373-6563
<a href="#">AECOM Technical Services, Inc*</a>	501 Sycamore Street, Suite 222	Waterloo	IA	50703-1497	319-874-6594
<a href="#">AECOM Technical Services, Inc*</a>	8300 College Blvd., Suite 200	Overland Park	KS	66210-2603	913-344-1058
<a href="#">Affinis Corp.</a>	8900 Indian Creek Parkway, Suite 450	Overland Park	KS	66210-0000	913-239-1100
<a href="#">Alfred Benesch &amp; Company</a>	11010 Haskell Avenue, Suite 200	Kansas City	KS	66109-	913-441-1100
<a href="#">Alfred Benesch &amp; Company*</a>	3226 Kimball Avenue	Manhattan	KS	66503	785-539-2202
<a href="#">Allgeier, Martin &amp; Associates, Inc</a>	7231 E 24th Street	Joplin	MO	64804	417-624-5703
<a href="#">Allgeier, Martin &amp; Associates, Inc*</a>	1801 W. Norton Road	Springfield	MO	65803	417-351-6669
<a href="#">Allgeier, Martin &amp; Associates, Inc*</a>	1201 N.W. Briarcliff Parkway	Kansas City	MO	64116	816-673-7540
<a href="#">AMEC Foster Wheeler Envrnt &amp; Infrastructure, Inc.</a>	100 SE 9th, Suite 400	Topeka	KS	66612-	785-272-6830
<a href="#">Bartlett &amp; West, Inc.</a>	1200 SW Executive Drive	Topeka	KS	66615-3850	785-272-2252
<a href="#">Baughman Company, P.A.</a>	315 Ellis	Wichita	KS	67211-1811	316-262-7271
<a href="#">BG Consultants, Inc.</a>	1405 Wakarusa Drive	Lawrence	KS	66049	785-749-4474
<a href="#">BG Consultants, Inc.*</a>	900 E. 27th Ave.	Hutchinson	KS	67502	620-665-3952
<a href="#">BG Consultants, Inc.*</a>	4806 Vue Du Lac Place	Manhattan	KS	66503	785-537-7448
<a href="#">Brungardt Honomichi &amp; Co. P.A.</a>	7101 College Blvd., Suite 400	Overland Park	KS	66210-0000	913-663-1900
<a href="#">Brungardt Honomichi &amp; Co. P.A.*</a>	901 N. 8th Street, Suite 100	Kansas City	KS	66101	913-663-1900
<a href="#">Brungardt Honomichi &amp; Co. P.A.*</a>	705 1st Avenue, Suite A	Dodge City	KS	67801	620-225-1400
<a href="#">Burns &amp; McDonnell Engineering Company, Inc.</a>	9400 Ward Parkway	Kansas City	MO	64114-3319	816-333-9400
<a href="#">Campbell and Johnson Engineers, PA</a>	113 West 7th Street	Concordia	KS	66901	785-243-1755
<a href="#">CDM Smith Inc</a>	9200 Ward Parkway, Suite 500	Kansas City	MO	64114	816-444-8270
<a href="#">CDM Smith Inc*</a>	345 Riverview Street, Suite 520	Wichita	KS	67203	316-660-6700
<a href="#">CES Group, PA</a>	1102 Broadway Street	Marysville	KS	66508	785-562-5148
<a href="#">CH2M Hill, Inc.</a>	9193 S. Jamaica St	Englewood	CO	80112-5946	720-286-5137
<a href="#">CH2M Hill, Inc.*</a>	4601 W. 6th Street, Suite 102	Lawrence	KS	66049	785-841-1774
<a href="#">Continental Consulting Engineers, Inc.</a>	9000 State Line Road	Leawood	KS	66206	913-642-6642
<a href="#">Continental Consulting Engineers, Inc.*</a>	11006 Parallel Parkway, Suite 1	Kansas City	KS	66109	913-642-6642
<a href="#">Cook, Flatt &amp; Strobel, Engineers, P.A.</a>	2930 SW Woodside Drive	Topeka	KS	66614	785-272-4706
<a href="#">Craffon, Tull, and Associates, Inc.</a>	901 N. 47th St, Suite 200	Rogers	AR	72756	479-636-4838
<a href="#">Dewberry Engineers, Inc.</a>	1350 S. Boulder, Suite 600	Tulsa	OK	74119-3216	918-295-5255
<a href="#">Driggs Design Group, PA</a>	2727 Rory Road	Manhattan	KS	66502	785-313-1346
<a href="#">Driggs Design Group, PA*</a>	205 E. 7th Street, Suite 325	Hays	KS	67601	785-313-1346
<a href="#">Earles Engineering &amp; Inspection, Inc.</a>	115 W Iron Ave.	Salina	KS	67401	785-309-1060
<a href="#">Earles Engineering &amp; Inspection, Inc.*</a>	211 N. Kansas Ave.	Liberal	KS	67901	620-626-8912
<a href="#">Earles Engineering &amp; Inspection, Inc.*</a>	105 W. 7th Street	Pittsburg	KS	66762	620-308-5577
<a href="#">Evans, Bierly, Hutchison &amp; Associates, P.A.</a>	1105 Williams	Great Bend	KS	67530-4487	620-793-8411
<a href="#">Evans, Bierly, Hutchison &amp; Associates, P.A.*</a>	500 East Main	Marion	KS	66861	620-821-2124
<a href="#">Evans, Bierly, Hutchison &amp; Associates, P.A.*</a>	123 S. Main	Cimarron	KS	67835	620-855-7030
<a href="#">Felsburg Holt &amp; Ullevig</a>	11422 Miracle Hills Drive, Suite 115	Omaha	NE	68154-4420	402-445-4405
<a href="#">Finney &amp; Turnipseed, Transp.&amp;CE, LLC</a>	610 SW 10th Street, Suite 200	Topeka	KS	66612-1674	785-235-2393
<a href="#">Garver, LLC</a>	12200 NW Ambassador Drive, Suite 205	Kansas City	MO	64163	816-298-6465
<a href="#">Garver, LLC*</a>	2120 South Airport Road, Suite A	Wichita	KS	67209	316-221-3016
<a href="#">Garver, LLC*</a>	7301 West 129th Street, Suite 330	Overland Park	KS	66213-2635	913-696-9755
<a href="#">George Butler Associates, Inc.</a>	9801 Renner Boulevard	Lenexa	KS	66219-9745	913-492-0400
<a href="#">H W Lochner, Inc.</a>	1823 S. Ohio Street	Salina	KS	67401-	785-827-3603
<a href="#">H W Lochner, Inc.*</a>	16105 W 113th Street, Suite 107	Lenexa	KS	67401-3713	785-827-3603
<a href="#">Hanson Professional Services, Inc.</a>	10740 Nall Avenue, Suite 200	Overland Park	KS	66211	816-941-2178
<a href="#">HDR Engineering, Inc.</a>	4435 Main St, Suite 1000	Kansas City	MO	64111-1856	816-360-2700
<a href="#">HDR Engineering, Inc.*</a>	18001 West 106th Street, Suite 140	Olathe	KS	66061-2861	913-553-6870
<a href="#">Hg Consult, Inc.</a>	10512 Euclid Avenue	Kansas City	MO	64155	816-918-1114
<a href="#">HNTB Corporation</a>	7400 W 129th St, Ste 100	Overland Park	KS	66213-3325	913-491-9333
<a href="#">JEO Consulting Group, Inc.</a>	11717 Burt Street, Suite 210	Omaha	NE	68154-1510	402-43-7488
<a href="#">Kaw Valley Engineering, Inc.</a>	2319 N. Jackson, Box 1304	Junction City	KS	66441-1304	785-762-5040
<a href="#">Kaw Valley Engineering, Inc.*</a>	14700 W. 114th Terrace	Lenexa	KS	66215	913-894-5150
<a href="#">Kirkham Michael &amp; Associates, Inc</a>	217 North Douglas	Ellsworth	KS	67439	785-472-3163
<a href="#">Landplan Engineering, P.A.</a>	1310 Wakarusa Dr., Ste.100	Lawrence	KS	66049	785-843-7530
<a href="#">Landplan Engineering, P.A.*</a>	1600 Genessee, Suite 400	Kansas City	MO	64102	816-221-2234
<a href="#">Mc Afee, Henderson Solutions</a>	15700 College Blvd.	Lenexa	KS	66219	913-888-4647
<a href="#">Mc Afee, Henderson Solutions*</a>	309 Jefferson	Oskaloosa	KS	66066	785-863-2647
<a href="#">Miller &amp; Associates Consulting, Engrs, P.C.</a>	1111 Central Ave	Kearney	NE	68847-6833	308-234-6456
<a href="#">Miller &amp; Associates Consulting, Engrs, P.C.*</a>	320 West 4th Street	Colby	KS	67701	785-460-1956
<a href="#">Miller &amp; Associates Consulting, Engrs, P.C.*</a>	109 East Second Street	McCook	NE	69001	308-345-3710
<a href="#">MKEC Engineering Consultants, Inc</a>	411 N. Webb Rd	Wichita	KS	67206-2521	316-684-9600
<a href="#">OBI Consulting Engineers, Inc.</a>	1220 E. 63rd Street, Suite 200	Kansas City	MO	64110	816-822-7292
<a href="#">Olsson Associates</a>	7301 W. 133rd St, Suite 200	Overland Park	KS	66213	913-381-1170
<a href="#">Olsson Associates*</a>	301 S. 4th Street, Suite 110	Manhattan	KS	66503	785-539-6900
<a href="#">Penco Engineering, P.A.</a>	711 NW 3rd St., POBox 392	Plainville	KS	67663	785-434-4611
<a href="#">Phelps Engineering, Inc.</a>	1270 N. Winchester	Olathe	KS	66061-	913-393-1155
<a href="#">Poe &amp; Associates, Inc.</a>	544 West Douglas	Wichita	KS	67203-	316-685-4114
<a href="#">Poe &amp; Associates, Inc.*</a>	1601 NW Expressway, Suite 400	Oklahoma City	OK	73118	405-949-1962
<a href="#">Professional Engineering Consultants, P.A.</a>	303 S. Topeka	Wichita	KS	67202	316-262-2691
<a href="#">Professional Engineering Consultants, P.A.*</a>	1263 S.W. Topeka Blvd	Topeka	KS	66612	785-233-8300
<a href="#">Professional Engineering Consultants, P.A.*</a>	104 S. Pine	Pittsburg	KS	66762	620-235-0195
<a href="#">Renaissance Infrastructure Consulting</a>	5015 NW Canal Street, Suite 100	Riverside	MO	64150-	816-800-0950
<a href="#">Renaissance Infrastructure Consulting*</a>	5015 NW Canal Street, S	Riverside	MO	64150	816-800-0950
<a href="#">Renaissance Infrastructure Consulting*</a>	207 S 5th Street	Leavenworth	KS	66048	913-682-8606



<a href="#">RMA Engineering</a>	409 W 2nd, PO Box 18	Minneapolis	KS	67467-0018	785-492-5762
<a href="#">Ruggles &amp; Bohm, P.A.</a>	924 North Main	Wichita	KS	67203	316-264-8008
<a href="#">Schlagel &amp; Associates, P.A.</a>	14920 W 107th St	Lenexa	KS	66215-4018	913-492-5158
<a href="#">Schwab-Eaton, P.A.</a>	1125 Garden Way	Manhattan	KS	66502-1740	785-539-4687
<a href="#">Schwab-Eaton, P.A.*</a>	631 E. Crawford, Ste 203	Salina	KS	67401	785-404-3139
<a href="#">Schwab-Eaton, P.A.*</a>	8615 W. Frazier Ln., Ste 2	Wichita	KS	67212	316-722-4472
<a href="#">Shafer, Kline &amp; Warren, Inc.</a>	11250 Corporate Ave.	Lenexa	KS	66219-1392	913-888-7800
<a href="#">Shafer, Kline &amp; Warren, Inc.*</a>	1323 East 71st Street, Suite 120	Tulsa	OK	74136	918-499-6000
<a href="#">Shafer, Kline &amp; Warren, Inc.*</a>	1700 Swift Avenue, Suite 100	N. Kansas City	MO	64116	816-756-0444
<a href="#">SK Design Group, Inc.</a>	4600 College Blvd, Suite 100	Overland Park	KS	66211-1606	913-451-1818
<a href="#">SMH Consultants</a>	2017 Vanesta Place, Suite 110	Manhattan	KS	66503	785-776-0541
<a href="#">SMH Consultants*</a>	236 San Jose Street, Suite 127	Dodge City	KS	67801	620-255-1952
<a href="#">Smith &amp; Oakes, Inc.</a>	P.O. Box 696, 107 N Summit	Arkansas City	KS	67005	620-442-4756
<a href="#">STV Incorporated</a>	6701 W. 64th Street, Suite 320	Mission	KS	66202	913-213-5110
<a href="#">TapanAm Associates, Inc.</a>	13340 Holmes Road	Kansas City	MO	64145	816-595-7105
<a href="#">Tetra Tech, Inc</a>	8001 College Boulevard, Suite 200	Overland Park	KS	66210-	913-956-3998
<a href="#">Tetra Tech, Inc*</a>	415 Oak Street	Kansas City	MO	64106	816-412-1741
<a href="#">Tetra Tech, Inc*</a>	119 N. Robinson, Suite 700	Oklahoma City, OK	OK	73102	405-606-8600
<a href="#">TranSystems Corporation</a>	2400 Pershing Rd, Ste 400	Kansas City	MO	64108-2526	816-329-8600
<a href="#">TranSystems Corporation*</a>	245 N. Waco, Suite 222	Wichita	KS	67202-1121	316-303-3000
<a href="#">TranSystems Corporation*</a>	115 S. Sixth Street, Suite B	Independence	KS	67301-3761	620-331-3999
<a href="#">Trek Design Group, LLC</a>	1441 E 104th Street, Suite 105	Kansas City	MO	64131	816-874-4655
<a href="#">Walter P. Moore and Associates, Inc.</a>	920 Main Street, 10th Floor	Kansas City	MO	64105	816-701-2100
<a href="#">Wilson &amp; Company, Inc., Engineers &amp; Architects</a>	1700 E. Iron Ave.	Salina	KS	67402-4301	785-827-0433
<a href="#">Wilson &amp; Company, Inc., Engineers &amp; Architects*</a>	800 East 101st Terr., Suite 200	Kansas City	MO	64131	816-701-3100
<a href="#">WSP Parsons Brinckerhoff, Inc.</a>	225 North Market, Suite 350	Wichita	KS	67202-2028	316-263-6121
<a href="#">WSP Parsons Brinckerhoff, Inc.*</a>	16201 W. 95th Street, Suite 200	Lenexa	KS	66219	913-310-9943

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PRE-QUALIFIED CONSULTANTS

241 - Construction Inspection and Testing

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Name	Address	City	State	Zipcode	Phone
<a href="#">Affinis Corp.</a>	8900 Indian Creek Parkway, Suite 450	Overland Park	KS	66210-0000	913-239-1100
<a href="#">Alfred Benesch &amp; Company</a>	11010 Haskell Avenue, Suite 200	Kansas City	KS	66109-	913-441-1100
<a href="#">Alfred Benesch &amp; Company*</a>	3226 Kimball Avenue	Manhattan	KS	66503	785-539-2202
<a href="#">Allgeier, Martin &amp; Associates, Inc</a>	7231 E 24th Street	Joplin	MO	64804	417-624-5703
<a href="#">Allgeier, Martin &amp; Associates, Inc.*</a>	1801 W. Norton Road	Springfield	MO	65803	417-351-6669
<a href="#">Allgeier, Martin &amp; Associates, Inc.*</a>	1201 N.W. Briarcliff Parkway	Kansas City	MO	64116	816-673-7540
<a href="#">Bartlett &amp; West, Inc.</a>	1200 SW Executive Drive	Topeka	KS	66615-3850	785-272-2252
<a href="#">BG Consultants, Inc.</a>	1405 Wakarusa Drive	Lawrence	KS	66049	785-749-4474
<a href="#">BG Consultants, Inc.*</a>	900 E. 27th Ave.	Hutchinson	KS	67502	620-665-3952
<a href="#">BG Consultants, Inc.*</a>	4806 Vue Du Lac Place	Manhattan	KS	66503	785-537-7448
<a href="#">Brungardt Honomichi &amp; Co. P.A.</a>	7101 College Blvd., Suite 400	Overland Park	KS	66210-0000	913-663-1900
<a href="#">Brungardt Honomichi &amp; Co. P.A.*</a>	901 N. 8th Street, Suite 100	Kansas City	KS	66101	913-663-1900
<a href="#">Brungardt Honomichi &amp; Co. P.A.*</a>	705 1st Avenue, Suite A	Dodge City	KS	67801	620-225-1400
<a href="#">Burns &amp; McDonnell Engineering Company, Inc.</a>	9400 Ward Parkway	Kansas City	MO	64114-3319	816-333-9400
<a href="#">Campbell and Johnson Engineers, PA</a>	113 West 7th Street	Concordia	KS	66901	785-243-1755
<a href="#">CES Group, PA</a>	1102 Broadway Street	Marysville	KS	66508	785-562-5148
<a href="#">Cook, Flatt &amp; Strobel, Engineers, P.A.</a>	2930 SW Woodside Drive	Topeka	KS	66614	785-272-4706
<a href="#">Cook, Flatt &amp; Strobel, Engineers, P.A.*</a>	1421 E. 104th Street, Suite 100	Kansas City	MO	64131	816-333-4477
<a href="#">Cook, Flatt &amp; Strobel, Engineers, P.A.*</a>	1100 W. Cambridge Circle Drive, Suite 700	Kansas City	KS	66103	913-627-9040
<a href="#">E.E.S. LLC</a>	952 E Oak Crest Drive	Gardner	KS	66030	913-961-2649
<a href="#">Earles Engineering &amp; Inspection, Inc.</a>	115 W Iron Ave.	Salina	KS	67401	785-309-1060
<a href="#">Earles Engineering &amp; Inspection, Inc.*</a>	105 W. 7th Street	Pittsburg	KS	66762	620-308-5577
<a href="#">Earles Engineering &amp; Inspection, Inc.*</a>	211 N. Kansas Ave.	Liberal	KS	67901	620-626-8912
<a href="#">Evans, Bierly, Hutchison &amp; Associates, P.A.</a>	1105 Williams	Great Bend	KS	67530-4487	620-793-8411
<a href="#">Evans, Bierly, Hutchison &amp; Associates, P.A.*</a>	123 S. Main	Cimarron	KS	67835	620-855-7030
<a href="#">Evans, Bierly, Hutchison &amp; Associates, P.A.*</a>	500 East Main	Marion	KS	66861	620-821-2124
<a href="#">Finney &amp; Turnipseed, Transp.&amp;CE, LLC</a>	610 SW 10th Street, Suite 200	Topeka	KS	66612-1674	785-235-2393
<a href="#">Garver, LLC</a>	924 N. Main Street	Wichita	KS	67203	316-264-8008
<a href="#">Garver, LLC*</a>	2120 South Airport Road, Suite A	Wichita	KS	67209	316-221-3016
<a href="#">Garver, LLC*</a>	7301 West 129th Street, Suite 330	Overland Park	KS	66213-2635	913-696-9755
<a href="#">George Butler Associates, Inc.</a>	9801 Renner Boulevard	Lenexa	KS	66219-9745	913-492-0400
<a href="#">Geotechnology, Inc.</a>	5055 Antioch Road	Overland Park	KS	66203-	913-438-1900
<a href="#">H.W. Lochner, Inc.</a>	1823 S. Ohio Street	Salina	KS	67401-	785-827-3603
<a href="#">H.W. Lochner, Inc.*</a>	16105 W 113th Street, Suite 107	Lenexa	KS	67401-3713	785-827-3603
<a href="#">HDR Engineering, Inc.</a>	4435 Main St, Suite 1000	Kansas City	MO	64111-1856	816-360-2700
<a href="#">HDR Engineering, Inc.*</a>	18001 West 106th Street, Suite 140	Olathe	KS	66061-2861	913-553-6870
<a href="#">HNTB Corporation</a>	7400 W 129th St, Ste 100	Overland Park	KS	66213-3325	913-491-9333
<a href="#">Intertek-PSI (Professional Service Industries)</a>	1211 W. Cambridge Circle Drive	Kansas City	KS	66103	913-310-1600
<a href="#">Kansas City Testing &amp; Engineering, LLC.</a>	1308 Adams Street	Kansas City	KS	66105-1359	913-321-8100
<a href="#">Kaw Valley Engineering, Inc.</a>	2319 N. Jackson, Box 1304	Junction City	KS	66441-1304	785-762-5040
<a href="#">Kaw Valley Engineering, Inc.*</a>	14700 W. 114th Terrace	Lenexa	KS	66215	913-894-5150
<a href="#">Kirkham Michael &amp; Associates, Inc</a>	217 North Douglas	Ellsworth	KS	67439	785-472-3163
<a href="#">Mc Afee, Henderson Solutions</a>	15700 College Blvd.	Lenexa	KS	66219	913-888-4647
<a href="#">Mc Afee, Henderson Solutions*</a>	309 Jefferson	Oskaloosa	KS	66066	785-863-2647
<a href="#">McClure Engineering Company</a>	11250 Corporate Ave.	Lenexa	KS	66219-1392	913-888-7800
<a href="#">McClure Engineering Company*</a>	1323 East 71st Street, Suite 120	Tulsa	OK	74136	918-499-6000
<a href="#">McClure Engineering Company*</a>	1700 Swift Avenue, Suite 100	N. Kansas City	MO	64116	816-756-0444
<a href="#">MKEC Engineering Consultants, Inc</a>	411 N. Webb Rd	Wichita	KS	67206-2521	316-684-9600
<a href="#">Olsson Associates*</a>	302 S. 4th Street, Suite 110	Manhattan	KS	66503	785-539-6900
<a href="#">Penco Engineering, P.A.</a>	711 NW 3rd St., POBox 392	Plainville	KS	67663	785-434-4611
<a href="#">Poe &amp; Associates, Inc.</a>	1601 NW Expressway, Suite 400	Oklahoma City	OK	73118-	405-949-1962
<a href="#">Poe &amp; Associates, Inc.*</a>	544 West Douglas	Wichita	KS	67203	316-685-4114
<a href="#">Professional Engineering Consultants, P.A.</a>	303 S. Topeka	Wichita	KS	67202	316-262-2691
<a href="#">Professional Engineering Consultants, P.A.*</a>	104 S. Pine	Pittsburg	KS	66762	620-235-0195
<a href="#">Professional Engineering Consultants, P.A.*</a>	1263 S.W. Topeka Blvd	Topeka	KS	66612	785-233-8300
<a href="#">RMA Engineering</a>	409 W 2nd, PO Box 18	Minneapolis	KS	67467-0018	785-492-5762
<a href="#">Schlagel &amp; Associates, P.A.</a>	14920 W 107th St	Lenexa	KS	66215-4018	913-492-5158
<a href="#">Schwab-Eaton, P.A.</a>	1125 Garden Way	Manhattan	KS	66502-1740	785-539-4687
<a href="#">Schwab-Eaton, P.A.*</a>	8615 W. Frazier Ln., Ste 2	Wichita	KS	67212	316-722-4472
<a href="#">Schwab-Eaton, P.A.*</a>	631 E. Crawford, Ste 203	Salina	KS	67401	785-404-3139
<a href="#">SMH Consultants*</a>	236 San Jose Street, Suite 127	Dodge City	KS	67801	620-255-1952
<a href="#">Terracon Consultants, Inc.</a>	3113 SW Van Buren St	Topeka	KS	66611	785-267-3310
<a href="#">TranSystems Corporation</a>	2400 Pershing Rd, Ste 400	Kansas City	MO	64108-2526	816-329-8600
<a href="#">TranSystems Corporation*</a>	115 S. Sixth Street, Suite B	Independence	KS	67301-3761	620-331-3999
<a href="#">TranSystems Corporation*</a>	245 N. Waco, Suite 222	Wichita	KS	67202-1121	316-303-3000
<a href="#">Trek Design Group, LLC</a>	1441 E 104th Street, Suite 105	Kansas City	MO	64131	816-874-4655
<a href="#">Wilson &amp; Company, Inc., Engineers &amp; Architects</a>	1700 E. Iron Ave.	Salina	KS	67402-4301	785-827-0433
<a href="#">Wilson &amp; Company, Inc., Engineers &amp; Architects*</a>	800 East 101st Terr., Suite 200	Kansas City	MO	64131	816-701-3100
<a href="#">WSP USA, Inc. (Parsons Brinckerhoff)</a>	225 North Market, Suite 350	Wichita	KS	67202-2028	316-263-6121
<a href="#">WSP USA, Inc. (Parsons Brinckerhoff)*</a>	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 preliminary and 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 preliminary engineering and a supplemental agreement for the construction engineering, if desired. 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 (Note: completion of page 5 is not mandatory)
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 \_\_\_\_\_

**Supplemental Data Sheet  
City/County Engineering Services**

- 1. City/County: \_\_\_\_\_
- 2. Project No.: \_\_\_\_\_
- 3. Project Location: \_\_\_\_\_
- 4. Estimated Project Length: \_\_\_\_\_

5. Scope of Services Requested:

Yes     No    Phase I: Design and plan preparation for grading, bridges and surfacing for the above described project, including special specifications as required.

Yes     No    Phase II: The review and recommendations for approval of all shop drawings and drawings for falsework as may be required, except for items designed by others.

Yes     No    Phase III: The construction engineering necessary to insure proper construction of the project that will include the contract administration, survey, and materials testing. In order to implement this phase, a supplemental agreement will be executed prior to or near the time the project is let contract to a construction contractor.

Yes     No    As an option on Phase III you may select to have the consultant perform the contractor construction staking. (Unless this is a bid item on the plans.)

Bridge #1                      Bridge #2

Grading: \_\_\_\_\_ Miles    Bridges:    Estimated Miles:    \_\_\_\_\_

Surfacing: \_\_\_\_\_ Miles    Other    \_\_\_\_\_

6. Estimated Letting Date: \_\_\_\_\_

7. KDOT References that are the normal control for the Preliminary Engineering:

- a. *Standard Specifications for Road and Bridge Construction of the Kansas Department of Transportation* (most recent edition) with Special Provisions and Project Special Provisions, and with the rules and regulations of FHWA pertaining to the Project

- b. *KDOT Design Manual*
  - c. *KDOT Local Projects LPA Project Development Manual*
  - d. Bureau of Local Projects memos
  - e. *Geotechnical Bridge Foundation Investigation Guidelines*
  - f. The Bureau of Transportation Safety and Technology's *Traffic Engineering Guidelines* (the most recent version)
  - g. *Manual on Uniform Traffic Control Devices (MUTCD)* (the most recent version)
  - h. American Association of State Highway and Transportation Officials – *A Policy of Geometric Design of Highways and Streets* (most recent edition)
8. The Construction Engineering duties, if requested, will include on-site inspection, testing and contract administration for the project. The consultant should verify in their response that they have, or will have, qualified personnel who can be assigned to this project. The agreement developed will include a conflict of interest clause that will preclude the consultant selected to do the construction engineering duties from also performing work for the contractor that constructs the project.
  9. The provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990 will apply to all firms and will be included as a part of the Agreement.
  10. Worker's Compensation Insurance will be required for the personnel working on the project.
  11. 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

<b>REASONS</b>
----------------

- |   |
|---|
| <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

		<b>Name of Consulting Firm</b>				
Criteria <sup>1</sup>	Weight amt. (100 pts max) <sup>2</sup>					
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					

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

<sup>2</sup>City/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 Engineering Services*, the *Estimate of Preliminary 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\***

<b>Task</b>	<b>Title of persons assigned to task</b>	<b># of hours to complete task</b>
Project Management	Sr Project Manager	20
	Project Manager	75
	Project Engineer	30
	Administrative Assistant	15
Survey & Research	Project Manager	16
	Survey Chief	36
	Survey Crew	162
Traffic Design & Plans	Project Manager	18
	Project Engineer	48
	Design Engineer	62
	Technician	96
Roadway Design & Plans	Sr Project Manager	22
	Project Manager	88
	Project Engineer	62
	CADD Technician	111
Bridge Design & Plans	Sr Project Manager	26
	Project Manager	17
	Project Engineer	133
	Technician	41
<b>Total Hours:</b>		1078

\* 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.

1 Copy to KDOT (To accompany KDOT Form 1302) \_\_\_\_\_ County

1 Copy for County

1 Copy for Consultant

Project No. \_\_\_\_\_

**PROPOSAL FOR ENGINEERING SERVICES**

Cost Plus Net Fee

The Consulting Engineering Firm of \_\_\_\_\_ with principal offices located at \_\_\_\_\_, hereinafter referred to as the CONSULTANT has reviewed the information transmitted by \_\_\_\_\_ City/County, hereinafter referred to as the "LPA" (Local Public Authority). Based on this information, the Consultant submits the following Proposal:

1. The LPA has requested a Proposal for preliminary engineering and plan preparation (engineering services) from the Consultant for the following proposed construction improvements:

Grading: _____ \	Miles	Bridges: Est. Feet \	Bridge #1
Surfacing: _____ \	Miles	Est. Feet	Bridge #2
			_____ Feet

on \_\_\_\_\_ Route \_\_\_\_\_ located \_\_\_\_\_ and designated by the above noted project number. The subject construction improvements, however, are hereinafter referred to as the Project.

2. The LPA has stated that it desires federal participation in the cost of the engineering services, as well as the construction cost of the Project.
3. The LPA desires the engineering 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. The scope of engineering services can be defined as follows:

Phase I: Design and plan preparation for grading, bridges and surfacing for the above-described project, including special specifications as required.

Phase II: The review and recommendations for approval of all shop drawings and drawings for falsework as may be required, except for items designed by others.

Phase III: The construction engineering necessary to ensure proper construction of the project that will include the contract administration, surveys, and materials testing.

4. The engineering services performed by the Consultant for Phases I and II\* will include, but not necessarily be limited to, the following as indicated thusly (+):

Surveys

- |   |  |
|---|--|
| <input type="checkbox"/> Topographical Survey | <input type="checkbox"/> Geological Survey |
| <input type="checkbox"/> Relocation Survey    | <input type="checkbox"/> Bridge Soundings  |
| <input type="checkbox"/> Normal Field Survey  | <input type="checkbox"/> R/W Survey        |

Plans, Specifications & Estimates

- |   |   |
|---|---|
| 1) Road   | 2) Bridges  |
| <input type="checkbox"/> Balanced Grading Plan            | <input type="checkbox"/> Contour Maps               |
| <input type="checkbox"/> Pavement Design                  | <input type="checkbox"/> Bridge Layout Cost         |
| <input type="checkbox"/> Culvert Designs                  | <input type="checkbox"/> Cost Completion            |
| <input type="checkbox"/> R/W Descriptions                 | <input type="checkbox"/> Bridge (Superstructure)    |
| <input type="checkbox"/> R/W Strip Map                    | <input type="checkbox"/> Bridge (Substructure)      |
| <input type="checkbox"/> Surfacing Plans                  | <input type="checkbox"/> Detailed Bridge Plans      |
| <input type="checkbox"/> Storm Sewers                     | <input type="checkbox"/> Special Provisions         |
| <input type="checkbox"/> Special Provisions               | <input type="checkbox"/> *Review Shop Drawings      |
| <input type="checkbox"/> Construction Cost Estimate       | <input type="checkbox"/> *Review Falsework Drawings |
| <input type="checkbox"/> R/W Staking                      | <input type="checkbox"/> Construction Cost Estimate |
| <input type="checkbox"/> Traffic Control Plan             |   |
| <input type="checkbox"/> Other _____                      |   |
| _____   |   |
| <input type="checkbox"/> Other phases if involved: \_____ |   |
| _____   |   |
| _____   |   |

5. The proposed Project will be constructed on said route to equal or exceed the Secretary's approved design guidelines for the following:

- (a) AADT \_\_\_\_\_
- (b) Minimum design speed of \_\_\_\_\_ MPH
- (c) Other \_\_\_\_\_

6. The Consultant will perform the following engineering services:

- (a) Prepare detailed design plans and construction drawings in conformity with the state and federal design criteria appropriate for the Project, in accordance with either the current version of the American Association of State Highway and Transportation Officials (AASHTO) A Policy on Geometric Design of Highways and Streets "Green Book", or the current version of the KDOT Local Projects LPA Project Development Manual, the Bureau of Local Projects Memorandums (BLP Memos), the KDOT Design Manual, the Geotechnical Bridge Foundation Investigation Guidelines, the current version of the Bureau of Transportation Safety and Technology's Traffic Engineering Guidelines, the latest version, as adopted by the Secretary, of the Manual on Uniform Traffic Control Devices (MUTCD), the

Bureau of Road Design's Road Memorandums, the current version of the KDOT Standard Specifications for State Road and Bridge Construction with Special Provisions and Project Special Provisions, and with the rules and regulations of FHWA pertaining to the Project.

- (b) Prepare revised plans, as requested by representatives of the LPA or the Secretary, made necessary by field check and/or office check review recommendations, errors, omissions, or negligence of the Consultant, at any time prior to the completion and final acceptance of the construction contracts covering the Project. Such revised plans may be made by the Secretary or LPA at the Consultant's expense.
- (c) Prepare the plans for the Project for such parts or sections, and in such order of completion, as designated by the LPA.
- (d) Make the necessary field surveys to determine horizontal and vertical alignment for the proposed project.
- (e) Prepare and furnish electronic set of preliminary construction plans for field check and review to the LPA and two (2) sets to the Secretary. These plans shall, at a minimum, show the horizontal and vertical alignment, typical sections, contour information, construction layouts and size of bridges, size and location of drainage structures, intersection details, construction limits, existing and new right-of-way limits, property owners, utility locations and ownership, and be included on the appropriate following sheets: Title, Typical Section, Surfacing, Plan-Profile, Cross Sections, Contour Map, and Bridge Layout, Traffic Control Plan, and such other special sheets as the Consultant deems necessary. (Refer to the LPA Project Development Manual <http://kart.ksdot.org/>)
- (f) Field check the Project with representatives of the LPA and Secretary.
- (g) Incorporate any changes which may have been agreed to during the field check, and include in such plans estimates of quantities, special provisions, supplemental specifications, and an updated estimate of cost.
- (h) Submit one complete electronic set of the plans to the Secretary for office check review along with copies of special provisions, supplemental specifications and the updated cost estimate. The LPA may request a similar set of prints and copies of the office check plans. (Refer to the LPA Project Development Manual <http://kart.ksdot.org/>)
- (i) Prepare electronic final plans with a signed and sealed Title Sheet, an updated cost estimate based on final plan quantities (if different from office check estimate), and necessary special provisions and supplemental specifications.
- (j) Prepare plats and descriptions of right-of-way required and furnish to the LPA. (This item is optional but is included if so noted on Page 2 of this Proposal.)

- (k) Furnish preliminary plans to the LPA sufficiently complete for the LPA's use in preparing descriptions for rights-of-way required in connection with the Project within \_\_\_\_\_ calendar days after issuance by the Secretary of the Notice to Proceed with the work, exclusive of time required for reviews by the approving parties and delays beyond the Consultant's control.
  - (l) Furnish final and complete construction plans to the LPA and the Secretary for approval within \_\_\_\_\_ calendar days after issuance by the Secretary of the Notice to Proceed, exclusive of time required for reviews by the approving parties and delays beyond the Consultant's control.
  - (m) Prepare and furnish the Secretary with supplemental specifications covering all special fabrication or construction features not covered by the standard specifications of KDOT, except for items designed by others.
  - (n) Review and recommend for approval all shop drawings and falsework drawings, as may be required for the Project, if indicated in the scope of engineering services on page 2 of this Proposal.
  - (o) Have available at the Consultant's office located at \_\_\_\_\_, for review by the LPA, the Secretary and the FHWA's personnel, all plans being prepared and supporting information.
  - (p) Provide all plans, drawings, and documents pertaining to the Project to the LPA, prepared in accordance with the Secretary's standard practice. All such plans, drawings, and documents shall become the property of the LPA upon the completion thereof in accordance with the terms of this Proposal, without restrictions as to their further use.
  - (q) Provide traffic control signing on or along any street or highway where the Consultant has crews working. The size, shape, color, and placement of all signs shall comply with the MUTCD as approved by the AASHTO and the FHWA.
7. In addition to the engineering services the Consultant will assume the following obligations:
- (a) Furnish two (2) copies of each proper billing to the LPA.
  - (b) Accept compensation for the performance of services herein described in such amounts and at such intervals as indicated in paragraphs 20, 21, 22, and 23.
  - (c) Provide engineering services for Phase III and extra work in addition to those set forth above, or for changes in plans due to changes in criteria, for a mutually agreed actual cost plus net fee. Any payments authorized under this section must be approved by the Secretary. In the event the scope of the Project changes to a point where, with the Secretary's concurrence, the Consultant and the LPA mutually agree that a supplemental agreement to the executed agreement is necessary to provide for authorized extras, all payments for work performed to that date shall be

due and payable within ninety (90) days after the date of the supplemental agreement, provided, however, that a proper billing has been received from the Consultant.

- (d) Prepare an estimated schedule for performance of engineering services identified in Paragraph 20 of this Proposal (may be bar chart or other acceptable method) and report to the LPA (Secretary upon request) actual progress at monthly intervals or at a mutually agreeable interval approved by the LPA and Secretary.
  - (e) Make all documents and accounting records pertaining to the work covered by the executed agreement available at the Consultant's office to representatives of the LPA, the Secretary and the FHWA or any authorized representative of the Federal Government for audit for a period of three (3) years after the date of final payment.
  - (f) Accept full responsibility for payment of Unemployment Insurance, Worker's Compensation, and Social Security as well as income tax deductions and any other taxes or payroll deductions required by state and federal law for the Consultant's employees engaged in work authorized by the executed agreement.
  - (g) Become familiar with, and shall at all times observe and comply with, all applicable federal, state, and local laws, ordinances and regulations.
  - (h) Be responsible for any and all damages to property to persons arising out of an error, omission and/or negligent act in the Consultant's performance of services under the executed agreement.
  - (i) To save the LPA, the Secretary, and their authorized representatives harmless from any and all 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.
  - (j) To warrant the Consultant has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure selection by the LPA, and that it has not paid or agreed to pay any company or person other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of the executed agreement. For breach or violation of this warranty, the Secretary shall have the right to annul the agreement without liability, or in his or her discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
8. The services to be performed by the Consultant under the terms of this Proposal are personal and cannot be assigned, sublet, or transferred without written consent of the LPA and the Secretary.



9. The right is reserved by the LPA with the approval of the Secretary to terminate all or part of the executed agreement at any time upon written notice to the Consultant. Such notice shall be sent not less than ten (10) days in advance of the termination date stated in the notice.
10. The Consultant may terminate the executed agreement, in the event of substantial failure of other parties to perform in accordance with the terms hereof, upon ten (10) days written notice in advance of the effective date of such termination received by all parties to this agreement.
11. In the event the executed agreement is terminated by the LPA and the Secretary without fault on the part of the Consultant, the Consultant shall be paid for the work performed or services rendered under the basis of payment determined for the agreement.
12. In the event the services of the Consultant are terminated by the LPA and the Secretary for fault including but not limited to: unreasonable delays in performance; failure to respond to LPA or the Secretary's requests; and/or unsatisfactory performance on the part of the Consultant, the Consultant shall be paid the reasonable value of the services performed or rendered and delivered to the Secretary up to the time of termination. The value of the services performed, rendered and delivered will be determined by the LPA and the Secretary. In the case of any dispute as to payment arising under the executed agreement pertinent information will be submitted to a review committee for resolution. The review committee will be comprised of a maximum of two (2) representatives from each of the agreement parties.
13. In the event of the death of any member or partner of the Consultant's firm, the surviving member shall complete the services, unless otherwise mutually agreed upon by the LPA and the Secretary and the survivors, in which case the Consultant shall be paid as set forth in paragraph 12.
14. The Consultant shall not sublet or assign all or any part of the services noted in this Proposal without the prior written approval of the LPA and the Secretary. Consent by the LPA and the Secretary to assign, sublet, or otherwise dispose of any portion of the executed agreement shall not be construed to relieve the Consultant of any responsibility for the fulfillment of the agreement.
15. The Consultant will not, without written permission from the Secretary, engage the services of any person or persons in the employment of the LPA or the Secretary for any work required by the terms of this Proposal.
16. The Consultant and subcontractors will be available for audit at the Secretary's discretion. Accounting methods, cost documentation, and books of said parties will be maintained in accordance with generally accepted accounting principles and will conform to the appropriate provisions of 48 Code of Federal Regulations (CFR) Chapter 1, part 31 et seq.
17. Overhead rates will be submitted to the Secretary by the Consultant for audit within seventy-five (75) days after completion of the Consultant's fiscal year. The Consultant will

assemble work papers for audit at their normal place of business. Overhead rates will be audited on a yearly basis following the first audit as may be required.

18. The Consultant, the LPA, and the Secretary may arrange for such conferences as may be deemed necessary or desirable and that work in progress may be viewed at the Consultant's offices.
19. That an extension of time shall be granted the Consultant for delays recognized by the LPA and Secretary as unavoidable; PROVIDED, such extension of time shall be requested by the Consultant in writing, stating the reasons therefor.
20. The fee proposed by the Consultant for engineering services for Phases I and II shall be tabulated as follows:

(a) SURVEYS

For all surveys, and for bridge soundings, as noted by the tabulation of survey services on Page 2 of this Proposal, compensation shall be made on the basis of the Consultant's actual cost plus a net fee amount of \$\_\_. The actual costs shall be incurred in conformity with the cost principles established in the Federal-Aid Policy Guide and Title 48 Code of Federal Regulations (CFR) Chapter 1, Part 31 et seq. The upper limit of compensation for work detailed in this section shall be \$\_\_\_\_\_.

(b) BRIDGE PLANS, SPECIFICATIONS AND ESTIMATES

Bridges: An amount for bridge construction plans as follows:

	New Design		Adapted Super & New Substruct.		Adapted Super & Substruct.	
	Net Fee	Upper Limit	Net Fee	Upper Limit	Net Fee	Upper Limit
Bridge #1	_____	_____	_____	_____	_____	_____
Bridge #2	_____	_____	_____	_____	_____	_____

For all bridge engineering work, including bridge construction plan fees noted above, tabulated on Page 2 of this Proposal, compensation shall be made on the basis of the Consultant's actual cost plus net fee amount of \$\_\_\_\_\_. The actual costs shall be incurred in conformity with the cost principles established in the Federal-Aid Policy Guide and Title 48 Code of Federal Regulations (CFR) Chapter 1, Part 31 et seq. The upper limit of compensation for work detailed in this section shall be \$\_\_\_\_\_.

(c) ROAD PLANS, SPECIFICATIONS AND ESTIMATES

Road: For preliminary plans for right-of-way and for construction road plans, and right-of-way descriptions and staking as noted in the tabulation of road engineering services on Page 2 of this Proposal, including culverts and surfacing, but not

including bridges, compensation shall be made on the basis of the Consultant's actual cost plus net fee amount of \$ \_\_\_\_\_. The actual costs shall be incurred in conformity with the cost principles established in the Federal-Aid Policy Guide and Title 48 Code of Federal Regulations (CFR) Chapter 1, Part 31 et seq. The upper limit of compensation for work detailed in this section shall be \$ \_\_\_\_\_.

(d) REVIEW OF SHOP AND FALSEWORK DRAWINGS

For compensation of Phase II as noted in the tabulation of engineering services on Page 2 of this Proposal, compensation shall be made on the basis of the Consultant's actual cost plus a net fee amount of \$ \_\_\_\_\_ in conformance with the cost principles established in the Federal-Aid Policy Guide and Title 48 Code of Federal Regulations (CFR) Chapter 1, Part 31 et seq. The upper limit of compensation for work shall be \$ \_\_\_\_\_.

(e) Total compensation for Phase I and II of this Proposal shall not exceed \$ \_\_\_\_\_.

21. (a) During the progress of work covered by the executed agreement, partial payments for Phase I and II may be made to the Consultant from the LPA within thirty (30) days of receipt of proper billing, but at intervals of not less than one (1) calendar month. Progress billing shall be supported by a progress schedule acceptable (for Phase I normally payments may be made at the completion of surveys, field check plans, plans for office check review, and final work as per terms of the agreement) to the LPA and Secretary, which includes a statement of the percentage of work completed and the actual costs incurred during the billing period. Accumulated partial payments shall not exceed Ninety-five Percent (95%) of the total fees earned, prior to approval and acceptance of completed work on the appropriate phase by the LPA, Secretary, and the FHWA. Partial payments due shall be defined as the accumulated total fees less the total of previous payments times Ninety-five Percent (95%).
- (b) The voucher for final payment for Phase I due under provisions of the executed agreement may be submitted after the Secretary's award of the Project for the LPA for the Project's construction contracts.
- (c) The voucher for final payment from the LPA for Phase II due under provisions of the executed agreement may be submitted after the acceptance and approval of the work by the LPA and the Secretary.
22. In the event that a construction contract has not been awarded for any project segment within six (6) months from the date of approval of construction plans, the voucher for final payment of Phase I may be submitted without further delay.
23. The final payments for Phase I and II due under provisions of the executed agreement shall be made within ninety (90) days after completion of a final audit of the Consultant by representatives of the Secretary.

24. The Consultant may request payment for Phase III by the terms of a supplemental agreement if necessary and executed, and for authorized extra work as provided in paragraph 7(c), and such payments shall be in addition to and exclusive of fees stipulated in paragraph 20 above.

25. Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
CONSULTANT

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

## ESTIMATE OF PRELIMINARY ENGINEERING FEE

<b>PROJECT NUMBER:</b>	<b>COUNTY/CITY:</b>
<b>LOCATION:</b>	
<b>WORK ITEM:</b>	<b>DATE:</b>

1. DIRECT PAYROLL				
POSITION/TITLE	RATE	ESTIMATED HOURS	AMOUNT	TOTAL
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
SUBTOTAL LINE 1		0.00		0.00
<b>2. SALARY RELATED AND GENERAL OVERHEAD (                    )</b>				0.00
<b>3. SUBTOTAL (LINES 1 &amp; 2)</b>				0.00
<b>4. NET FEE</b>			#DIV/0!	
<b>5. DIRECT EXPENSES (TRAVEL, MATERIAL, SUB-CONSULTANT, ETC.)</b>				
(BE DETAILED)				
ITEM	RATE	DAYS, MILES OTHER	AMOUNT	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
SUBTOTAL LINE 5				0.00
<b>TOTAL (LINES 3, 4 &amp; 5)</b>				0.00

**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 <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>
<b>CERTIFICATE OF TAX CLEARANCE</b>	
[REDACTED]	
[REDACTED]	
<b>ISSUE DATE</b> 11/27/2018	
<b>TRANSACTION ID</b> [REDACTED]	<b>CONFIRMATION NUMBER</b> [REDACTED]
<b>TAX CLEARANCE VALID THROUGH 02/25/2019</b>	
<small>Verification of this certificate can be obtained on our website, <a href="http://www.ksrevenue.org">www.ksrevenue.org</a>, or by calling the Kansas Department of Revenue at 785-296-3199</small>	