



LPA – Consultant Contract Review Checklist

Vers. 02/11/14jc

Local Public Agency: _____
Project Name: _____ Des No.: _____
Consultant Name: _____

1. Review the contract document.
 - a. Verify that draft contract is consistent with the latest INDOT boilerplate.
 - b. Verify that the contract description, Des number and scope of work is within the parameters described in the RFP advertisement and in SPMS.
 - c. Verify that the maximum compensation amount shown on page one matches the amount shown in Appendix D.
 - d. Verify that Section 23 of the draft contract includes proper addresses for the LPA and for the consultant.
 - e. Verify that the signature page contains the names and titles for either the Board of County Commissioners, City Board of Public Works and Safety or the Town Board, as appropriate
2. Verify Appendix "C" of construction inspection contracts indicates the Final Construction Record is to be submitted within 45 days of the contractors last day of work.
3. Verify the Appendix "D" compensation method is appropriate for the scope of work.
 - a. Construction inspection services should be paid for on a negotiated hourly billing rate basis.
 - b. Other types of services may be paid for on a lump sum basis, cost plus fixed fee basis, unit price basis or negotiated billing rate basis.
 - c. Cost plus percent of cost compensation is not allowed on any consultant contracts.
 - d. See the INDOT Professional Services Contract Administration Manual for more information on the compensation methods. The manual is available from the INDOT Consulting Services Section intranet page \\indotweb\content\CA\NewSite\ca_contracts.html .
4. Verify the consultant has provided a copy of the lead consultant's prequalification letter showing their approved overhead rate.
5. Verify the consultant has provided a fee proposal and the fee proposal includes the following:
 - a. Itemization of task elements with estimated hours by employee classification.
 - b. Cost calculations show the overhead rate and profit rate has been applied.

6. Analyze the Consultant Fee Proposal.
- a. Confirm the task elements are relevant to the scope of work.
 - b. Confirm the profit rate does not exceed 15%. INDOT's profit rate guidelines are available at <http://www.in.gov/indot/2730.htm> . LPA's are not required to follow INDOT's practice; however, use of rates above 15% is not acceptable.
 - c. Confirm the proposal does not include unreasonable escalation. INDOT uses the Bureau of Labor and Statistics Employment Cost Index (ECI) to determine appropriate escalation values. INDOT's guidelines are available at <http://www.in.gov/indot/2730.htm> . LPA's are not required to follow INDOT's practice, however, use of escalation rates substantially higher than the ECI may be cause for question.
 - d. Confirm the overhead rate used in the fee proposal is consistent with or lower than the rate shown in the consultant's prequalification letter.
 - e. Confirm, to the extent possible, major task element and overall cost totals are not excessive.
7. If the contract is for Construction Inspection, is an Engineer's Assignment letter attached?
- a. Not Applicable
 - b. Engineer's Assignment letter is attached.

ERC signature _____ Date _____