

## Professional Services Required documents for Contracting

Upload the documents to PSCS Portal under the Active Contracts tile. Review PSCS Portal User Guide for detailed instructions. Files should not include passwords and should include formulas for verification.

Automatic selection notification emails will be sent following RFP selection approval from the INDOT Commissioner and assignment to Contract Lead/Engineer. Follow the Standard Filing Naming included below.

The Prime/Selected consultant is responsible for compiling this information or informing their subconsultants of the following requirements as applicable. Subconsultants have the option to submit Billing Rate Worksheet and Certified Payroll directly to [externalaudit1@indot.in.gov](mailto:externalaudit1@indot.in.gov) and the Contract Lead as indicated on the selection notification. Communication should include the RFP number and Item number in the subject line for reference.

Submit documents as they apply to your contract or per the table below based on the contract type.

Required Documents	Project specific	On-call	Other – As determined by Contract Lead and Contract Owner
Billing Rate Worksheet	x	x	
Fee Justification	x		
Proof of Insurance	x	x	
Contact Information	x	x	
Schedule of Deliverables	x		
Scope of Services	x	RFP Scope of Services	
Field Overhead Rate Justification	X, for Construction inspection contracts if not on file or where applicable	X, for Construction inspection contracts if not on file or where applicable	
Certified Payroll (Signed and Dated)	x	x	

A Scope of Services meeting should be scheduled in collaboration with the Project Manager within the next two weeks. *For construction inspection contracts, prepare proposal for the services as indicated in the RFP Item advertisement and in coordination with the Construction Area Engineer.* At the scope of services meeting, discuss the services to be provided, the schedule of deliverables, and fees. Prepare fee proposal based on the meeting's discussion.

The following should be included in your proposal:

1.  **Billing Rate Worksheet** (.xls or .xlsx): Average billing rates for each classification in the fee proposal. Include a worksheet or summary showing computations of the proposed rates, a rate proposal template can be found on our website under “Contract Compensation Information” with additional instructions and example of correct calculations. Show proposed billing rates for the current year only in the proposed rate template.  
-For Lump Sum contracts: future rates may be adjusted from current rates based on the Employment Cost Index (ECI) language included on our website. Show computations for the rates used in the fee proposal with ECI for checking. 2% may be used for future years at this time (2/9/2026).

-Construction inspection contracts should utilize INDOT's 4 standard classification as shown in the Rate Proposal Template on our website:

- Licensed project engineer
- Graduate (non-licensed) project engineer/non-engineer project supervisor
- Certified Inspector
- Non-certified Inspector

Employees' classifications from the LOI should correlate with certified payroll and the rate work sheet

2.  **Fee Justification** (.xls or .xlsx): One fee justification/proposal spreadsheet for task by hour by classification, including a summary tab of all tasks including all subconsultant work. Utilize the Standard Work Breakdown Structure (WBS) provided on our website under "Consultant Contract Information" for the primary tasks. The WBS includes a summary template if you scroll to the right. Additional sub tasks should be included to justify the hours proposed but a sub total should be provided for each primary task on the WBS. We highly suggest bringing the Work Breakdown Structure to the scope of services meeting to identify all services to be included. The primary tasks will be incorporated in Appendix "D" of the contract.  
-Unique contracts may utilize different tasks as needed.
3.  **Proof of Insurance** (.pdf): The prime consultant should provide proof of insurance for the work type requiring the highest amount for Professional Liability as well as Commercial/General Liability if required. For insurance information, see our INDOT Consultant Prequalification Manual located on the following web link: <https://www.in.gov/indot/doing-business-with-indot/consultants/consultants-prequalification/> INDOT will not request contract document preparation until satisfactory proof of insurance is provided.
4.  **Contact Information** (.pdf): Identify all prime and sub consultants. Include a contact person, their phone number, and an email address for the prime and each subconsultant.
5.  **Schedule of Deliverables** (.pdf): A schedule of deliverables to be incorporated in Appendix "C" of the contract.
6.  **Scope of Services** (.doc or docx): By task category in the fee justification, outline scope of services to be provided following the required formatting on our website under "Consultant Contract Information" to be incorporated in Appendix "A" of the contract.
7.  **Field Overhead Rate Justification** (.xls or .xlsx): If you do not currently have an approved rate for construction inspection or other field services. Subconsultants may submit directly to INDOT External Audit at [externalaudit1@indot.in.gov](mailto:externalaudit1@indot.in.gov).
8.  **Certified Payroll** (.pdf): Provide the most current certified payroll for your firm if not currently on file. The subconsultant's certified payroll can be submitted directly to INDOT External Audit at [externalaudit1@indot.IN.gov](mailto:externalaudit1@indot.IN.gov). Ensure the document is signed and dated or it will not be accepted.

**Email Project Manager and Contract lead once all applicable documents have been uploaded.**

Reference the Consultant Proposals and Contracts website for documents referenced below and more information. <https://www.in.gov/indot/doing-business-with-indot/consultants/proposals-and-contracts/>

Contract will be defaulted to utilize eInvoice unless contract terms do not meet eInvoice capabilities at this time. For eInvoice contracts, once Notice to Proceed has been provided and work has begun, you may submit a monthly invoice through the INDOT eInvoice application for INDOT review and approval. Do not send a hard copy separately. You may request eInvoice access through ITAP. A users' manual is available in the application under "Help" (dropdown to "System Help"). Reach out to [einvoice@indot.in.gov](mailto:einvoice@indot.in.gov) for issues or questions utilizing this application.

#### Task Specifics:

-Geotechnical services, prepare a unit cost proposal in accordance with "Appendix D - Schedule of Geotechnical Pay Items" of our Geotechnical Design Manual. It may be found at

<https://www.in.gov/indot/engineering/geotechnical-engineering-division/> This may be reviewed by geotechnical engineering division.

-Real Estate Fee Schedule: <https://www.in.gov/indot/projects/real-estate/current-real-estate-fee-schedules/>

-Subsurface Utility Engineering: See Standard Work Breakdown Structure (WBS) for standard unit prices proposal found on our website under Consultant Contract Information

#### **Amendments**

Amendments should be submitted to INDOT Project Manager for approval before submittal to PSCS by INDOT. Amendment documents should include Fee Justification in .xls or .xlsx format and include a scope of services in .doc or .docx format.

## **Standard File Naming for Professional Services**

The file naming convention and abbreviation are essential for locating specific files, the required type and file format for submissions to Contract Administration are provided below.

[Contract Number]\_[Des]\_[Description Abbreviation]\_[Consultant Name][Prime/Sub]

File Description	Description Abbreviation	File Format	Resource on our website
Billing Rate Worksheet	Rates	.xls or .xlsx	Rate Proposal Template
Fee Justification	Prop	.xls or .xlsx	Standard Work Breakdown Structure (WBS) with summary table
Proof of Insurance or Certificate of Insurance	COI	.pdf	Consultant Prequalification Manual
Consultant Contact Information (including sub consultants)	Contact	.pdf	
Schedule of Deliverables	Deliv	.pdf	
Scope of Services (including subconsultant scope)	SoS	.doc or .docx	Scope of Services "Appendix A" Required Formatting
Field Overhead Rate Justification	FOver	.xls or .xlsx	
Certified Payroll (Signed and Dated)	Payroll	.pdf	
Scope of Services Meeting Minutes	SoSMM	.pdf	