Local Public Agency: Click here to enter text. Des. No.: Click here to enter text.

Project Description: Click here to enter text.

Consultant Name: Click here to enter text.

1. Review the contract document:

a.  Verify that the draft contract is consistent with the latest INDOT County Bridge Inspection 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 in Section IV on page 1 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 the Board of County Commissioners.

2.  Verify that Appendix “D” was written as Unit Price only.

3.  Verify the consultant has provided a copy of the lead consultant’s prequalification letter showing their approved overhead rate.

If sub-consultant is being utilized, verify the consultant has provided a copy of the sub-consultant’s prequalification letter showing their approved overhead rate.

4. 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.

5. Analyze the Consultant Fee Proposal:

a.  Confirm the task elements are relevant to the scope of work.

b.  Confirm the proposal does not exceed the Escalation Values for INDOT Consultant Contracts. INDOT uses the Bureau of Labor and Statistics Employment Cost Index (ECI) to determine appropriate escalation values. INDOT’s guidelines are available under the Contract Compensation Information section at: <http://www.in.gov/indot/2730.htm>.

c.  Confirm the overhead rate used in the fee proposal is consistent with or lower than the rate shown in the consultant’s prequalification letter.

6. LPA Professional Services Assignment letter:

a.  Confirm there is an LPA Professional Services Assignment letter attached.

7. Enter sub consultant name on all tasks that apply.

Routine Inspection: Click here to enter text.

Facture Critical Inspection: Click here to enter text.

Underwater Inspection: Click here to enter text.

Complex Inspection: Click here to enter text.

Element Inspection: Click here to enter text.

Load Rating: Click here to enter text.

Other Click here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| ERC Signature: |  | Date: |  |
|  |  |  |  |
| Printed Name: |  |  |  |