|  |  |
| --- | --- |
| Processing ***Standard*** Consultant Contracts Checklist *(see EPG 134)* | |
| **1: PE Funding (EPG 134.2.2.1)** | |
| PE funds must be identified in the STIP in order to utilize the DBC Budget, otherwise the District/Division must use their own budget to cover the cost of the consultant contract. | □ |
| **2a: Solicitation (EPG 134.2.2.2)** | |
| PM/CA submits a request to solicit (Fig. 134.2.2.2) to email group ***CODEPSCReview*** | □ |
| Solicitation posted to MoDOT website for 14 days (this will be done by Central Office-Design) | □ |
| **2b: Planning Studies for more than Taking Care of the System (TCOS) Improvements (EPG 134.2.2.2)** | |
| Effective July 1, 2016, PM/CAs must indicate on the [Solicitation and Request Letter](http://epg.modot.org/files/f/fd/134.2.2.2_March_2016.doc) if consultant services are being requested for planning studies for more than Taking Care of the System (TCOS) improvements. More-than-TCOS planning studies must meet the following criteria:   1. District has demonstrated that its asset management goals can be met over the next ten years, and 2. District has the financial ability to fund, or has written commitment from another entity to fund the construction of a significant portion, or more, of any improvement resulting from the study within ten years of the initiation of the study, and 3. The region has prioritized the study along with roadway and bridge improvements and is willing to fund the study with STIP right of way and construction funds or funding from others, or 4. The cost of the study is funded by another entity, with minimal MoDOT funding involvement for oversight and guidance.   The cost of more-than-TCOS planning studies will result in an adjustment to the district’s STIP right of way and construction funds, except for studies funded by entities.. | □ |
| **3: Email Professional Services Committee (PSC) (EPG 134.2.2.5)** | |
| PM/CA to email the PSC (Eric Schroeter, Machelle Watkins, and Dennis Heckman), and cc:/ the appropriate Design Liaison,. a list of all firms who submitted letters of interest. The PM/CA must give the PSC 3 business days (from the time the email was sent) to respond prior to shortlisting or scoring. If the division/district has not received any response from the PSC within the 3 business days they may proceed on. ***\*\*Note: Only firms that are prequalified with MoDOT financially can be chosen. Firms must update their information yearly in order to stay current on their prequalification.*** [MoDOT's Prequalification List](https://www.modot.org/consultant-prequalification-list). | □ |
| **4: PSC approval on short-list (if applicable) (EPG 134.2.2.5)** | |
| PM/CA submits PSC approval of short list (Fig. 134.2.2.5.4) to email group ***CODEPSCReview*** | □ |
| Short-listed firms will be placed on MoDOT website for notification (Central Office-Design) | □ |
| **5: PSC approval of Consultant Selection (EPG 134.2.2.5)** | |
| PM/CA submits PSC approval of selected consultant (Fig. 134.2.2.5.3) to email group ***CODEPSCReview***. Please ensure the firm is prequalified as listed in Step 3. | □ |
| The selected consultant will be posted to the website. (Central Office-Design) | □ |
| **6: PSC Approval to Execute Contract (EPG 134.4)** | |
| PM/CA to submit request for PSC approval to execute the contract (Fig. 134.4.1) to email group ***CODEPSCReview***. Central Office- Design will send the approval back to the District/Division. | □ |
| **7: Contract Execution Process (EPG 134.4) – Electronic or Wet Signatures** | |
| PM/CA will get the consultant to execute their portion of the contract using either wet or electronic signatures. Executing the agreement with electronic signatures in DocuSign is encouraged. Reference [DocuSign instructions](http://sp/sites/eagreements/TrainingDocuments/Forms/AllItems.aspx) in eAgreements or [DocuSign workflow instructions](http://epg.modot.org/files/8/81/134_Docusign.pdf) in the EPG. | □ |
| If using electronic signatures, the PM/CA must add all recipients in DocuSign that need to sign and/or receive an electronic copy of the fully executed agreement. In DocuSign, The PM/CA must cc:/ Central Office FS (***Obligate***), DE (***CODEPSCReview***), and ECR (***DBEConcurrence***) in DocuSign so they receive a copy of fully executed agreement.  If using wet signatures, the PM/CA will mail 2 hard copies of the contract executed by the consulant to the assigned CCO counsel who will sign their approval as to form. CCO will then forward to the Commission Secretary for final attestation. Commission Secretary keeps 1 hard copy of the agreement and uploads a scanned copy of the fully executed agreement into the [eAgreements](http://sp/sites/eagreements/SitePages/Home.aspx) SharePoint site. PM/CA will mail the fully executed agreement back to the consultant and sends a link to the fully executed agreement to Central Office FS (***Obligate***), DE (***CODEPSCReview***), and ECR (***DBEConcurrence***) in DocuSign so they receive a copy of fully executed agreement.  **NOTE:** If federal funds are used, the PM/CA must wait for email notifications from Central Office FS (indicating obligation is complete) and ECR (indicating DBE concurrence) before issuing Notice to Proceed to the consultant. | □ |
| **8: Notice to Proceed (EPG 134.4)** | |
| PM/CA sends NTP to consultant only after the contract is executed, federal funds have been obligated, and DBE concurrence is received. | □ |
| **9: Paying Invoices (EPG 134.5.1)** | |
| PM/CA receives invoices ([Fig. 134.5.1.1](http://epg.modot.org/files/9/96/134.5.1.1_2013.xlsx)) from the consultant and must review them for accuracy. | □ |
| PM/CA submits invoice to email group ***ContractualPayments*** so the invoice will be paid. The email or cover letter must state:   * Project #, * Amount to be paid * Entity/Vendor that is being paid * Activity Code | □ |
| **10: Contract Close-Out/Final Invoice (EPG 134.5.3)** | |
| When submitting the FINAL invoice to Financial Services, the PM/CA must mark the invoice final and tell Financial Services in the cover letter or email to CLOSE OUT the project and no further payments will be processed.  PM/CA must change the Agreement Status to “Completed” in [eAgreements](http://sp/sites/eagreements/SitePages/Home.aspx) to initiate the retention schedule of the document and to accurately track open/closed contracts. | □ |
| **11: Consultant Evaluation (EPG 134.5.4)** | |
| PM/CA must perform an evaluation (through the [Design Consultant Evaluation Database](http://netprod3/DesignConsultant/Questionnaire)) of the consultant’s performance under any engineering services contract with MoDOT at each project milestone and at a minimum, on an annual basis during the term of the consultant’s services provided by the contract. | □ |