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.

2: Solicitation (EPG 134.2.2.2)

District/Division submits a Solicitation and Request Letter (Fig. 134.2.2.2) to email group ***CODEPSCReview***	☐
Solicitation is posted to MoDOT website for 14 days (This will be done by Central Office-Design)	☐

3: Email Professional Services Committee (PSC) (EPG 134.2.2.5)

District/Division to email the PSC (Eric Schroeter, Machelle Watkins, and Dennis Heckman). The email needs to include a list of all firms who submitted letters of interest. The District/Division must give the PSC 3 business days (from the time the email was sent) to respond prior to shortlisting or scoring. If the District/Division 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.	☐

4: PSC Approval of Short-List (if applicable) (EPG 134.2.2.5)

District/Division submits PSC Review of Short List (Fig. 134.2.2.5.4) to email group ***CODEPSCReview*** to request PSC approval	☐
Short-listed firms will be placed on the MoDOT Archived Solicitations and Selection Information website for notification (This will be done by Central Office-Design)	☐

5: PSC Approval of Consultant Selection (EPG 134.2.2.5)

District/Division submits Consultant Selection Approval Letter (Fig. 134.2.2.5.3) to email group ***CODEPSCReview*** to request PSC approval. Please ensure the firm is prequalified as listed in Step 3.	☐
The selected consultant will be posted to the MoDOT Archived Solicitations and Selection Information website. (This will be done by Central Office – Design)	☐

6: PSC Approval to Execute Contract (EPG 134.4)

District/Division submits request for PSC Approval to Execute Contract (Fig. 134.4.1) to email group ***CODEPSCReview*** to request PSC approval. CO-Design will send the approval back to the District/Division.	☐

7: Contract Execution Process (EPG 134.4)

District/Division will get the consultant to execute their portion of the contract.	☐
District/Division will mail 3 hard copies of the contract executed by the consulant to Central Office – Design . CO-Design will get the contract approved as to form by CCO and signed by the Commission Secretary.	☐
Central Office – Design will distribute copies of the contract as follows: • 1 Hard Copy kept by Commission Secretary • 2 Hard Copies mailed back to the District/Division from CO-Design (1 copy for District/Division, 1 copy for Consultant). District/Division must mail the consultants copy to them. • Electronic copy to Financial Services email group ***Obligate***. *Note: If federal funds are used, the PM/CA must wait for an email from Financial Services indicating that funds have been obligated prior to issuing a Notice to Proceed (NTP) to the consultant.* • Electronic copy kept by CO-Design Sharepoint Site. • Electronic copy to External Civil Rights.	☐

8: Notice to Proceed (EPG 134.4)

District/Division sends Notice to Proceed (NTP) to consultant after federal funds have been obligated.	☐

9: Paying Invoices (EPG 134.5.1)	
District/Division receives invoices (Fig. 134.5.1.1) from the consultant and must review for accuracy.	☐
District/Division submits invoice to Central Office – FS 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 Central Office – FS email group ***ContractualPayments***, the District/Division must: • Mark the invoice "Final" • Note in the cover letter to "Close Out" the contract • Indicate that no further payments will be processed	☐
11: Consultant Evaluation (EPG 134.5.4)	
District/Division must perform an evaluation (through the Consultant Evaluation Database) of the consultant's performance for 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.	☐