

ENGINEERING SERVICES AGREEMENTS

CHECKLIST

| | | |
|------------------------------------|--------------------------------------------------------------|-----------------------------------|
| <i>Project Number</i> | | |
| <i>Project Name</i> | | |
| <i>Work Location</i> | | |
| <i>Consultant</i> | | |
| DATE | DOCUMENTATION IN FILE | ACTION BY |
| | CONSULTANT SELECTION COMMITTEE | |
| | a. Check availability of DBE/WBE firms | Agmmt Admin |
| | b. Publication – Statement of Interest | Agmmt Admin |
| | c. Evaluate and rank statements | Committee |
| | d. Approval of selected firms | Agmmt Admin |
| | e. Notification of forms not selected | Agmmt Admin |
| | f. Consultant proposal evaluation criteria | Committee |
| | g. Invitation for technical proposals | Agmmt Admin |
| | h. Independent estimate of time and costs | Agmmt Admin |
| | i. Evaluate and rank proposals | Agmmt Admin |
| | j. Letter to firms for interview | Agmmt Admin |
| | k. Letter to unsuccessful firms | Agmmt Admin |
| | l. Firm selected for negotiations | Agmmt Admin |
| | m. Letter to unsuccessful firms interviewed | Agmmt Admin |
| | CONSULTANT NEGOTIATIONS | |
| | a. Letter for negotiating meeting | Agmmt Admin |
| | b. Technical review | Committee |
| | c. Negotiations | Agmmt Admin |
| | AGREEMENT EXECUTION | |
| | a. Agreement sent to Consultant to sign and return | Agmmt Admin |
| | b. Written report to Division Administrator | Agmmt Admin |
| | c. Copy of selection report | Agmmt Admin |
| | d. Agreement signed by Director or ACHD Boar of Commission | Agmmt Admin |
| | e. Public notice of personal services contract (if required) | Agmmt Admin |
| | f. Notice to Proceed | Agmmt Admin |
| <i>Date work is to be started:</i> | | <i>Agreement Completion Date:</i> |

