

## Checklist for LPA Preliminary Engineering Contracts

LPA \_\_\_\_\_  
Project # \_\_\_\_\_  
Termini \_\_\_\_\_  
Consultant \_\_\_\_\_

- 1 The LPA used the appropriate boilerplate contract
- a  All items were inserted correctly
  - b  No language was added to the contract or taken out of the contract unless otherwise approved by MDOT

- 2 The latest audited overhead rate was used for the prime and subconsultant(s)

- 3 A progress schedule was submitted with Exhibit 2

- 4 The "Scope of Work" was detailed defining both the LPA's and consultant's objectives.  
The termini was also defined in the Contract

- 5 A cost delineation breakdown was included for the prime and subconsultant(s)
- a  All figures were tallied and are correct
  - b  The fixed fee amount is correct
  - c  All figures are listed correctly on the "Fee & Summary" chart
  - d  Direct cost amounts are reasonable and follow MDOT State Travel handbook

- 6 The prime consultant did not sublet more than 60% of the work to the subconsultant(s)