

Appendix A

REQUIREMENT CHECKLIST FOR CONSULTANT SERVICES ESTIMATED UNDER \$250,000

Per 23 CFR 172.7(a)(2), the following requirements must be adhered to regarding small purchases. The local agency shall not break the scope of work, project phases, or contract requirements down into smaller components merely to meet the \$250,000 limitation.

The listed documentation outlined below is required and must be submitted to the MDOT Local Agency Program Engineer prior to authorization of FAHP funds and reimbursement of allowable costs:

- A minimum of three consultants is required to satisfy the adequate number of qualified sources reviewed. See “**Procurement of Consultant Services**” section for more information.
- Executed Conflict of Interest Self Certification, MDOT Form 2660
 - The Local Agency shall follow MDOT’s approved Conflict of Interest Guidance: [Conflict of Interest Policy](#)
- Executed Compliance Certification Form ([Form 3536](#))
- Copy of signed Local Agency/Consultant Agreement with comments incorporated.
 - The Local Agency/Consultant Agreement **must** contain the statement: “All the provisions stated in *23 CFR 172.9(c)* are hereby incorporated by reference”; or it will be considered non-compliant and rejected.
 - The Local Agency/Consultant Agreement must contain the not-to-exceed cost of the contract.
- Copy of the form that will be used to evaluate consultant/vendor performance upon completion of the contract.
 - Per *23 CFR 172.9(d)(2)*, “The contracting agency shall prepare an evaluation summarizing the consultant's performance on a contract. The performance evaluation should include, but not be limited to, an assessment of the timely completion of work, adherence to contract scope and budget, and quality of the work conducted. The contracting agency shall provide the consultant a copy of the performance evaluation and an opportunity to provide written comments to be attached to the evaluation”.
 - The form is required to be submitted with the final payment request.
 - Sample evaluation criteria can be found in Appendix E.

This requirement checklist, stamped by the LAP Engineer, certifying that all the above items have been submitted.

Job Number: _____
Consultant/Vendor: _____
Project Phase: _____

MDOT LAP Engineer Dynamic Stamp: