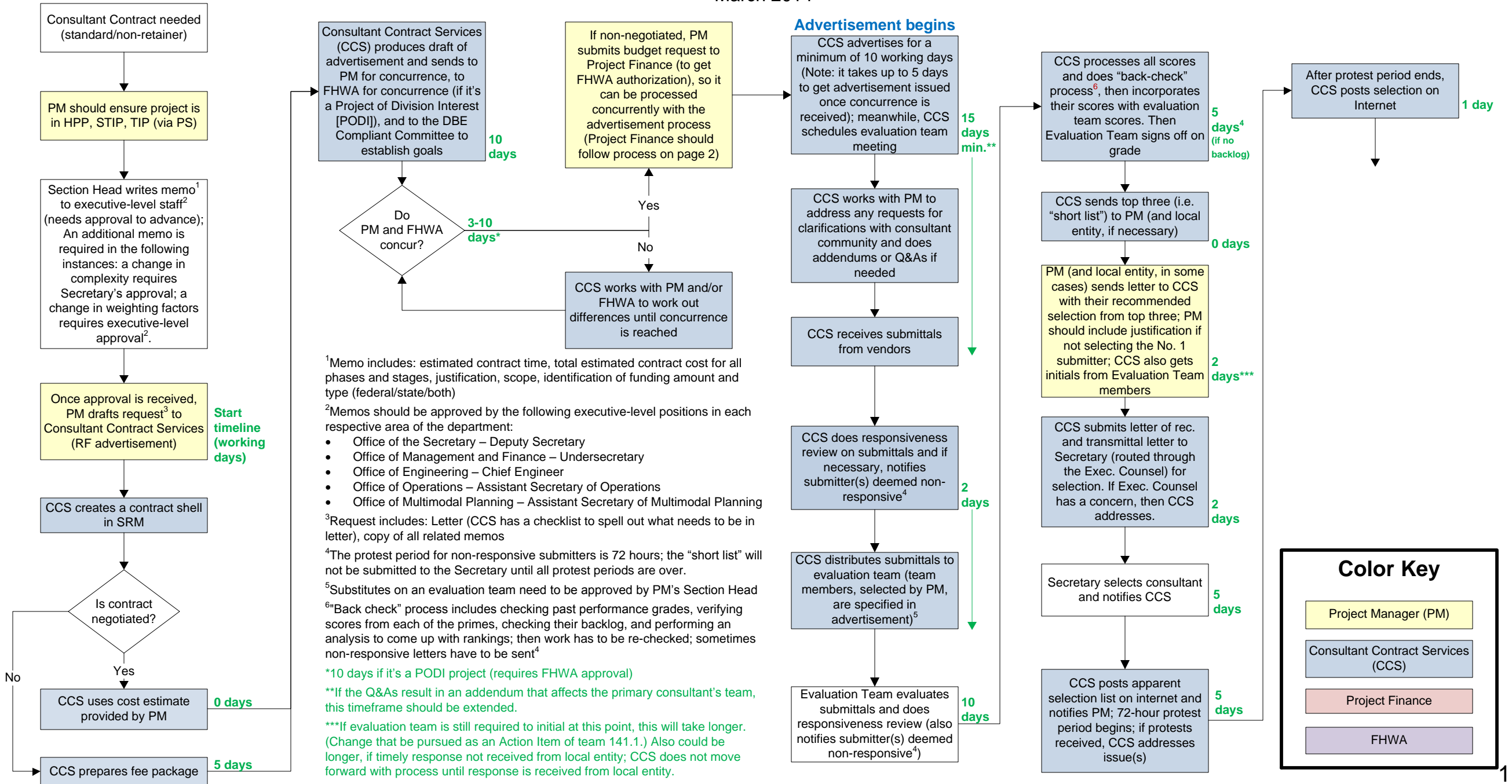
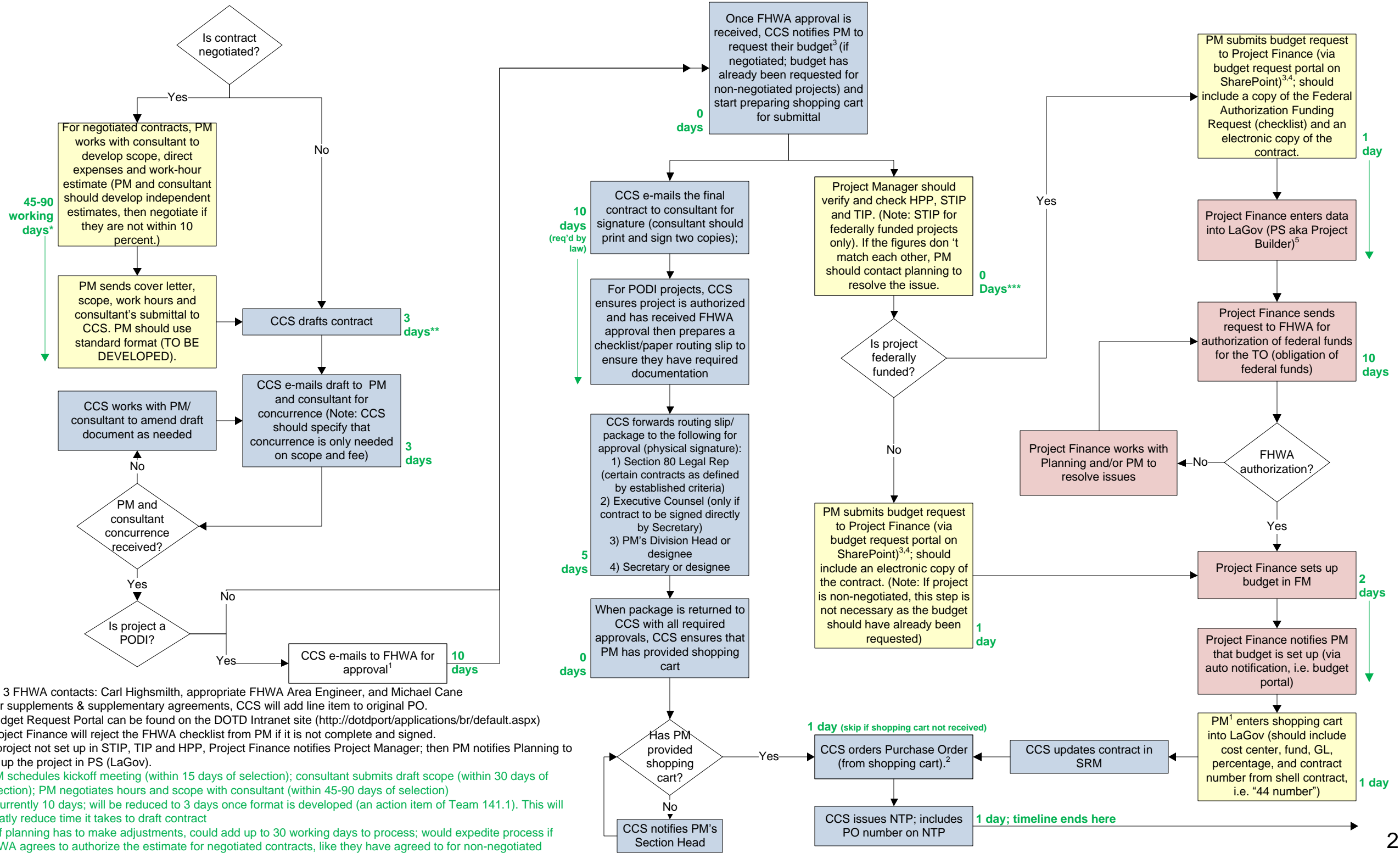


Procuring Title 48 Consultant Contracts (Standard/Non-Retainer Contracts) Process

March 2014





¹To 3 FHWA contacts: Carl Highsmith, appropriate FHWA Area Engineer, and Michael Cane

²For supplements & supplementary agreements, CCS will add line item to original PO.

³Budget Request Portal can be found on the DOTD Intranet site (<http://dotdport/applications/br/default.aspx>)

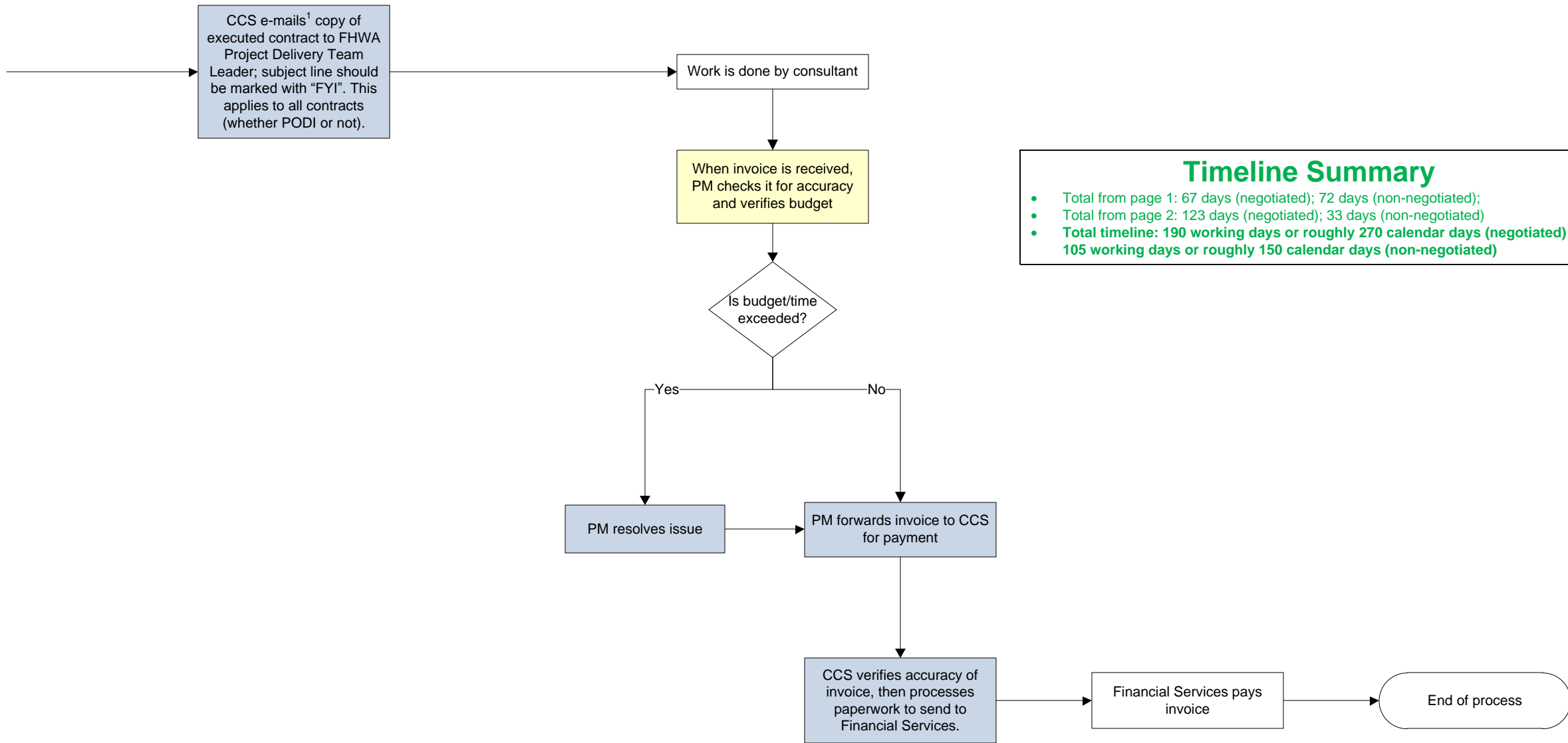
⁴Project Finance will reject the FHWA checklist from PM if it is not complete and signed.

⁵If project not set up in STIP, TIP and HPP, Project Finance notifies Project Manager; then PM notifies Planning to set up the project in PS (LaGov).

*PM schedules kickoff meeting (within 15 days of selection); consultant submits draft scope (within 30 days of selection); PM negotiates hours and scope with consultant (within 45-90 days of selection)

**Currently 10 days; will be reduced to 3 days once format is developed (an action item of Team 141.1). This will greatly reduce time it takes to draft contract

***If planning has to make adjustments, could add up to 30 working days to process; would expedite process if FHWA agrees to authorize the estimate for negotiated contracts, like they have agreed to for non-negotiated contracts (an action item of Team 141.1).



Timeline Summary

- Total from page 1: 67 days (negotiated); 72 days (non-negotiated);
- Total from page 2: 123 days (negotiated); 33 days (non-negotiated)
- **Total timeline: 190 working days or roughly 270 calendar days (negotiated) ; 105 working days or roughly 150 calendar days (non-negotiated)**

¹To 3 FHWA contacts: Carl Highsmith, appropriate FHWA Area Engineer, and Michael Cane