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Project: Project Name/Description/PIN Date/Time:

Contract Negotiation Meeting

Welcome and Introductions
1. Meeting Goal: Clear Understanding of Project Scope of Service Needs
Notes:
2. Discuss Project Funding and Funding Schedule • STIP schedule, Construction Schedule • [Topic for Local Agency Projects: Matching funds, time-frame for council approvals, payment of full match prior to Advertising; any Local Agency furnished products such as as-builts, aerials, etc.]
Notes:
3. Negotiation Framework • Type of Contract [Cost + Fixed Fee, Unit Price, etc.) • Overhead Rate [Confirm rate with UDOT Consultant Services] • Fixed Fee Rate [Ref: Fixed Fee Calculation worksheet UDOT Consultant Services Forms Page • Sub-Consultants Sub #1: – Overview of Scope: Work products, time frame, staff level, etc. Sub #2: – Overview of Scope: Work products, time frame, staff level, etc. Sub etc: – Overview of Scope: Work products, time frame, staff level, etc. • Detailed Work Plan a. Executive Summary b. Review Items [Comparison to ICE by hours, staff classification levels, etc.] • Schedule [Planned Delivery schedule] • Staffing Plan [Reminder that any changes in staff require immediate notification in writing] • QC/QA Plan [Milestone Certifications and verify included in Work Plan]
Notes:
4. [Topics for Local Agency Projects - Project Roles and Responsibilities] • UDOT: Ensures compliance for federal-aid funding; prepares contract agreements; advertising • LOCAL AGENCY: Day to day management of project Scope, Schedule and Budget; funding match • MPO/JHC: Provides continuity with STIP/TIP; attend milestone meetings • CONSULTANT: Provides service defined by Scope according to Federal & UDOT standards, within schedule and budget and ensures quality of process/products
Notes:
Other Issues - Roundtable

Notes:	

User Instructions:

Project Manager Tasks:

- Coordinate and lead the Negotiation meeting
- Don't negotiate beyond your area of knowledge (involve other disciplines and consult with the experts)
- Be well-prepared (review and compare work plan proposal with ICE activities and hours)
- If you're a new PM, involve an experienced PM or the Program Manager to serve as negotiation mentor

The scope of services defines the nature and volume of work, verifies a mutual understanding of the project, and establishes:

- Tasks to be performed
- Materials to be delivered
- Meetings to be attended
- Schedule to be met
- Equipment to be used
- Standards to be followed
- Responsibilities of both the consultant and the Department