

UDOT Consultant Services

Executive Summary

There is a requirement for consultants to provide an Executive Summary for all Contracts and Modifications that includes specific information. Please provide an Executive Summary that includes the following points.

BRIEF DESCRIPTION

Briefly describe work being performed. If you are providing information for a modification to a contract, please state why this modification is necessary. In addition, describe the project location including the project limits.

PROJECT TEAM (SUBS)

Identify the Project Team (prime and subs) with their roles, and responsibilities.

ASSUMPTIONS

Either assure that the project has been fully scoped **OR** identify project unknowns in as much detail as possible.

PHASING

Identify any project phasing **AND** explain why it is best and necessary to phase the project. (Identifying project unknowns and phasing in the Executive Summary will assist in the justification process if a contract modification becomes necessary.) If there is no phasing, state there is no phasing.

FEE TYPE

Identify the fee type for the contract (Cost-Plus-Fixed-Fee, Lump-Sum, or Unit-Price) **AND** why this is the best fee type for the project. If the overhead rate for a Cost-Plus-Fixed-Fee contract is a negotiated rate, please state so in this section.