

Post-Negotiation Memo

(Project Name)
(FHWA Project No.), (Control No.)

The project was negotiated on (Date) at (Time), at the (Meeting Location), in (City), Nebraska. The meeting was attended by the following individuals:

<i>Name</i>	<i>Title</i>
<i>Name</i>	<i>Title</i>
<i>Name</i>	<i>Title</i>

Services Negotiated:

The services negotiated for this project consisted of (Preliminary Engineering, Environmental Services, Construction Engineering, etc.)

Work Tasks		Hours			
		ICE	Consultant	Final	Delta
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Total Hours:					

Total Labor Costs:				
Overhead Costs:				
Fixed Fee for Profit:				
Travel / Direct Costs:				
Total Cost:				

