

Pre-Negotiation Memo

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

Purpose of Negotiation:

The purpose of negotiations is to clarify the scope of professional services and the associated work effort needed to perform those services .

Documents Reviewed:

The documents reviewed for this project consisted of (Scope of Services, Independent Cost Estimate, Estimate of Materials Testing, etc.).

Services Reviewed:

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

Work Tasks		Hours		
		Ice	CE	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:			

Major Differences Identified:

Task 1:

Task 2:

Task 3:

Task 4:

Task 5:

Task 6:

Task 7:

Task 8:

Task 9:

Task 10:

Task 11:

Task 12:

Fixed Fee Rate:

Travel / Direct Costs:

Negotiation Objectives and Action Items:

Prepared By:

LPA Signature

Title

Date