

# 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.