

LPA Preliminary Engineering Reimbursement Checklist

The following information shall be included in the Preliminary Engineering – Reimbursement Package.

- LPA PE Reimbursement Checklist;
- MDOT Selection Concurrence Letter or Small Purchase Letter;
- Complete **Statement of Expenditures for PE Reimbursement**;
- MDOT Consultant Contract concurrence Letter;
- Copy of **fully** executed contract;
- Notice to Proceed letter for the contract;
- Any Supplemental Agreements and/or Time Extension if executed (including the NTP for each)
- All LPA Proof of payments to the Consultant (i.e. Cancelled Checks); and
- All Consultant Invoices including billing Backup and/or Time Sheets and Supporting Documentation for Direct Cost.

*** Note: The maximum amount of PE that can be reimbursed for qualified LPA's is \$150,000.00. For amounts below this threshold the qualified LPA will be reimbursed up to 80% of the negotiated amount of the PE contract.