Chapter 13
Using Consultants

When a local agency will serve as the lead for the administration of a Consultant project that is funded with State and/or Federal funds, a MDT Consultant Project Engineer (CPE) will be assigned to the project. The city, county or Tribe must follow all MDT/FHWA policies and procedures related to the administration of a Consultant project.

MDT has developed the MDT Consultant Services Manual to provide guidance for the use of consultants for MDT projects and this manual complies with all State and Federal laws, statutes and regulations. The local agencies should use this manual as guidance. The manual is available on the MDT website at: (http://www.mdt.mt.gov/other/csd/external/consultant_manual/Subject%20Index.pdf)

MDT/FHWA policies and procedures related to the administration of a Consultant project include:

- Consultant selection (MDT Consultant Services Manual, Chapter 6),
- Consultant negotiations (MDT Consultant Services Manual, Chapter 7),
- Project administration (MDT Consultant Services Manual, Chapter 8), and
- Indirect cost rate audits (MDT Consultant Services Manual, Chapter 11).

The local agency must consistently coordinate with the CPE throughout project implementation. In particular, the Consultant Design Engineer must review and process for approval:

- The Consultant selection process;
- The Consultant contract before execution; and
- All contract amendments.

The MDT Consultant Services Manual identifies the responsibilities and authorizes various units and positions within the MDT Consultant Design Bureau. The local agency may take the place of MDT roles and assign responsibilities and authorities for all major project responsibilities. The local agency will assign one of its personnel as the project administrator to work with the consultant for the day-to-day administration and management of the project. These assignments should be stated in the proposal for LAG certification if a consultant will be used.