

## **LPA Preliminary Engineering Special Match Process Checklist**

The following information shall be included in the Preliminary Engineering – Special Match Credit Package.

- LPA Special Match Process Checklist;
- MDOT Selection Concurrence Letter or Small Purchase Letter;
- Complete **Statement of Expenditures for Special Match Credit**;
- 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.