

Design Standards Letter

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Section/Plan No.: None

Subject: Design Manual and Form SP-40 Engineering Services Contracts

Body

ALL DIVISION, DISTRICT AND URBAN ENGINEERS AND CHIEF COUNSEL:

We are furnishing you herewith several copies of the following revised pages in the Design Manual and a new Form SP-40.

Page 3.3 - Section 3.4 has been revised to clarify the procedures to be followed in engaging engineering services and the method to be used in terminating such contracts after the services are completed.

Pages 3.4 and 3.5 - Section 3.6 Cost Accounting, has been deleted as a result of new accounting procedures. This section is now BLANK and has been relocated from Page 3.4 to Page 3.5.

Pages 3.6 and 3.7 have been retyped to provide space for the preceding revisions.

Pages 3.2 - has been revised to change Note (3) of the third year under "Surveys and Plans Federal Aid Action" to provide the Bureau of Public Roads with three prints of right-of-way plans for approval.

Pages 3.5.- This figure should be removed from the Manual since Form SP-26 is no longer in use.

Also attached hereto is a copy of a new form, "SP-40 Termination of Engineering Services Contract." This form is to be signed by the Consultant and the District Engineer for each engineering services contract when the services are completed. A stock of these forms is being furnished each District and the Urban Office with this transmittal.

In addition, we are furnishing each District and the Urban Office with a list of engineering services contracts which, according to Accounting Division records, are still active. We would appreciate each District and the Urban Office checking this list to determine if any of

the contractors in your District can be terminated. Also, please note that this list has an E-number assigned to each engineering contract. The Accounting Division has experienced some difficulty in making charges of some invoices to the proper consultant contract. To reduce the number of errors in bookkeeping procedures, we are requesting that this E-number always be shown on invoices when submitted to the Accounting Division. We would further suggest that consultants be requested to use the E-number when submitting their invoices.

L. V. McLaughlin
Engineer of Surveys and Plans