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Intermodal Transportation Division
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INFORMATION BULLETIN NO. 11-02

TO: ADOT Project Managers
Resident Engineers
Consultant Engineering Firms

FROM: Engineering Consultants Section (ECS)

SUBJECT: **Certification of Final Indirect (Overhead) Costs**

Effective immediately, all Cost Proposals submitted by the consulting firms to ECS shall include a *Certification of Final Indirect (Overhead) Costs Form* ([http://www.azdot.gov/highways/ECS/PDF/SOQ_Package_Material/Certification of Final Indirect Costs Form 4-26-11.pdf](http://www.azdot.gov/highways/ECS/PDF/SOQ_Package_Material/Certification_of_Final_Indirect_Costs_Form_4-26-11.pdf)) signed by a Principal or Chief Financial Officer, to comply with the Federal Highway Administration (FHWA) Order 4470.01A. Engineering and design-related service contracts funded with Federal-aid highway program (FAHP) funding and administered by State Departments of Transportation (State DOTs), local public agencies, and other grantees and sub-grantees, are required to apply the FAR cost principles (48 CFR, Part 31) to determine the allowable costs for contracts with commercial, for-profit firms.

Requesting this certification from the organization's executive or financial officer regarding the allowability of costs used to establish indirect cost rates (Overhead) in accordance with the applicable FAR cost principles reinforces the responsibility and accountability of the consulting firms to comply with the Federal laws and regulations.

The prime **Consultant** and all Subconsultants, if any, are required to complete and submit this form, to certify that its indirect (overhead) costs are allowable in accordance with the applicable FAR cost principles (48 CFR, Part 31). **This requirement applies only to firms that propose on an overhead basis.**

ECS shall consider non-submittal of the completed and signed form as failed negotiations.

Any questions regarding this bulletin should be directed to the Engineering Consultants Section at (602) 712-7525.

Vivien Lattibeaudiere, Ph.D.
Director
Engineering Consultants Section

ARIZONA DEPARTMENT OF TRANSPORTATION
Engineering Consultants Section
Certification of Final Indirect (Overhead) Costs
(For overhead-based Consultants and Subconsultants Only)

Note: Only submit with the initial Cost Proposal and Modifications for which a new overhead rate is proposed.

Contract Number: _____

Firm Name: _____

Proposed Indirect (Overhead) Cost Rate: 0.00%

Date of Proposal Preparation: _____

Fiscal Period Covered:* _____ to _____

I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:

1. All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31;

and

2. This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.

All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.

Signature: _____

Print Name: _____

Title: _____ **Date:** _____

* Refers to the firm's fiscal year's most recent complete financial statements.