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**Intermodal Transportation Division**  
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April 11, 2011

**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 4-4-11.pdf](http://www.azdot.gov/highways/ecs/PDF/SOQ_Package_Material/Certification_of_Final_Indirect_Costs_Form_4-4-11.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 Costs**

**Firm Name:** \_\_\_\_\_

**Proposed Indirect (Overhead) Cost Rate:** \_\_\_\_\_

**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:** \_\_\_\_\_