



Connecticut DOT

Bureau of Engineering and
Construction

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ENGINEERING DIRECTIVE

Engineering Administrator

Federal Transit Administration (FTA) Architectural And Engineering (A&E) Agreements

This directive establishes procedures for project managers to follow during the administration of Federal Transit Administration (FTA) Architectural and Engineering (A&E) agreements.

Background

[FTA Circular 4220.1F](#) provides contracting guidance for recipients of federal assistance awarded by the Federal Transit Administration when using that federal assistance to finance its procurements. During a recent procurement system review, FTA and the Department concluded that enhancements were required in the area of A&E progress payments for **lump sum** contracts. The regulatory requirements within the circular as they relate to progress payments can be found at Chapter IV, 2, b, 5, c (page 45 of the Circular pdf).

Best Practices Procedures

1. The Department engages in a comprehensive scoping and negotiations process. Project managers shall coordinate with the consultant engineer to develop a list of deliverables for the associated tasks and a schedule of values that allocates the negotiated fee among the tasks.
2. The project manager shall ensure that the Department has full ownership and control of the specific deliverables as they are completed.
3. The project manager shall require the consultant to provide a full and thorough description of the activities completed during the billing period to support the costs incurred.
4. The project manager shall only make progress payments on the basis of costs incurred. Percent complete is prohibited per FTA contracting guidance (see [FTA Circular 4220.1F](#) Section 5, c, 3.). Project managers shall direct their consultants to submit their requests for progress payments utilizing [CTDOT FTA Invoice.xlsx](#).