



CONTRACT/WORK ORDER SUBMITTAL CHECKLIST

Wisconsin Department of Transportation
DT1520 12/2011

PREREQUISITES FOR CONTRACT APPROVAL –

Must be authorized in FOS before submitting to DTIM-CAU except for construction engineering contracts. For construction engineering contracts, project must be authorized in FOS prior to written authorization to consultant to start work.

Today's Date: (m/d/yyyy) 9/18/2012	Date of Solicitation: (m/d/yyyy)
TO: DTIM-Contract Administration Unit Room 951-Hill Farms State Office Building FROM: DAAR Engineering, Inc. 325 E. Chicago Street, Suite 500 Milwaukee, WI 53202	Solicitation ID:
	Date Solicitation Selection Approved: (m/d/yyyy)
	Original Project ID if Different (Contracts or Work Orders):

The consultant selection procedure was in accord with Chapter 8 of the Facilities Development Manual. The consultant's estimated hours of work and fee are reasonable. Therefore, I recommend this contract for your approval and execution.

WisDOT Contact for Contract/Work Order:

Name: Carolynn Gellings, PE	Title: Se Region Project Manager	(area code) Phone: (414) 750-3233	Initial:
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Consultant Contact for Contract/Work Order:

Name: Jeffrey S. Polenske, PE	Title: City Engineer	(area code) Phone: (414) 286-2400	Initial:
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Contract Work Type:

- | | | |
|--|---|---|
| <input type="checkbox"/> Archaeology | <input type="checkbox"/> Drafting Services/CADDS | <input type="checkbox"/> Mapping/Photogrammetry |
| <input type="checkbox"/> Bridge Inspection | <input type="checkbox"/> Hazardous Materials | <input type="checkbox"/> Materials |
| <input checked="" type="checkbox"/> Construction Engineering | <input type="checkbox"/> Historical | <input type="checkbox"/> Planning/Studies |
| <input type="checkbox"/> Design Engineering | <input type="checkbox"/> In-Plant Inspection | <input type="checkbox"/> Real Estate |
| <input checked="" type="checkbox"/> 2 Party | <input type="checkbox"/> Intelligent Transportation Systems | <input type="checkbox"/> Surveying |
| <input type="checkbox"/> 3 Party Local Billed | <input type="checkbox"/> Local Program Management | <input type="checkbox"/> Traffic Engineering |
| <input type="checkbox"/> 3 Party WisDOT Billed | | <input type="checkbox"/> OTHER: |

Contract Type:

- Regular
- Master Contract
Other Masters in the Group also submitted?
 Yes No No Group
- Work Order
Work Order Number: #16

Object Code for Contract/Work Order:

- 5500 - Management Consultant Payment
- 5501 - Engineering Contractual Fees
- 5503 - Other Improvement Contractual Fees
- 5504 - Archaeological/Investigation Costs
- 5506 - Real Estate Contractual Fees
- 5580 - Hazardous Materials Remediation
- 5586 - Hazardous Materials Investigation Phase 1-3
- OTHER: 5525

Project ID(s) on Contract/Work Order: 1300-13-00	Consultant: City of Milwaukee	Master Contract ID: 0696-20-13
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Location and Description:

Project Wide - Lighting/Signals/Signs for the Hoan Bridge/Lake Interchange rehabilitation in the City of Milwaukee, Milwaukee County.

Type of Contract Selection Process (not applicable for Work Orders):

Selection Type

- Sole Source
- Small Purchase Contracts
- State Trunk Highway Design
- Local Design
- Construction Engineering
- Full-Service Master Contracts
- Specialty Master Contracts
- Request for Proposal

Selection Process Procedure

- Procedure 8-5-5
- Procedure 8-5-10
- Procedure 8-5-15
- Procedure 8-5-20
- Procedure 8-5-25
- Procedure 8-5-30
- Procedure 8-5-35
- Procedure 8-5-40

Required Documents for Contract/Work Order Submittal

Note: Consultants must always submit a minimum of FIVE original signed copies. Numbers designated below are for distribution purposes only.

Contracts less than \$3,000:

- Two copies of the contract, **all** with original signatures of consultant and Region/Bureau Director or Designee.

Contracts of \$3,000 or more:

- Four copies of the contract, **all** with original signatures of consultant and a signature block for the WisDOT Contract Manager.
- For 3-party contracts, add an additional copy for each local unit of government involved.
- Completed DT25 Recommendation to Governor for Contract Approval – To be submitted electronically only. Project funding percentages must be correct and consistent with the information entered on the Financial Operating System. (See Procedure 8-4-1 for completion instructions)
- All **Required Supporting Documents** and applicable **Other Required Supporting Documents** listed below.

Work Orders less than \$50,000:

- Two copies of the work order, **all** with original signatures of consultant and Region/Bureau Director or designee.
- All **Required Supporting Documents** and applicable **Other Required Supporting Documents** listed below.

Work Orders of \$50,000 and more:

- Four copies of the work order, **all** with original signatures of consultant and a signature block for the WisDOT Contract Manager.
- All **Required Supporting Documents** and applicable **Other Required Supporting Documents** listed below.

Required Supporting Documents for Contracts/Work Orders:

- **Summary of Staff Hours and Direct Labor Costs** (Proc. 8-10-1, Att. 1; Att. 4 for specific rate contracts)
- Summary of Lump Sum and/or Actual Cost contract work, if necessary
- Summary of "if authorized" work on contract, if necessary
- Consultant Contract Direct Labor Detail (Proc. 8-10-30, Att. 1; Att. 6 for specific rate contracts)
- **Fee Computation Summary by Engineering Task** (Proc. 8-10-30, Att. 2; Att. 7 for specific rate contracts)
- Summary of Lump Sum and/or Actual Cost contract work, if necessary
- Summary of "if authorized" work on contract, if necessary
- **Direct Expenses by Item** (Procedure 8-10-30, Attachment 3)
- Consultant Total Fee Computation (Proc. 8-10-30, Attachment 4; Att. 8 for specific rate contracts)
- Subcontract Staff Hours Summaries and Contract Fee Computations (**first four items above**) for each sub-consultant on the contract.
- One copy of each subcontractor's original proposal letter.

****One form required for each project on the contract.**

Other Required Supporting Documents:

- Sole Source Contracts Request for Sole Source Provider (Procedure 8-5-5, Att. 1)
- Small Purchase Contracts Small Purchase Contract Selection Approval (Proc. 8-5-10, Att. 1)
- Phased Contracts Schedule for Phased Contracts (Procedure 8-10-30, Att. 5)
- First four **Required Supporting Documents for each phase**
- Local Design Contracts Local Design Selection Checklist (Procedure 8-5-20, Att. 1)