

CONTRACT/WORK ORDER SUBMITTAL CHECKLIST

Wisconsin Department of Transportation

<p>PREREQUISITES FOR CONTRACT APPROVAL - Coordinate with Transportation District Planning & Operations Section prior to sending contracts to <u>BFS-CAJ</u>.</p> <ol style="list-style-type: none"> 1. Project must be identified in the Consultant Budget and the contract amount must be within the approved dollar limits. 2. Completed Federal project Status Record Form FHWA-37 must be sent to Bureau of Financial Services (BFS). Bureau of State Highway Programs must obtain approval from FHWA prior to WisDOT's approval of any contract funded with federal dollars. 3. Electronic request for project authorization must be sent to and approved by BFS and the project authorized on the Financial Operating System (FOS) by BFS. For construction management contracts, project must be authorized on FOS prior to written authorization to consultant to start work. 				
<p>Today's Date: November 22, 2011</p>	<p>Date of Solicitation: n/a</p>			
<p>TO: BFS-Contract Administration Unit Room 851-Hill Farms State Office Building</p> <p>FROM: SE Region</p> <p>PO Box 798</p> <p>Waukesha, WI 53188</p>	<p>Date Selection Approved: n/a</p>			
	<p>Date Negotiation Started: n/a</p>			
	<p>Date Negotiation Concluded: n/a</p>			
	<p>Date District Received Contract from Consultant: n/a</p>			
<p>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.</p> <p>WisDOT Contact for Contract/Work Order:</p> <p>Name: Sandy Ratz, PE Title: SE Region Phone: (414) 548-5926 Initial:</p>				
<p>Consultant Contact for Contract/Work Order:</p> <p>Name: Jeffery S. Polenske Title: City Engineer Phone: (414) 286-2400 Initial:</p>				
<p>Contract Work Type:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Archaeology <input type="checkbox"/> Bridge Inspection <input type="checkbox"/> Construction Engineering <input checked="" type="checkbox"/> Design Engineering <input checked="" type="checkbox"/> 2 Party _____ <input type="checkbox"/> 3 Party Local Billed <input type="checkbox"/> 3 Party WisDOT Billed </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Drafting Services/CADDS <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Historical <input type="checkbox"/> In-Plant Inspection <input type="checkbox"/> Intelligent Transportation Systems <input type="checkbox"/> Local Program Management </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Mapping/Photogrammetry <input type="checkbox"/> Materials <input type="checkbox"/> Planning/Studies <input type="checkbox"/> Surveying <input type="checkbox"/> Traffic Engineering <input type="checkbox"/> OTHER: _____ </td> </tr> </table>		<input type="checkbox"/> Archaeology <input type="checkbox"/> Bridge Inspection <input type="checkbox"/> Construction Engineering <input checked="" type="checkbox"/> Design Engineering <input checked="" type="checkbox"/> 2 Party _____ <input type="checkbox"/> 3 Party Local Billed <input type="checkbox"/> 3 Party WisDOT Billed	<input type="checkbox"/> Drafting Services/CADDS <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Historical <input type="checkbox"/> In-Plant Inspection <input type="checkbox"/> Intelligent Transportation Systems <input type="checkbox"/> Local Program Management	<input type="checkbox"/> Mapping/Photogrammetry <input type="checkbox"/> Materials <input type="checkbox"/> Planning/Studies <input type="checkbox"/> Surveying <input type="checkbox"/> Traffic Engineering <input type="checkbox"/> OTHER: _____
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<p>Contract Type:</p> <input type="checkbox"/> Regular <input type="checkbox"/> Master Contract Other Masters in the Group also submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Group <input checked="" type="checkbox"/> Work Order Work Order Number #_	<p>Object Code for Contract/Work Order:</p> <input type="checkbox"/> 5500 - Management Consultant Payment <input type="checkbox"/> 5501 - Engineering Contractual Fees <input type="checkbox"/> 5503 - Other Improvement Contractual Fees <input type="checkbox"/> 5504 - Archaeological/Investigation Costs <input type="checkbox"/> 5506 - Real Estate Contractual Fees <input type="checkbox"/> 5580 - Hazardous Materials Remediation <input type="checkbox"/> 5586 - Hazardous Materials Investigation Phase 1-3 <input checked="" type="checkbox"/> OTHER: <u>5525</u>			
<p>Project ID(s) on Contract/Work Order: WO #_ on Master Contract 0696-20-13 for Project ID #1060-36-95.</p>				

Location and Description:
 Project Wide - Lighting/Signals/Signs for the Zoo Interchange reconstruction in the City of Milwaukee, Milwaukee County.

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

Selection Type	Selection Process Procedure
<input type="checkbox"/> Sole Source	Procedure 8-5-5
<input type="checkbox"/> Small Purchase Contracts	Procedure 8-5-10
<input type="checkbox"/> State Trunk Highway Design	Procedure 8-5-15
<input type="checkbox"/> Local Design	Procedure 8-5-20
<input type="checkbox"/> Construction Engineering	Procedure 8-5-25
<input type="checkbox"/> Full-Service Master Contracts	Procedure 8-5-30
<input type="checkbox"/> Specialty Master Contracts	Procedure 8-5-35
<input type="checkbox"/> Request for Proposal	Procedure 8-5-40

List of Consultants Considered, in order of rank (if applicable): DBE?

1. n/a	<input type="checkbox"/>
2.	<input type="checkbox"/>
3.	<input type="checkbox"/>
4.	<input type="checkbox"/>
5.	<input type="checkbox"/>

List of Firms used for Subconsultants (if applicable): Amount of Subcontract DBE?

1. n/a	\$	<input type="checkbox"/>
2.	\$	<input type="checkbox"/>
3.	\$	<input type="checkbox"/>
4.	\$	<input type="checkbox"/>
5.	\$	<input type="checkbox"/>
6.	\$	<input type="checkbox"/>
7.	\$	<input type="checkbox"/>

Method of Payment:

- Lump Sum
 Lump Sum plus some Actual Cost
 Actual Cost plus Fixed Fee
 Specific Rate of Compensation
 Cost per Unit of Work

Indicate if this is a phased contract:

- Yes
 No

Required Documents for Contract/Work Order Submittal

Contracts less than \$3,000:

- Two copies of the contract, at least one with original signature of consultant and District/Bureau Director or Designee.

Contracts of \$3,000 or more:

- Three copies of the contract, at least one with original signature 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. Coordinate with Transportation District Planning & Operations Section- 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, at least one with original signature of consultant and District/Bureau Director or designee.
- All **Required Supporting Documents** and applicable **Other Required Supporting Documents** listed below.

Work Orders of \$50,000 and more:

- Three copies of the work order, at least two with original signature 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, Fig. 1; Fig. 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, Fig. 1; Fig. 6 for specific rate contracts)
- **Fee Computation Summary by Engineering Task** (Proc. 8-10-30, Fig. 2; Fig. 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, Figure 3)
- Consultant Total Fee Computation (Proc. 8-10-30, Figure 4; Fig. 8 for specific rate contracts)
- **Summary Scoping Checklist**-(Procedure 8-20-1, Figure 4 or 5)
- 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 work proposal.

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

Other Required Supporting Documents:

- | | |
|--------------------------------|--|
| State Design/Related Contracts | <input type="checkbox"/> Consultant Selection Approval Form (Procedure 8-5-15, Figure 4) |
| Sole Source Contracts | <input type="checkbox"/> Request for Sole Source Provider (Procedure 8-5-5, Figure 1) |
| Small Purchase Contracts | <input type="checkbox"/> Small Purchase Contract Selection Approval (Proc. 8-5-10, Figure 1) |
| Phased Contracts | <input type="checkbox"/> Schedule for Phased Contracts (Procedure 8-10-30, Figure 5) |
| | <input type="checkbox"/> First four Required Supporting Documents for each phase |
| Local Design Contracts | <input type="checkbox"/> Local Design Selection Checklist (Procedure 8-5-20, Figure 1) |
| Master Contracts with no Group | <input type="checkbox"/> Letter of Justification |