



FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

TABLE OF CONTENTS

Chapter 8: Consultant Services

Section 8-1 Introduction

- 8-1-1 Overview and Roles in Consultant Contracting
 - 1.1 Originator
 - 1.2 Consultant Contract Process Overview
 - 1.3 Definition of Roles in Consultant Contracting
 - 1.4 Contract Administration
- 8-1-3 Contract Administration and Reporting System (CARS)
 - 3.1 General
- 8-1-5 Cost-Benefit Analysis
 - 5.1 Applicability
 - 5.2 Method of Cost Comparison
 - 5.3 Rates for Cost Comparison
 - 5.4 Contract Types
 - 5.5 Routing and Approval
- 8-1-10 Transparency Effort
 - Attachment 10.1 Construction Project Complexity Index
 - Attachment 10.2 Design Issue Notice (DIN)
- 8-1-15 Integrating Consultant Services into COOP Operations
 - 15.1... Introduction
 - 15.2... Applicability
 - 15.3... Authority
 - 15.4... References
 - 15.5... Policy and Procedures

Section 8-5 Securing Consultant Services

- 8-5-1 Selection Process
 - 1.1 General
 - 1.2 Intergovernmental and Interagency Agreements
 - 1.3 Solicitation of Interest
 - 1.4 Non-Roster Solicitations
 - 1.5 Selection Authorization
- 8-5-2 Length of Contracts
 - 2.1 Project Contracts
 - 2.2 Period Contracts
 - 2.3 Length of Contracts
 - 2.4 Contract Extensions
 - 2.5 Administrator's Approval for Exceptions
- 8-5-3 Conflict of Interest
 - 3.1 Conflicts of Interest for WisDOT Employees
 - 3.2 Employment of Current or Former WisDOT Employees by Consultants
 - 3.3 Conflict of Interest Relating to WisDOT's Use of Consultants
 - 3.4 Conflict of Interest for Consultants
 - Attachment 3.1 Testing Service Allowed to be Performed by Consultant
- 8-5-5 Sole Source Contracting
 - 5.1 Selection Approval
 - 5.2 Negotiation
 - 5.3 Amendments
 - 5.4 Documentation/Contract Approval Process
- 8-5-10 Small Purchase Contracting
 - 10.1... Solicitation of Consultants

- 10.2...Approval
- 10.3...Negotiation
- 10.4...Maximum
- 10.5...Amendments
- 10.6...Documentation/Contract Approval Process
- 8-5-15State Design and Related Services
 - 15.1...Solicitation
 - 15.2...Selection
 - 15.3...Interviews
 - 15.4...Selection Approval
 - 15.5...Documentation
 - 15.6...Contract Approval
 - 15.7...Contract Amendments
 - 15.8...Web Resources
 - Attachment 15.1.....Consultant Contracting Process for Contracts
- 8-5-20Local Design
 - 20.1...Cost Estimate
 - 20.2...Solicitation
 - 20.3...Consultant Selection Committee
 - 20.4...Selection
 - 20.5...Selection Approval
 - 20.6...Documentation
 - 20.7...Contract Negotiations
 - 20.8...Contract Approvals
 - 20.9...Contract Amendments
 - 20.10...Potential Conflicts of Interest
 - 20.11...Contract Boilerplates
 - 20.12...Progress Report/Performance Evaluation
 - Attachment 20.1.....Consultant Interview Rating Sheet
 - Attachment 20.2.....Sample Selection Letter
 - Attachment 20.3.....Sample Non-Selection Letter
- 8-5-25Construction Engineering
 - 25.1...Solicitation
 - 25.2...Interviews
 - 25.3...Selection Approval
 - 25.4...“Turn-Key” Engineering
 - 25.5...Documentation
 - 25.6...Contract Approval
 - 25.7...Contract Amendments
 - 25.8...Web Resources
 - Attachment 25.1.....WisDOT Construction Engineering Services Selection Process
- 8-5-30Master Contracts
 - 30.1...Full-Service Masters
 - 30.2...Statewide Specialty Master Contracts
 - 30.3...Master contract work types
 - 30.4...Solicitation and Selection
 - 30.5...Negotiation and Pricing
 - 30.6...Master Contract Periods & Limits
 - 30.7...Master Contract Groups
 - 30.8...Master Contract Group Work Order Maximum
 - 30.9...Master Contract Group Approval Guidelines
 - 30.10...Limitations on Master Contract Usage
 - 30.11...Impacts of Work Orders on Contract Selection
 - 30.12...Monitoring Master Contract Balances
 - 30.13...DBE Goals and Usage
 - 30.14...Work Order Documents
 - 30.15...Work Order Selection
 - 30.16...Web Resources
- 8-5-40Request for Proposal
 - 40.1...Definition

- [40.2...When to Use an RFP](#)
- [40.3...Qualification Based Selection](#)
- [40.4...When to Use QBS](#)
- [40.5...Solicitation Options](#)
- [40.6...Process](#)
- [40.7...Guidelines for an RFP](#)
- [40.8...Example of an RFP](#)
- [Attachment 40.1.....Guideline for a Request for Proposal](#)
- [Attachment 40.2.....Sample Request for Proposal](#)
- [8-5-45.....Eligible Consultants](#)
 - [45.1...Roster of Eligible Engineering Consultants](#)
 - [45.2...Certificates of Insurance](#)
 - [45.3...Consultant Extranet](#)
 - [45.4...Web Resources](#)
- [8-5-47.....Consultant Financial Report](#)
 - [47.1...Submittal of Forms](#)
 - [47.2...Startup Firms](#)
 - [47.3...Firms with Changes in Entity](#)
 - [47.4...Acceptance](#)
- [8-5-50.....Disadvantaged Business Enterprise \(DBE\) Program](#)
 - [50.1...DBE Qualifications Criteria](#)
 - [50.2...DBE Certification Process](#)
 - [50.3...DBE Goal Setting on Federally Funded Consultant Contracts](#)
 - [50.4...State and Local DBE/MBE/WBE Requirements](#)
 - [50.5...DBE Commitment Form \(DT1029\) and Instructions](#)
 - [50.6...Termination or Reduction of Services of DBE Subconsultant](#)
 - [Attachment 50.1.....Flowchart for Solicitations and Contracts with DBE Goals](#)
 - [Attachment 50.2.....Instructions for WisDOT DT1029](#)
 - [Attachment 50.3.....Example for Various Scenarios](#)
- [8-5-55.....Consultants in Management Roles](#)
 - [55.1...Federal Approval](#)
 - [55.2...Consultant Management Roles in Local Government](#)
 - [55.3...WisDOT Approval](#)
 - [Attachment 55.1.....Management Consultant Approval Email Record](#)

Section 8-10 Contract Negotiation

- [8-10-1.....Scoping and Estimating](#)
 - [1.1.....Scoping](#)
 - [1.2.....Estimating Hours and Costs](#)
 - [1.3.....Submitting Contract Cost Estimates](#)
 - [1.4.....Labor Costs for Principals and Management Classifications](#)
 - [Attachment 1.1.....Summary of Staff Hours & Direct Labor Costs](#)
 - [Attachment 1.2.....Staff Work Schedule](#)
 - [Attachment 1.3.....Specific Rate Contract Staff Hours and Direct Labor Costs](#)
- [8-10-5.....Contract Negotiation Process](#)
- [8-10-10.....Fixed Fee](#)
 - [10.1...Fixed Fee Determination](#)
 - [10.2...Fixed Fee Factors](#)
 - [10.3...Fixed Fee for Subcontracts](#)
 - [Attachment 10.1.....Example Fixed Fee Calculation](#)
- [8-10-15.....Methods of Payment](#)
 - [15.1...Allowable Methods](#)
 - [15.2...Prohibited Methods](#)
- [8-10-20.....Cost Accounting Requirements and Principles](#)
 - [20.1...Cost Accounting Requirements](#)
 - [20.2...Cost Principles](#)
 - [20.3...Field Rate Accounting](#)
- [8-10-25.....Subconsultants](#)
 - [25.1...Contract Requirements](#)

25.2...Post Contract Execution

8-10-30.....Contract Fee Computation

30.1...Direct Labor Costs

30.2...Indirect Costs

30.3...Fixed Fee

30.4...Non-Labor Direct Costs

30.5...Subcontracts

30.6...Fee Computation by Basis of Payment

Attachment 30.1.....Consultant Contract Direct Labor Detail

Attachment 30.2.....Fee Computation Summary by Engineering Task

Attachment 30.3.....Direct Costs by Item

Attachment 30.4.....Consultant Contract Total Fee Computation

Attachment 30.5.....Phased Contract

Attachment 30.6.....Specific Rate Contract Direct Labor Detail for Contracts Solicited Prior to January 2013

Attachment 30.7.....Specific Rate Contract Direct Labor Detail for Contracts Solicited after January 1, 2013

Attachment 30.8.....Specific Rate Fee Computation Summary by Engineering Task

Attachment 30.9.....Specific Rate Contract Total Fee Computation

Section 8-15 Contracts

8-15-1.....Contract Types & Formats

1.1.....General

1.2.....Contract Format

1.3.....Contract Cover/Signature Pages and Boilerplates

1.4.....Design Special Provisions

1.5.....Construction Management Contract Special Provisions

8-15-2.....Contract Types and Formats

2.1.....Redistribution Contract Provisions

2.2.....Use of Redistribution Contract Provisions

2.3.....Budget/Encumbrance

2.4.....Basis of Payment/Contract Period

2.5.....Contract Provisions

2.6.....Contract Management/Invoicing

Section 8-20 Contract Procedures

8-20-1.....Submittal and Approval Procedures

1.1.....Contract/Work Order Submittal Requirements

1.2.....Instructions for Submitting Work Orders

1.3.....Instructions for Completing the DT25 Form

1.4.....Approval Procedures

1.5.....Contracts Less Than \$3,000

1.6.....Contracts of \$3,000 or More

1.7.....Work Orders Less Than \$50,000

1.8.....Work Orders of \$50,000 or More

1.9.....Web Resources

8-20-5.....Authorization of Contract Work

5.1.....Design and Construction Engineering Services

5.2.....Master Contract Work Orders

5.3.....Phased Consultant Contracts

5.4.....If Authorized by Written Notice to Proceed

5.5.....Authorization Letters and Contract Encumbrance

5.6.....Amendments

Attachment 5.1.....Authorization Letter to Begin Services

Attachment 5.2.....Authorization Letter to Begin Services - Fiscally Phased Contract

Attachment 5.3.....Notice to Proceed Letter for "If Authorized" Consultant Services

Attachment 5.4.....All Services Section for "If Authorized" Cover/Signature Page

Section 8-25 Contract Management

8-25-1.....Progress Reports

- 1.1.....Design and Design Related Contracts
- 1.2.....Amendments to Contract
- 1.3.....Phased Contracts
- 1.4.....Progress Meetings
- 1.5.....Construction Engineering Contracts
- Attachment 1.1.....Sample Monthly Progress Report
- Attachment 1.2.....Checklist for Design Progress Meeting at 30% Completion
- Attachment 1.3.....Example Construction Project Progress Report
- Attachment 1.4.....Example Construction Project Progress Report
- Attachment 1.5.....Example Construction Project Progress Report
- 8-25-5.....Performance Evaluations
 - 5.1.....Design and Related Services Evaluations
 - 5.2.....Construction Evaluations
 - 5.3.....Master Contracts/Work Orders
 - 5.4.....Evaluation Submittal
 - 5.5.....Appeal Procedure
- 8-25-10.....Consultant Contract Payments
 - 10.1...Consultant Preparation of Invoice
 - 10.2...WisDOT Approval and Processing
 - 10.3...Disputes
 - 10.4...Payments of Three-Party Contracts
 - 10.5...Invoicing for Charges in Approved Indirect Cost Rate - Actual Cost Plus Fixed Fee Contracts Only
 - 10.6...Web Resources
 - Attachment 10.1.....Consultant Contract Invoice
 - Attachment 10.2.....Notice of Good Faith Dispute/Improper Invoice
 - Attachment 10.3.....Request to Adjust Indirect Cost Rates
 - Attachment 10.4.....Request to Adjust Indirect Cost Rates
 - Attachment 10.5.....Direct Labor Summary Expense
- 8-25-15.....Contract Amendments
 - 15.1...Overview
 - 15.2...Approval of Amendments
 - 15.3...Submittal to BSHP-CAU
 - 15.4...Amendments to Work Orders
 - 15.5...Web Resources
 - Attachment 15.1.....Sample Contract Amendment
- 8-25-20.....Conflict Resolution Process
 - 20.1...Introduction
 - 20.2...When Should the Process Be Used
 - 20.3...When Should the Matrix Be Filled Out
 - 20.4...How Should the Matrix Be Filled Out
 - 20.5...General Guidelines
 - 20.6...Conflict Resolution Process
- 8-25-25.....Process for Consultant Contract Claims and Disputes
 - 25.1...General Policy
 - 25.2...Early Notification to The Consultant
 - 25.3...Claims Process
 - 25.4...Hearing Procedures
 - 25.5...Appeals
- 8-25-30.....Audits
 - 30.1...Indirect Cost (Overhead) Rate Audit
 - 30.2...Pre-Award Review
 - 30.3...Final Cost Audit
 - 30.4...Confidentiality/Disclosure of Indirect Cost Rates
 - Attachment 20.1.....Conflict Resolution Matrix
 - Attachment 20.2.....Sample Conflict Resolution Matrix - Large Design Project
 - Attachment 20.3.....Sample Conflict Resolution Matrix - Small Design Project
 - Attachment 20.4.....Sample Conflict Resolution Matrix - Construction Project
