**SPECIAL PROVISONS REAL ESTATE – PROJECT MANAGEMENT**

Wisconsin Department of Transportation

Revised 08/18/15

SCOPE OF SERVICES

A. Project management services

1. Project management activities

CONSULTANT will provide a dedicated project manager for the management and coordination of all the functional areas falling within Real Estate project activities. Functional areas are defined, but not limited to: access, acquisition/negotiations, appraisal, appraisal review, property management/surplus property sales and disposal, READS, relocation and/or utility services. This includes a responsibility for oversight to insure work falling within those functional areas is accomplished according to appropriate laws, statutes, codes, policies and practices. Beyond the defined functional areas, project manager will provide coordination, oversight and leadership as needed to deliver the project in a professional, timely and cost effective manner.

CONSULTANT project manager will also be responsible for maintaining accurate, complete and appropriate records and recordkeeping according to state of Wisconsin and federal rules and laws, WisDOT policy, and including READS.

CONSULTANT project manager will serve as lead contact between CONSULTANT FIRM and serve as DEPARTMENT’S recommending authority on all right of way activity submittals to DEPARTMENT.

CONSULTANT project manager will ensure proper coordination, communication and documentation is implemented and maintained between CONSULTANT Real Estate team, DEPARTMENT Real Estate staff and other DEPARTMENT personnel such as Railroads, Utilities, Design, Construction and Consultant Services.

CONSULTANT is responsible for the correctness, applicability and implementation of all appropriate resources, staff, expenditures, documents, submittals and any other activities relating to Real Estate project management.

1. Miscellaneous, general project management, and WisDOT Real Estate specific required activities

All provisions and language originally included as part of the larger master contract boilerplate document is hereby referenced and made a part of this Work Order agreement.

CONSULTANT must adhere to the processes, procedures and all appropriate policy provisions as per the WisDOT Real Estate Program Manual (REPM) or otherwise as directed and prescribed. Access to the REPM is from the [WisDOT](http://wisconsindot.gov/Pages/home.aspx) / [Doing business/Structure and roadway resources](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/default.aspx) webpage, then to [Real Estate](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/default.aspx) pages (no log on required). CONSULTANTS must stay alert to DEPARTMENT developing and changing policy as well as industry trends, professional standards, changes to state and federal rules and laws, and must adapt and adhere to all as appropriate.

CONSULTANT must also be able to access and use READS to effectively create, maintain and complete all required project management information, steps, processes and processing activities as might be currently available in READS and associated with each unique scope of work and current project activity. CONSULTANT shall enter and maintain READS information in a timely, complete and appropriate manner. Access to the READS is also from the [WisDOT](http://wisconsindot.gov/Pages/home.aspx) / [Doing business/Structure and roadway resources](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/default.aspx) webpage. Note: READS is only available consultants currently under contract for WisDOT Real Estate projects. First time users must have a valid WAMS ID and before using READS, must [request access](http://2.selectsurvey.net/wisdot/TakeSurvey.aspx?SurveyID=ll1Lnol).

CONSULTANT must stay alert to evolving technology and must be capable of effectively understanding, making use of and applying current as well as developing electronic applications and tools as would normally be required or otherwise considered a regular part of any DEPARTMENT project or contract processing activity.

Special note about availability and use of forms: Each applicable and required DEPARTMENT Real Estate specific form is either available via the [Real Estate Program Manual (REPM)](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx)/[Forms](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page in a fill-ready paper format; or, otherwise must be generated directly from READS as part of each project activity. It is important to understand and note that only those forms listed as being available in a 'paper only' format from the REPM/Forms page are fillable documents and therefore may be downloaded for direct use. In contrast, any document viewable as a PDF and listed as being in a 'READS template' format must be generated directly from READS as part of each appropriate project activity associated with the scope of work and the attached Work Order agreement. Forms or any version of a form (e.g., READS template) not otherwise currently posted to the REPM/Forms page are not authorized for use except by special permission.

All staff and/or sub-consultants who will be assigned to perform any part of the work on this project must be clearly identified and named as a part of this Work Order agreement. Only staff and/or sub-consultants named and approved for their credentials as described in your original Notice of Interest (NOI) solicitation materials should be included on any Work Order agreement.

Special note about staff changes within your firm: WisDOT/Real Estate needs to review and approve any individuals new to your staff who you intend to include as a part of any new Work Order agreement. For most contracting services, you may include new staff and/or sub-consultant names and their credentials for review and approval along with the scope of work details as a part of the Work Order agreement package. For certain types of work, however, we’ve developed an additional standardized review/approval process. If an individual(s) was not originally named or included as part of your Notice of Interest (NOI) solicitation materials, depending on the type(s) of work that individual(s) is now expected to perform for us, they may also need to complete the appropriate and related Capability Statement form(s). Currently, we have a separate review/approval process needed for any new staff seeking first time approval to perform work in these areas: Acquisition/Negotiation [[RE1040](http://wisconsindot.gov/dtsdManuals/re/repmforms/RE1040-acq-neg-capability.docx)]; Appraisal [[RE1041](http://wisconsindot.gov/dtsdManuals/re/repmforms/RE1041-apprais-capability.docx)]; and, Relocation [[RE1042](http://wisconsindot.gov/dtsdManuals/re/repmforms/RE1042-relo-capability.docx)]. Note: This separate review/approval process is only needed for individuals seeking first time approval to perform certain types of eminent domain work for WisDOT/Real Estate as part of a fee consultant group when that group already holds an existing active contract and if that individual(s) was not originally named and therefore already approved as part of the original solicitation and NOI. Each individual(s) seeking first time approval must therefore complete the appropriate Capability Statement form(s) and receive a separate written approval from Bureau of Technical Services-Real Estate (BTS-RE) prior to beginning any work on a WisDOT/Real Estate project.

1. Evaluation

Performance evaluations are performed within 30 days of service acceptance via WisDOT’s electronic contract administration report system ([CARS](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx)).

1. Invoicing

CONSULTANT must submit all invoices with appropriate supporting documentation electronically via WisDOT’s contract administration reporting system ([CARS](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx)). To request initial access to CARS, complete form [DT1522 - CARS Request for Access](http://wisconsindot.gov/Documents/formdocs/dt1522.doc), then email to WisDOTCARS@dot.wi.gov. Only consultant security administrators, management consultants and WisDOT employees need to complete the CARS Request for Access. Consultant staff members do not need to complete this form, but will need a [Wisconsin User ID (WAMS ID)](https://on.wisconsin.gov/WAMS/SelfRegController) to access CARS.