|  |  |
| --- | --- |
| C:\Jana\000_Images\Logos\WisDOT Logo\wisdot-agency-name-logo-100-black 2 1815.png | **CONTRACT/WORK ORDER SUBMITTAL SHEET**Wisconsin Department of TransportationRev 5/2/18 |
| **PREREQUISITES** FOR CONTRACT APPROVAL- |
| Must be authorized in PeopleSoft before submitting to DTIM-CAU except construction engineering contracts. Construction engineering projects must be authorized in PeopleSoft before written authorization is sent to consultant to start work. |

|  |  |
| --- | --- |
| Today’s Date Date | Date of Solicitation Date |
| To: **DTIM-Contract Administration Unit6th Floor South - Hill Farms State Office Building** | Solicitation ID       |
| Date of Selection Date |
| From:       | 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 | Title | (Area Code) Telephone |
|       |       | (       )       |
| **Consultant Contact for Contract/Work Order** |  |  |
| Name | Title | (Area Code) Telephone |
|       |       | (       )      |
| Contract Work Type[ ]  Archaeological/Historical Services[ ]  Bridge Inspection[ ]  Design Services[ ]  2 Party[ ]  3 Party Local Billed[ ]  3 Party WisDOT Billed | [ ]  CADDS/Drafting Services[ ]  Construction Services[ ]  Hazardous Materials Services[ ]  In-Plant Inspection Services[ ]  Local Program Management[ ]  Materials Testing Services | [ ]  Photogrammetry [ ]  Planning/Studies[ ]  Real Estate Services[ ]  Surveying and Mapping[ ]  Traffic Services[ ]  Other:      |
| **Contract Type**[ ] Regular[ ] Master ContractOther masters in the group also submitted?[ ]  Yes[ ]  No[ ]  No Group[ ]  Work OrderWork Order Number:       | **PeopleSoft Account Number**[ ]  8700240 - MC Mgmt Consult Contract Pay [ ]  8700128 - MC Engineering Contract Fees[ ]  8700129 - MC Mat Testing Contract Fees[ ]  8700130 - MC Other Imprvmt Contract Fees[ ]  8700241 - MC Archeolog/Investig Costs[ ]  8700000 - Special Purpose[ ]  8700229 - MC RE Contractual Fees[ ]  8700242 - MC HW/HM Invest by DBM[ ]  8705121 - MC Loc Eng Muni to Consultant[ ]  8705122 - MC Loc Eng Cnty to Consultant[ ]  8705123 - MC Agricult Impact Statements[ ]  8700224 - MC Haz Materials Remediation[ ]  8700243 - MC Haz Mat Investig Phase 1-3[ ]  Other:       |
| **Project ID(s) on Contract/Work Order**      | Consultant      | Master Contract ID      |
| **Location and Description:**       |

|  |
| --- |
| **Required Documents for Contract and Work Order Submittals:** |
| **Contracts less than $3000:**[ ]  1 copy of the contract with original signatures of consultant and Region/Statewide Bureaus Consultant Unit Supervisor[ ]  All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below |
| **Contracts $3000 or more:**[ ]  2 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 involved local government entity[ ]  Completed DT25 Recommendation to Governor for Contract Approval**ELECTRONIC SUBMITTALS ONLY** for DT25 forms. Project funding percentages must be correct and consistent with the information entered in PeopleSoft.[ ]  All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below |
| **Work Orders less than $50,000:**[ ]  1 copy of the work order with original signatures of consultant and Region/ Statewide Bureaus Consultant Unit Supervisor[ ]  All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below |
| **Work Orders $50,000 or more:**[ ]  2 copies of the contract, 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:**[ ]  \*\*Summary of Staff Hours and Direct Labor Costs (FDM 8-10-1, [Att. 1.1](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-001att.pdf#fd8-10a1.1); [Att. 1.4](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-001att.pdf#fd8-10a1.4) 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 (FDM 8-10-30, [Att. 30.1](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.1); [Att.30. 7](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.7) for specific rate contracts) [ ]  \*\*Fee Computation Summary by Engineering Task (FDM 8-10-30, [Att. 30.2](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.2); [Att. 30.8](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.8) 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 (FDM 8-10-30, [Att. 30.3](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.3)) [ ]  Consultant Total Fee Computation (FDM 8-10-30, [Att. 30.4](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.4); [Att. 30.9](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.9) for specific rate contracts) [ ]  Subconsultant Staff Hours Summaries and Contract Fee Computations (**first four items above**) for each subconsultant 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 ([DT1517](http://apwmad0p4145:37108/Documents/formdocs/dt1517.docx)) (FDM 8-5-5)Small Purchase Contracts [ ]  Small Purchase Contract Selection ([DT1516](http://apwmad0p4145:37108/Documents/formdocs/dt1516.docx)) (FDM 8-5-10)Phased Contracts [ ]  Schedule for Phased Contracts (FDM 8-10-30, [Att. 30.5](http://apwmad0p4145:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.5))  [ ]  First four REQUIRED SUPPORTING DOCUMENTS for each phaseLocal Design Contracts [ ]  Local Design Selection checklist ([DT1515](http://apwmad0p4145:37108/Documents/formdocs/dt1515.docx)) (FDM 8-5-20) |