

ADMINISTRATIVE FUNCTIONS

Project Application: Includes the preparation and submittal of project application, including cost estimate. Indicate if prepared by Sponsor or a consultant on behalf of the sponsor. Also, include name of consultant firm.

Approval of State Municipal Agreement/Project Agreement: Includes the coordination between Sponsor and WisDOT, internal reviews and subsequent approval by sponsor of the agreement.

Design and/or Construction Consultant Selection: Includes all functions required for consultant selection and ultimate consultant contract. Functions include the preparation of RFP, solicitation, evaluation and selection and contract negotiations and execution. The Sponsor should be familiar with the WisDOT Conflict of Interest Policy – FDM 8-5-3 and 8-5-55

General Design Reviews: (e.g. Permits, Design Study Report, R/W Plat, PS&E etc...): Sponsors internal review of general design documents to ensure the design is in accordance of sponsor's expectations. Also could be referred to as sponsor's quality control/assurance.

Real Estate Acquisition approval in accordance with the Uniform Relocation and Real Estate Acquisition Act:

Assumes real estate is not state or federally funded. If funded, many real estate functions may be reimbursable. Answer all questions even if real estate is not anticipated.

Bid Advertisement: Includes the actual placement and cost of placing the advertisement and obtaining an Affidavit of Publication. Actual drafting of the bid advertisement is considered part of design engineering functions.

Indicate drafted by sponsor if using option 1. Indicate consultant if drafted by design consultant. Indicate Ad placed by sponsor or indicate if placed by Administrative consultant.

Indicate the publications commonly used to advertise local let projects.

Acceptance, Opening and Approval of Bids, Award of Contract: Includes the accepting of contractor's bids, opening, reviewing, evaluating, and approving of bids, and awarding of Contract. Consultant in this section refers to administrative consultant.

Execution of Contract: Includes the actual execution of the contract between the sponsor and contractor.

Contractor Payments: Includes the sponsor issuing the payment to the contractor for work performed. The creation of the pay estimate, including determining quantities and total cost is considered a construction oversight duty.

Consultant in the payment estimate created by refers to the construction oversight consultant.

Records Retention: Indicate whether the sponsor or the administrative consultant or an alternative off site storage facility, will retain the project records and indicate the location (address) the records will be stored.

Tracking of Prevailing Wages (Davis-Bacon), Training, Equal Employment Opportunity (Title VI) and DBE: Includes the collection, review, labor interviews*, reporting and any necessary enforcement by the sponsor to ensure compliance by the contractor. Consultant in this section refers to the consultant performing administrative functions for the project sponsor.

*Field labor interviews may be conducted as a construction oversight task and may be eligible as a part of a Construction Oversight contract.

Examples of Civil Rights and Labor Compliance policy may include requiring contractors to provide an Affidavit of Compliance, field reviews, review of certified payroll, EEO Hiring Policy...

Approval for Changed Conditions, Increased/Decreased Quantities: Includes the review and approval of contract change orders at the sponsors level. Consultant in this section refers to the administrative consultant.

Preparation of the contract modification paperwork is considered a construction oversight function.

Local Force Account: Indicate if you will request to perform construction activities by local force account agreement. Acknowledge the sponsor understands the LFA policies. Indicate if the sponsor is preparing the CEF or the administrative consultant.

Federal Aid Billings: Includes the preparation and submittal of reimbursement requests. Consultant refers to the administrative consultant.