**SPECIAL PROVISONS REAL ESTATE**

**SURPLUS LAND SALES AND DISPOSAL, PROPERTY MANAGEMENT,**

**LEASING, AND SITE CLEARANCE SERVICES**

Wisconsin Department of Transportation

Revised 8/22/2025

SCOPE OF SERVICES

1. Surplus land sales and disposal, property management, leasing, and site clearance services
2. Surplus lands sales and disposal activities:

CONSULTANT may work to handle limited or all typical surplus land sales and disposal activities. Specific activities will be further defined by the scope of services and may include, but are not limited to, working with the region to analyze what properties must be marketed in accordance with Wis. Stat. 84.09(5)(b); developing marketing plans for disposal of existing and future surplus lands; researching, evaluating and updating existing surplus lands inventory for accuracy (which may require in-house research); and directing sales, showings, marketing campaigns, and inspections. In consultation with the region, CONSULTANT may be responsible for determining the best means of disposing of and/or marketing the sale of surplus lands and proceed to handle all activities.

Sales activities may include, but are not limited to, negotiating public, private, or mutual benefit sales. Marketing activities may include, but are not limited to, postings on the WisDOT website; postings to other applicable websites, newspapers, other print ads and trade publications; billboards and signage; auctions; handling bid processes; coordinating with commercial brokers, private, or not for profit organizations; and handling all other marketing, sales and sales closing activities to include all developing and managing applicable state, federal and DEPARTMENT specific paperwork, as appropriate.

1. Property management, leasing, and site clearance activities:

CONSULTANT may work to handle limited or all typical DEPARTMENT leasing activities. Specific activities will be further defined by the scope of services and may include a wide variety of field activities including, but not limited to, drafting and/or managing leases and right of way use agreements; and maintenance of buildings and lands.

CONSULTANT may also work to handle limited or, up to and including, all typical DEPARTMENT property management, disposal, and site clearance activities. Specific activities will be further defined by scope of services and may include, but are not limited to, work on mutual benefit agreements; historic preservation; Tribal coordination and agreements; work with DNR; dealing with hazardous materials and contamination issues; working with utility services; damage/injury claims; billing and collection activities; hiring and oversight of other contractors or service workers; winterization; security; evictions; each as needed and appropriate to DEPARTMENT property management activities.

1. Miscellaneous, general project management:

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 as otherwise directed and prescribed. Access to the REPM [may be found at this link](https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm.aspx).

CONSULTANTS must stay alert to developing and changing DEPARTMENT policy as well as industry trends, professional standards, and changes to state and federal rules and laws and must adapt and adhere to all as appropriate.

CONSULTANT must be able to access and use READS to effectively create, maintain and complete all required project management information, steps, processes, and processing activities as currently available in READS and associated with each contracted project activity scope of services. CONSULTANT shall enter and maintain READS information in a timely, complete, and appropriate manner as prescribed by the Bureau of Technical Services. Access to READS may be found at the [READS login website at this link](https://reads.dot.wi.gov/Home/Main).

Note: READS is only available to 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.

Special note about availability and use of Real Estate forms: Each applicable and required DEPARTMENT Real Estate form is either available via the [Real Estate Program Manual (REPM)/Forms](https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/re/repm-forms.aspx) page in a fill-ready paper format; or, must otherwise be generated directly from READS as part of each current 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 actually fillable documents and therefore may be downloaded for direct use. In contrast, any document viewable as a PDF and listed as being a 'READS template' format must be generated directly from READS as part of each appropriate project activity, per the scope of services and the attached Work Order agreement. Forms or any version of a form (e.g., READS template) not otherwise currently posted to REPM/Forms page are not authorized for use and should not be used except by prior and special permission and then only on an individual, as specially approved/as needed basis.

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 contracted services, you may include new staff and/or sub-consultant names and their credentials to the Bureau of Technical Services for review and approval along with the scope of work details as a part of the Work Order agreement package.

1. Evaluation

Performance evaluations are performed within 30 days of service acceptance via WisDOT’s electronic contract administration report system (CARS).

1. Invoicing

CONSULTANT must submit all invoices with appropriate supporting documentation electronically through [CARS](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/contracts/cars.aspx). To request CARS access, CONSULTANT should complete [DT1522 - CARS Request for Access](http://wisconsindot.gov/Documents/formdocs/dt1522.doc), then email it to [WisDOTCARS@dot.wi.gov](mailto:WisDOTCARS@dot.wi.gov). Only consultant security administrators need to complete the CARS Request for Access. Consultant staff does not need to complete this form, but will need a [Wisconsin User ID (WAMS ID)](https://on.wisconsin.gov/WAMS/SelfRegController) to access CARS.