|  |  |
| --- | --- |
| C:\Jana\000_Images\Logos\WisDOT Logo\wisdot-agency-name-logo-100-black 2 1815.png | **AMENDMENT SUBMITTAL SHEET**Wisconsin Department of TransportationRev 5/2/18 |

|  |
| --- |
| Today’s Date Date  |
| To: **DTIM-Contract Administration Unit6th Floor South - Hill Farms State Office Building** | From:       |
| **Contacts for questions regarding this contract amendment or its supporting documents:** |
| WisDOT Contact for Contract/Work Order |  |  |
| Name | Title | (Area Code) Telephone |
|       |       | (      )       |
| Consultant Contact for Contract/Work Order |  |  |
| Name | Title | (Area Code) Telephone |
|       |       | (      )       |
| Project ID(s) on Amendment:       |
| Location and Description:       | Contract Type [ ]  Regular [ ]  Master ContractWork Order Number:       Amendment Number:       |
| Consultant      |
| Net Increase/Decrease$      | New Total for Contract/Work Order$      |
| Length of Time Extension      | New Completion Date for ContractDate |
| Reason for Amendment: |
| [ ]  Additional Scope[ ]  Time Extension | [ ]  Scope Reduction[ ]  Adding Subs | [ ] Redistribution of Funds[ ]  Other:       | [ ]  Adding Staff | [ ]  Changing Staff |
|  |

|  |
| --- |
| **Required Documents for Amendment Submittals** |
| Amendments less than $50,000:[ ]  1 copy of the amendment with original signatures of consultant and Region/Statewide Bureaus Consultant Unit Supervisor[ ]  All *REQUIRED SUPPORTING DOCUMENTS* listed below. |
| Amendments $50,000 or more:[ ]  2 copies of the amendment, 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[ ]  All *REQUIRED SUPPORTING DOCUMENTS* listed below. |
| **REQUIRED SUPPORTING DOCUMENTS** for all amendments:[ ]  \*\*Summary of Staff Hours and Direct Labor Costs (FDM 8-10-1, [Att. 1.1](http://apwmad0p7106:37108/rdwy/fdm/fd-08-10-001att.pdf#fd8-10a1.1); [Att. 1.4](http://apwmad0p7106:37108/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://apwmad0p7106:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.1); [Att.30. 7](http://apwmad0p7106:37108/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://apwmad0p7106:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.2); [Att. 30.8](http://apwmad0p7106:37108/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://apwmad0p7106:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.3)) [ ]  Consultant Total Fee Computation (FDM 8-10-30, [Att. 30.4](http://apwmad0p7106:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.4); [Att. 30.9](http://apwmad0p7106:37108/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 amendment** |