

FULL SERVICE DESIGN MASTER CONTRACT BOILERPLATE
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I. DEFINITIONS

- A. “DEPARTMENT” means the Wisconsin Department of Transportation.
- B. “FHWA” means the Federal Highway Administration.
- C. “CONSULTANT” means the party engaged by the DEPARTMENT in this MASTER CONTRACT to provide services for the benefit of the DEPARTMENT.
- D. “CONSULTANT Representative” means the person designated by the CONSULTANT to act as liaison between the CONSULTANT and the DEPARTMENT.
- E. “DEPARTMENT Representative” means the qualified full-time public employee of the DEPARTMENT in immediate charge of this MASTER CONTRACT with authority to reject defective materials, prohibit the use of inadequate or defective equipment and to suspend any work or services that are improperly performed and in responsible charge of this MASTER CONTRACT to monitor CONSULTANT compliance with its terms and conditions.
- F. “MASTER CONTRACT” or “CONTRACT” means this contract.
- G. “WORK ORDER” means a written document signed by the DEPARTMENT and the CONSULTANT that references this MASTER CONTRACT and identifies the specific services to be performed for a specific project under the terms of the MASTER CONTRACT. It includes the amount and method of compensation to be paid the CONSULTANT by the DEPARTMENT.
- H. WORK ORDER AMOUNT means the total compensation due under a WORK ORDER.
- I. “PROJECT” means an undertaking to create or improve a section of highway. All projects are assigned PROJECT NUMBERS by the DEPARTMENT.
- J. “Services” means engineering or other services, labor, equipment, and materials furnished by CONSULTANT in accordance with this MASTER CONTRACT and WORK ORDERS issued pursuant to this MASTER CONTRACT.
- K. “MANUAL” means the DEPARTMENT’s Facilities Development Manual and other manuals referenced therein.

II. SCOPE OF SERVICES

A. GENERAL

1. The services under this MASTER CONTRACT shall consist of performing to the satisfaction of the DEPARTMENT all those phases or portions of the services necessary or incidental to complete the WORK ORDERS issued under this MASTER CONTRACT in a manner consistent with applicable professional standards and requirements contained in the MANUAL.
2. The CONSULTANT shall furnish all services and labor necessary to conduct and complete the WORK ORDERS issued under this MASTER CONTRACT, and shall furnish all materials, equipment, supplies, and incidentals other than those designated in writing as to be furnished by the DEPARTMENT.
3. CONSULTANT shall check or test all equipment, supplies and incidentals used by in completing work under this CONTRACT prior to use for WORK ORDERS. CONSULTANT guarantees that all of its computerized systems are “year 2000 compliant”. Computerized systems are considered “year 2000 compliant” if the hardware, software, firmware, or services derived therefrom is: (a) capable of handling date information for before, during and after the year 2000, including, but not limited to, handling data input, generating reports and providing data output, performing calculations on dates or portions of dates; and (b) functions accurately, in accordance with specifications and without interruption, before, during and after the year 2000.
4. The services shall comply with all applicable state and federal laws and regulations.
5. The FHWA may participate in all conferences and reviews.
6. The CONSULTANT shall, from time to time during the progress of the services, confer with the DEPARTMENT and shall prepare and present such information, studies, or other data as may be pertinent and necessary or as may be requested by the DEPARTMENT to enable it to reasonably pass judgment on the features of the services, or to carry out or proceed with related phases of the PROJECT not covered by a WORK ORDER under this MASTER CONTRACT, or which may be necessary to enable the DEPARTMENT to furnish information to the CONSULTANT upon which to proceed with further services. The CONSULTANT shall make such changes, amendments, or revisions in the detail of the services as may be required by the DEPARTMENT. The CONSULTANT is not relieved from the responsibility for continuing adherence to generally accepted standards of the profession by DEPARTMENT required changes in detail of the services.
7. This MASTER CONTRACT serves as a permit under sec. 86.07(2), Wis. Stats., for the CONSULTANT and any of its approved subcontractors to carry out the services

hereunder on highway property under the jurisdiction of the DEPARTMENT, unless a separate permit is specifically required by the DEPARTMENT Representative. CONSULTANT and any of its approved subcontractors are authorized representatives of the DEPARTMENT for purposes of the right of entry under sec. 84.01(10), Wis. Stats., to enter private lands to make surveys or inspections or otherwise to carry out the services required by this MASTER CONTRACT or any WORK ORDER.

8. Compliance with all of the foregoing shall be within the purview of this MASTER CONTRACT and shall not constitute a basis for additional or extra compensation.

B. SERVICES TO BE PERFORMED BY THE CONSULTANT

1. The CONSULTANT agrees to:
 - a) Attend conferences required to carry out the MASTER CONTRACT and its WORK ORDERS.
 - b) Designate a CONSULTANT Representative, with the duty and responsibility to act as liaison between the CONSULTANT and the DEPARTMENT Representative. The CONSULTANT Representative shall report to and be directly accountable to the DEPARTMENT Representative.
 - c) Become familiar with the standard practices of the DEPARTMENT.
 - d) Assign a sufficient number of technically qualified and experienced personnel to perform the work or services required by WORK ORDERS issued under this MASTER CONTRACT in a timely manner.
 - e) Notify the DEPARTMENT's Representative immediately of any unanticipated PROJECT conditions.
 - f) Withdraw any personnel or halt any services no longer required, at the request of the DEPARTMENT, or within a reasonable time after the lack of need becomes apparent to the CONSULTANT.
 - g) Perform CONSULTANT field operations in accordance with OSHA regulations and accepted safety practices.
 - h) Provide for CONSULTANT personnel transportation, supplies, materials and incidentals as are needed to accomplish the work or services required by WORK ORDERS issued under this MASTER CONTRACT.

- i) Prepare and submit such periodic, intermediate and final reports and records as may be required by the DEPARTMENT and as are applicable to the PROJECTS for which work or services are being performed.
- j) Return, upon completion or termination of the MASTER CONTRACT and/or its WORK ORDERS, all manuals, guides, written instructions, unused forms and recordkeeping books, and other documents and materials furnished by the DEPARTMENT. The CONSULTANT may be responsible for replacing lost documents or materials at a fair and reasonable price.

C. SERVICES TO BE PERFORMED BY THE DEPARTMENT

1. The DEPARTMENT agrees to make available to the CONSULTANT manuals, guides, written instructions and other information and data necessary to enable the CONSULTANT to perform the work or services covered by WORK ORDERS issued under this MASTER CONTRACT to the same standards required of the DEPARTMENT's personnel.
2. The DEPARTMENT reserves the right to assign such DEPARTMENT personnel or retain other consultants as may be needed to perform specialized duties or to augment the CONSULTANT's personnel. The cost of using DEPARTMENT personnel and services or retaining other consultants may be reflected in a decrease in allowable compensation to the CONSULTANT if such assignment is required by the failure of the CONSULTANT to provide a sufficient, properly-qualified and experienced work force, as determined by the DEPARTMENT.

D. AGENCY COORDINATION, PUBLIC RELATIONS, AND COOPERATION

1. Efforts shall be made by the CONSULTANT to inform and advise property owners, local authorities, police, fire, and emergency services affected by PROJECT activities covered by this MASTER CONTRACT. The CONSULTANT shall cooperate fully with the DEPARTMENT, and with local, state, and federal agencies, the general public, utilities, railroad companies, other consultants, and contractors when so directed by the DEPARTMENT. Cooperation may include attendance at conferences.

E. MEETINGS AND CONFERENCES

1. Conferences, as may be necessary for the discussion and review of the services under this MASTER CONTRACT and any of its WORK ORDERS, may be scheduled at the request of the CONSULTANT or the DEPARTMENT and coordinated with the DEPARTMENT Representative. These conferences may include field review of PROJECTS. Conferences are in addition to those meetings necessary for close coordination during day-to-day progress of the services.

III. PROSECUTION AND PROGRESS

A. GENERAL

1. Services under this MASTER CONTRACT shall commence with an approved WORK ORDER. The required WORK ORDER format is shown in Attachment 1 to this MASTER CONTRACT. All of the terms and conditions of this MASTER CONTRACT are hereby incorporated into each WORK ORDER issued under this MASTER CONTRACT. A completely and properly executed WORK ORDER issued to the CONSULTANT by the DEPARTMENT shall constitute authorization to commence work.
2. The DEPARTMENT will not be liable for payment of any work or services performed or costs incurred by the CONSULTANT without a properly approved WORK ORDER. Any WORK ORDER which would result in the aggregate compensation for WORK ORDERS under the MASTER CONTRACT exceeding the MASTER CONTRACT amount must be approved by the Governor.
3. The CONSULTANT shall complete the services covered by WORK ORDERS issued under this MASTER CONTRACT within the time for completion specified on the WORK ORDER documents. The time for completion of services covered by a WORK ORDER shall not be extended because of any delay attributable to the CONSULTANT but may be extended by the DEPARTMENT in the event of a delay attributable to the DEPARTMENT, or because of unavoidable delays caused by an act of God, war, governmental actions, or other conditions beyond the control of the CONSULTANT.
4. Services by the CONSULTANT shall proceed continuously and expeditiously through completion of each phase.
5. Unless one or more WORK ORDERS or the MASTER CONTRACT in its entirety has been terminated prior to the completion of the services, the MASTER CONTRACT shall not be considered terminated upon completion and acceptance of the services, or upon final payment therefore, but shall be considered to be in full force and effect for the purposes of requiring the CONSULTANT to make revisions or corrections in the services as are necessary to correct errors or omissions made by the CONSULTANT in the services, or for the purposes of having the CONSULTANT make revisions in the services at the request of the DEPARTMENT as "Extra Services".
6. The MASTER CONTRACT will be considered completed when the CONSULTANT is released by written notice from the DEPARTMENT or if more than three (3) years have elapsed following final payment and acceptance of the services by the DEPARTMENT.

7. Progress reports documenting the extent of completed services for each WORK ORDER shall be prepared by the CONSULTANT and submitted to the DEPARTMENT not less than quarterly according to the MANUAL. Progress reports submitted with each invoice under Section IV.A.7 of these provisions serve to fulfill this requirement.

B. DELAYS AND EXTENSIONS

1. Delays in completing the services within the time provided for completion as specified in the WORK ORDER documents, for reasons not attributable to the CONSULTANT, may constitute justification for additional compensation to the extent of documentable increases in allowable costs as a result thereof. Failure of the CONSULTANT to submit a formal written request for an extension of time prior to the expiration of a WORK ORDER or the MASTER CONTRACT time shall constitute a basis for denying any cost adjustments for reasons of delay.
2. Delays grossly affecting the completion of the services within the time specified for completion, attributable to or caused by one of the parties hereto, shall be considered as cause for the termination of a WORK ORDER or this MASTER CONTRACT by the other party.

C. TERMINATION OF CONTRACT

1. The DEPARTMENT reserves the right to terminate all or part of this MASTER CONTRACT or its WORK ORDERS at any time upon not less than ten days' written notice to the CONSULTANT.
2. In the event the MASTER CONTRACT or number of or portions of its WORK ORDERS are terminated by the DEPARTMENT without fault on the part of the CONSULTANT, the CONSULTANT shall be paid for the services rendered, an amount bearing the same ratio to the total WORK ORDER amount as the amount of service completed or partially completed and delivered to the DEPARTMENT bears to the total amount of services provided for, as determined by mutual agreement between the DEPARTMENT and the CONSULTANT. In the event the DEPARTMENT and CONSULTANT cannot agree on the proportion of work completed or partially completed and delivered, the appeals processes set forth in Section 8-25-25 of the Facilities Development Manual shall be used to determine the proportion.
3. In the event the services of the CONSULTANT are terminated by the DEPARTMENT for fault on the part of the CONSULTANT, the CONSULTANT shall be paid the reasonable value of the services rendered and delivered to the DEPARTMENT up to the time of termination. The value of the services rendered and delivered will be determined by the DEPARTMENT.

4. In the event the CONSULTANT shall terminate this MASTER CONTRACT or any of its WORK ORDERS for cause, the CONSULTANT shall be paid as set forth in Section III.C.2 above.
5. In the event of the death of any member or partner of the CONSULTANT's firm, the surviving members shall complete the services, unless otherwise mutually agreed upon by the DEPARTMENT and the survivors, in which case the CONSULTANT shall be paid as set forth in Section III.C.2 above.

D. SUBLETTING OR ASSIGNMENT OF CONTRACT

1. The CONSULTANT shall not sublet or assign any part of this MASTER CONTRACT or its WORK ORDERS without the prior written approval of the DEPARTMENT.
2. When the CONSULTANT is authorized to sublet or assign a portion of the services covered by WORK ORDERS issued under this MASTER CONTRACT, the CONSULTANT shall perform, with its own organization, services amounting to at least one-half of the original WORK ORDER amount.
3. Consent to assign, sublet or otherwise dispose of any portion of the MASTER CONTRACT or its WORK ORDERS shall not be construed to relieve the CONSULTANT of any responsibility for the fulfillment of the services.
4. When the CONSULTANT subcontracts for the performance of a portion or any phase of the services covered by a WORK ORDER under this MASTER CONTRACT, the subcontract shall provide for the performance of such services to the full scope as contemplated in the WORK ORDER and this MASTER CONTRACT and to the same standards and concept as if performed by the prime CONSULTANT.
5. No subletting, subcontracting or assignment of any portion of the services shall state, imply, intend or be construed to limit the legal liability of either the prime CONSULTANT or the subcontractor.

IV. BASIS OF PAYMENT

A. GENERAL

1. An obligation of the DEPARTMENT under this MASTER CONTRACT will not exist until a WORK ORDER is approved in accordance with Section III.A.2. and signed by the CONSULTANT and the DEPARTMENT. Compensation in excess of WORK ORDER amounts will not be allowed unless authorized by an approved written WORK ORDER amendment.

2. Aggregate compensation for all WORK ORDERS may not exceed the total MASTER CONTRACT amount. Compensation in excess of the total MASTER CONTRACT amount will not be allowed unless authorized by a written amendment to this MASTER CONTRACT that has been approved by the Governor.
3. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed.
4. Reimbursement for costs will be limited to those which are allowable under 48 CFR 1-31.2, Federal Acquisition Regulation, and by DEPARTMENT policy.
5. The CONSULTANT will be paid by the DEPARTMENT for the completed and approved services rendered under WORK ORDERS issued under this MASTER CONTRACT on the basis and at the price set forth in the WORK ORDER documents. Such payment shall be full compensation for services rendered and for all labor, material, supplies, equipment and incidentals necessary to complete the services.
6. If compensation is to be made on more than one basis, the payment to be made shall be the aggregate sum of the amounts determined on the several bases.
7. The CONSULTANT shall submit invoices, on the form or format similar to that specified in the MANUAL, not more than once per month during the progress of the services, for partial payment on account, for the authorized services completed to date. Progress reports identified in III.A.7 shall be submitted with each invoice. The final invoice shall be submitted to the DEPARTMENT within three months of completion of services under a WORK ORDER.
8. A separate invoice shall be submitted for each individual WORK ORDER, and if a WORK ORDER includes more than one PROJECT, for each individual PROJECT.
9. No payment shall be construed as DEPARTMENT acceptance of unsatisfactory or defective services or improper materials. Final payment of any balance due the CONSULTANT will be made promptly upon its verification by the DEPARTMENT, upon completion of the services under the respective WORK ORDER and its acceptance by the DEPARTMENT, and upon receipt of documents required to be returned or to be furnished.
10. The DEPARTMENT has the equitable right to set off against any sum due and payable to CONSULTANT under any WORK ORDERS issued under this MASTER CONTRACT, any amount the DEPARTMENT determines the CONSULTANT owes the DEPARTMENT, whether arising under this MASTER CONTRACT or under any other CONTRACT or WORK ORDER or otherwise.
11. The CONSULTANT and any subcontractors to the CONSULTANT shall maintain all documents and evidence pertaining to costs incurred under this MASTER

CONTRACT for inspection by the DEPARTMENT and FHWA during normal business hours in their respective offices for a period of three years following the final MASTER CONTRACT payment.

12. Work or services provided under this MASTER CONTRACT may be performed on more than one PROJECT. Selection of PROJECTS will be made by the DEPARTMENT. For each PROJECT for which work or services will be performed, the CONSULTANT will prepare a WORK ORDER proposal which includes the following.
 - a) The DEPARTMENT's PROJECT number identifying the description and location of the work or services to be performed.
 - b) A detailed Scope of Services.
 - c) An estimate of the number of hours by PROJECT task and employee classification.
 - d) A schedule of labor rates by employee classification and total estimated direct labor by classification.
 - e) Total estimated indirect costs based on the DEPARTMENT's audited and approved indirect cost rate for the CONSULTANT.
 - f) Profit or fixed fee not to exceed 10% of the WORK ORDER amount calculated in accordance with the MANUAL.
 - g) Estimated cost of items the CONSULTANT is allowed to direct change the DEPARTMENT as determined by DEPARTMENT audit.
 - h) The combined total estimated costs (d, e, g) and profit or fixed fee (f) shall be the maximum compensation allowed for the WORK ORDER.
13. The CONSULTANT shall pay subcontractors within ten (10) business days of receipt of a payment from the DEPARTMENT for services performed within the scope of this MASTER CONTRACT.
14. The CONSULTANT and subconsultants shall submit a Consultant Financial Report using the format prescribed in the MANUAL within five (5) months of the CONSULTANT's fiscal year end for each year in which the CONSULTANT or subconsultant is paid under the contract on the basis of actual cost.

B. SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICES

1. Any orders regarding the services, including extra services or decreased services, not within the scope of a WORK ORDER issued under this MASTER CONTRACT must be approved by the DEPARTMENT in writing.
2. Orders that do not change the scope of services in the MASTER CONTRACT or one or more of its WORK ORDERS, but may increase or decrease the quantity of labor or materials or expense of the services, shall not annul or void this MASTER CONTRACT or any WORK ORDER. The CONSULTANT must proceed with the services as directed within the time limits specified in the WORK ORDER schedule or as adjusted by written agreement of the parties.
3. If, in the CONSULTANT's opinion, the orders would require the discarding or redoing of services which were based upon earlier direction or approvals, the CONSULTANT must notify the DEPARTMENT in writing of its opinion if it desires extra compensation in accordance with section IV.B.5.
4. Any orders given by the DEPARTMENT which would involve services not within the scope of services of a WORK ORDER issued under this MASTER CONTRACT will require a written order for "Extra Services".
5. If, in the CONSULTANT's opinion, orders involve services not included in the terms or scope of services of a WORK ORDER issued under this MASTER CONTRACT, the CONSULTANT must notify the DEPARTMENT in writing if the CONSULTANT desires that extra compensation or additional time be allowed. Such notification shall include the justification for the claim for extra compensation and the amount of additional fee requested.
6. The DEPARTMENT will review the CONSULTANT's submittal and, if acceptable, approve a change order as an amendment to this CONTRACT or any WORK ORDER. Services under a change order shall not proceed until so authorized by the DEPARTMENT by written CONTRACT or WORK ORDER amendment. Such change orders shall include appropriate time extensions when the DEPARTMENT determines they are warranted.
7. Should the DEPARTMENT determine to make a change in a PROJECT location from that covered by the information furnished by it to the CONSULTANT, or to make a change in the basic design from that set forth in the approved Design Study Report, and that would necessitate substantial revision of previously completed and accepted services, such substantial revisions may be considered as "Extra Services".

V. MISCELLANEOUS PROVISIONS

A. PROFESSIONAL STANDARDS

1. Completion of the services shall be accomplished in accordance with the current standards and criteria as contained in the MANUAL and shall be consistent with

generally accepted professional practice. All services provided shall comply with the MANUAL, as updated from time to time, at the time the services are performed.

B. REVISION OF SERVICES

1. The CONSULTANT shall make such revisions in the plans, documents or other materials which have been completed, approved, and accepted by the DEPARTMENT as are necessary to correct errors or omissions, when required to do so by the DEPARTMENT, without compensation therefore from the DEPARTMENT.
2. Should the DEPARTMENT find it desirable for its own purposes to have previously satisfactorily completed and accepted plans, documents or other materials revised, the CONSULTANT shall make such revisions as directed by the DEPARTMENT. These services shall be considered as "Extra Services" and will be paid for as such.

C. OWNERSHIP OF DOCUMENTS

1. All materials, guides, written instructions, plans, documents, correspondence, forms, computer files, database, electronic mail messages, work product or other information of any type ("PROJECT DOCUMENTS"), created by CONSULTANT under this contract as works created for hire and are the property of the DEPARTMENT. All PROJECT DOCUMENTS provided to CONSULTANT by the DEPARTMENT or by any third party which pertains to this contract are property of the DEPARTMENT.
2. Upon demand by the DEPARTMENT, all PROJECT DOCUMENTS shall be delivered to the DEPARTMENT within 10 business days. Failure to timely provide any PROJECT DOCUMENTS upon demand shall be cause for termination of this contract.
3. Upon completion or termination of WORK ORDERS issued under this MASTER CONTRACT, all PROJECT DOCUMENTS shall be delivered to the DEPARTMENT. PROJECT DOCUMENTS may be used without restriction by the DEPARTMENT for any purpose. Any such use shall be without compensation or liability to the CONSULTANT. The DEPARTMENT has all rights to copyright or otherwise protect the PROJECT DOCUMENTS which are the property of the DEPARTMENT.

D. CONTINGENT FEES

1. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bonafide employee working solely for the CONSULTANT, to solicit or secure this MASTER CONTRACT, and the CONSULTANT has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift,

or any other considerations, contingent upon or resulting from the award or making of this MASTER CONTRACT.

2. The CONSULTANT agrees that it will not employ or retain any company or person, other than a bonafide employee working solely for the CONSULTANT, to solicit or secure any WORK ORDER under this MASTER CONTRACT, and that it will not pay or agree to pay any company or person, other than a bonafide employee working solely for the CONSULTANT, and fee, commission percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of a WORK ORDER under this MASTER CONTRACT.
3. For breach or violation of the terms of this section, the DEPARTMENT shall have the right to terminate this MASTER CONTRACT and any WORK ORDERS without liability, or in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

E. ACCESS TO RECORDS

1. The CONSULTANT, as well as its subcontractors, if any, agree to maintain all books, documents, papers, accounting records and other evidence pertaining to this MASTER CONTRACT and all WORK ORDERS and to make such materials available at their respective offices at all reasonable times during the MASTER CONTRACT period and for three years from the date of final payment under the MASTER CONTRACT, for inspection by the DEPARTMENT, the FHWA, and the Comptroller General of the United State, and copies thereof shall be furnished if requested. If more than a nominal number of copies are requested the additional copies shall be furnished at the expense of the requestor.

F. LEGAL RELATIONS

1. The CONSULTANT shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services or CONSULTANT's conduct.
2. In carrying out the provisions of this MASTER CONTRACT or WORK ORDERS, or in exercising any power or authority granted to the DEPARTMENT or FHWA thereby, there shall be no personal liability upon the authorized representatives of the DEPARTMENT and FHWA, it being understood that in such matters they act as agents and representatives of these agencies.
3. The CONSULTANT shall be responsible for any and all damages to property or persons arising out of a negligent act, error and/or omission in the CONSULTANT's performance of the services under this MASTER CONTRACT or any WORK ORDER.

4. The CONSULTANT shall indemnify and save harmless the DEPARTMENT and the FHWA and all of their officers, agents, and employees on account of any damages to persons or property resulting from negligence of the CONSULTANT in connection with performance and completion of the services covered by this MASTER CONTRACT or any WORK ORDER or for noncompliance with any applicable federal, state or local laws.

G. NONDISCRIMINATION IN EMPLOYMENT

1. During the performance of his MASTER CONTRACT and WORK ORDERS, the CONSULTANT, for itself, its assignees and successors in interest agrees as follows: In connection with the performance of services under this MASTER CONTRACT and any WORK ORDERS, the CONSULTANT agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in sec. 51.01(5), Wis. Stats., sexual orientation as defined in sec. 111.32(13m), Wis. Stats. or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selecting for training including apprenticeship. Except with respect to sexual orientation, the CONSULTANT further agrees to take affirmative action to ensure equal employment opportunities. The CONSULTANT agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the DEPARTMENT setting forth the provisions of the nondiscrimination clause.
2. The following statutory definition shall be used for the purpose of interpreting and administering this MASTER CONTRACT and any WORK ORDERS. “Developmental disability” means a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition closely related to mental retardation or requiring treatment similar to that required for the mentally retarded, which disability has originated before the individual has attained 18 years of age, has continued or can be expected to continue indefinitely and constitutes a substantial handicap to the afflicted individual.
3. The CONSULTANT will comply with the regulations of the State of Wisconsin and the DEPARTMENT relative to nondiscrimination in federally-assisted programs of the Department of Transportation (Title 49, Code of Federal Regulations, Part 26, hereinafter referred to as the REGULATION), which are herein incorporated by reference and made a part of this MASTER CONTRACT.
4. The CONSULTANT with regard to the services performed by it after award and prior to completion of the services, will not discriminate on the grounds of sex, race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Section

21.5 of the REGULATIONS, including employment practices when the MASTER CONTRACT covers a program set forth in Appendix B of the REGULATIONS.

5. In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for services to be performed under a subcontract including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this MASTER CONTRACT and any WORK ORDER and the REGULATIONS relative to nondiscrimination on grounds of sex, race, color or national origin.
6. The CONSULTANT will provide all information and reports required by the REGULATIONS, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the DEPARTMENT to be pertinent to ascertain compliance with such REGULATIONS, orders and instructions. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information, the CONSULTANT shall so certify to the DEPARTMENT and shall set forth what efforts it has made to obtain the information.
7. In the event of the CONSULTANT's noncompliance with the nondiscrimination provisions of this MASTER CONTRACT or any WORK ORDER, the DEPARTMENT shall impose such sanctions as it may determine to be appropriate including, but not limited to:
 - a) Withholding of payments to the CONSULTANT under the MASTER CONTRACT and WORK ORDERS until the CONSULTANT complies; or
 - b) Cancellation, termination or suspension of the MASTER CONTRACT or any WORK ORDER in whole or in part; or both.
8. The CONSULTANT will include the provisions for nondiscrimination in every subcontract, including procurements of materials and leases of equipment, unless exempt by the REGULATIONS, order or instructions issued pursuant thereto. The CONSULTANT will take such action with respect to any subcontract or procurement as the DEPARTMENT may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, the CONSULTANT may request the DEPARTMENT to enter into such litigation to protect the interests of the state and, in addition, the CONSULTANT may request the FHWA to enter into such litigation to protect the interests of the United States.

H. FEDERAL REQUIREMENTS FOR DISADVANTAGED BUSINESS PROGRAM

1. Disadvantaged Business (DB) as defined in 49 CFR Part 26 and federal law shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds. Consequently, the DB requirements of 49 CFR Part 26 and federal law apply to any WORK ORDER under this CONTRACT only if the WORK ORDER PROJECT is federally funded.
2. When any WORK ORDER is federally funded and federal law in effect at the time the WORK ORDER is executed authorizes and requires it, the CONSULTANT agrees to ensure that Disadvantaged Businesses as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of any subcontracts financed in whole or in part with federal funds provided under this agreement. In this regard the CONSULTANT shall take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that Disadvantaged Businesses have the maximum opportunity to compete for and perform subcontracts. The CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts. Failure to carry out the requirements of this provision shall constitute a breach of contract and may result in termination of this CONTRACT or the WORK ORDER by the DEPARTMENT or other such remedy as the DEPARTMENT deems appropriate.
3. When any WORK ORDER is federally funded, the CONSULTANT shall identify, by name, the DB entrepreneur(s) whose utility is intended to satisfy this provision, the items of services involved, and the dollar amounts of such items of services.
4. When any WORK ORDER is federally funded, the CONSULTANT shall maintain records and document its performance under paragraphs H.1 to H.3.

I. EQUAL EMPLOYMENT OPPORTUNITY (All Contracts Exceeding \$10,000)

1. During the performance of this MASTER CONTRACT, the CONSULTANT agrees as follows:
 - a) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
 - b) The CONSULTANT will comply with all provisions of Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).
 - c) The CONSULTANT will furnish all information and reports required by Executive Order 11246 and by rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to its books, records and accounts by DEPARTMENT, FHWA, and the Secretary of

Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

- d) The CONSULTANT will include the provisions of this section entitled "Equal Employment Opportunity" in every subcontract in excess of \$10,000.

J. IMPLEMENTATION OF CLEAN AIR ACT AND CLEAN WATER ACT (All Contracts Exceeding \$100,000)

1. No facility may be utilized in the performance of this MASTER CONTRACT or any WORK ORDER, if it is listed, on the date of MASTER CONTRACT award, on the U.S. Environmental Protection Agency (EPA) List of Violating Facilities Pursuant to 40 CFR 15.20, unless the MASTER CONTRACT and WORK ORDER are exempt under the Clean Air Act, as amended (42 U.S.C. 7401 et seq., as amended including Pub. L. 101-549)), and under the Clean Water Act, as amended (33 U.S.C. 1251 et seq., as amended, including Pub. L 100-4), Executive Order 11738, and regulations in implementation thereof (40 CFR Part 15).
2. The CONSULTANT agrees to comply with all the requirements of the Clean Air Act and the Clean Water Act and all regulations and guidelines listed thereunder related to CONSULTANT and services, under this MASTER CONTRACT.
3. The CONSULTANT shall promptly notify the DEPARTMENT and the U.S. EPA Assistance Administrator for Enforcement of the receipt of any communication from the Director, Office of Federal Activities, EPA, indicating that a facility to be utilized for this MASTER CONTRACT is under consideration to be listed on the EPA List of Violating Facilities.
4. The CONSULTANT agrees to include or cause to be included the requirements of the preceding three paragraphs 1, 2, 3, in every nonexempt subcontract.

K. ERRORS AND OMISSIONS

1. The CONSULTANT shall be responsible for the accuracy of the services performed by the CONSULTANT under the MASTER CONTRACT and all WORK ORDERS, and shall promptly make necessary revisions or corrections to its services resulting from its negligent acts, its errors or its omissions without additional compensation.
2. The CONSULTANT shall give immediate attention to these revisions or corrections to prevent or minimize delay to any PROJECT.
3. The CONSULTANT shall be responsible to the DEPARTMENT for any losses to or costs to repair or remedy as a result of CONSULTANT's negligent acts, errors or omissions.

L. CONFLICT OF INTEREST

1. The CONSULTANT warrants that neither it nor any of its affiliates has any financial or other personal interest that would conflict in any manner with the performance of the services under this MASTER CONTRACT, and that neither it nor any of its affiliates will acquire directly or indirectly any such interest.
2. The CONSULTANT warrants that it will not employ for any services included under the provisions of this MASTER CONTRACT any person who is employed by the DEPARTMENT at the time of execution or during the life of this contract without prior written approval from the DEPARTMENT.
3. The CONSULTANT warrants that it will immediately notify the DEPARTMENT if any actual or potential conflict of interest arises or becomes known to the CONSULTANT. Upon receipt of such notification, a DEPARTMENTAL review and written approval is required for the CONSULTANT to continue to perform work under this MASTER CONTRACT.

M. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS

1. For purposes of this section, “proposal” means this entire MASTER CONTRACT document when signed and submitted by CONSULTANT to the DEPARTMENT before execution by the Governor.
 - a) Instructions for Certification
 - (1) By signing and submitting this proposal, the CONSULTANT is providing the certification set out in section V.M.1.b).
 - (2) The inability of CONSULTANT to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The CONSULTANT shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the DEPARTMENT’s determination whether to enter into this transaction. However, failure of the CONSULTANT to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
 - (3) The certification in this clause is a material representation of fact upon which reliance was placed when the DEPARTMENT determined to enter into this transaction. If it is later determined that the CONSULTANT knowingly rendered an erroneous certification in addition to other remedies available to the federal

government, the DEPARTMENT may terminate this transaction for cause or default.

- (4) The CONSULTANT shall provide immediate written notice to the DEPARTMENT if at any time the CONSULTANT learns that its certification was erroneous when submitted or has become erroneous by reason of change circumstances.
- (5) The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this provision, have the means set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the DEPARTMENT for assistance in obtaining a copy of those regulations.
- (6) The CONSULTANT agrees (by submitting this proposal that, should this MASTER CONTRACT be entered into), it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded for participation in this covered transaction, unless authorized by the DEPARTMENT.
- (7) The CONSULTANT further agrees by submitting this proposal that it will include the provision title “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower Tier Covered Transaction”, section V.N., without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (8) The CONSULTANT may rely upon a certification of a prospective subcontractor/materials supplier that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A CONSULTANT may decide the method and frequency by which it determines the eligibility of its principals. Each CONSULTANT may, but is not required to, check the DEPARTMENT Disapproval List (Telephone # 608/266-1631).
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this provision. The knowledge and information of a CONSULTANT is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- (10) Except for transactions authorized by the DEPARTMENT under section V.M.1.a)(6), if a CONSULTANT in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, DEPARTMENT may terminate this transaction for causes or default.
- b) Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions
- (1) The CONSULTANT certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission or embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section V.M.1.b)(1)(b) above; and
 - (d) Have not within a three-year period preceding this proposal had one or more public transactions (federal, state, or local) terminated for cause or default.
 - (e) Where the CONSULTANT is unable to certify to any of the statements in this certification, such CONSULTANT shall attach an explanation to this proposal.

N. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. This certification applies to subcontractors, material suppliers, vendors and other lower tier participants. For purposes of this section, “proposal” means this entire MASTER CONTRACT document when signed and submitted by CONSULTANT to the DEPARTMENT before approval by the Governor.
 - a) Instructions for Certification
 - (1) By signing and submitting this proposal, the CONSULTANT is certifying that the prospective lower tier participant is providing the certification set out below.
 - (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participants knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the DEPARTMENT may pursue available remedies, including suspension or debarment.
 - (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
 - (4) The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, and “voluntarily excluded”, as used in this provision, have the means set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. The person to which this proposal is submitted can assist in obtaining a copy of those regulations.
 - (5) The prospective lower tier participant agrees by submitting this proposal that, should be proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DEPARTMENT.
 - (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this provision titled “certification

Regarding Debarment, Suspension, Ineligibility and Voluntary exclusion—Lower Tier Covered Transaction”, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (7) The participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the DEPARTMENT Disapproval List.
 - (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this provision. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
 - (9) Except for transactions authorized under section V.N.1.a)(5) above, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the DEPARTMENT may pursue available remedies, including suspension or debarment.
- b) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions
- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
 - (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

O. INSURANCE REQUIREMENTS

1. The CONSULTANT shall maintain the following types and limits of commercial insurance in force until such time as all work under or incidentals to the contract have been completed.

Type of Insurance	Minimum Limits required *
(a) Commercial General Liability Insurance; shall be endorsed to include completed operations and blanket contractual liability coverage.	\$1 Million Combined Single Limits per Occurrence, may be subject to an Annual Aggregate Limit of not less than \$2 Million.
(b) Worker's Compensation and Employer's Liability Insurance	Worker's Compensation: Statutory Limits Employer's Liability: Bodily Injury by Accident -\$100,000 Each Accident Bodily Injury by Disease -\$500,000 Each Accident -\$100,000 Each Employee
(c) Commercial Automobile Liability Insurance; shall cover all CONSULTANT owned, non-owned and hired vehicles used in carrying out the contract.	\$1 Million - Combined Single Limits per occurrence
(d) Architect's and Engineers Errors and Omissions Insurance **	\$1 Million - Each Claim, may be subject to an Annual Aggregate Limit of \$1 Million

*These requirements may be satisfied either through primary insurance coverage or through excess/umbrella insurance policies.

** This insurance requirement applies only to engineering services and is waived for non-engineering services. Engineering services are defined as project management, construction management and inspection, feasibility studies, preliminary engineering, design engineering, surveying, mapping and architectural related services.

2. An Insurance Certificate, (or Certificates) showing the CONSULTANT is covered by the above required types and amounts of insurance shall be furnished to the DEPARTMENT prior to the performance of any services under this CONTRACT.
3. A 60 day notice of cancellation or change in coverage will be required. All coverage shall be placed with insurance companies licensed to do business in the State of Wisconsin with an A.M. Best rating of A – or better. The DEPARTMENT reserves the right to require other coverage and limits as described in the special provisions of the CONTRACT.
4. The above insurance requirements shall apply with equal force whether the work under this CONTRACT is performed by the CONSULTANT, a subcontractor of the CONSULTANT, or by any entity employed directly or indirectly by either party.
5. Any exceptions to the above insurance requirements requires approval from the Statewide Consulting Engineer. The approval must be reflected in the special provisions of the CONTRACT.

P. CERTIFICATION REGARDING LOBBYING

1. CONSULTANT certifies that:
 - a) No federal appropriated funds have been paid or will be paid, by or on behalf of the CONSULTANT, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
 - b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the CONSULTANT shall complete and submit standard form-LOLL, “Disclosure Form to Report Lobbying” in accordance with its instructions.

- c) The CONSULTANT shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
- d) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a \$100,000 fine for each such failure.

Q. DEPARTMENTAL PROCEDURES FOR HANDLING ERRORS AS DESCRIBED IN SECTION V.K.

- 1. The DEPARTMENT may recover those additional costs incurred by the DEPARTMENT and FHWA as the result of errors determined to be the responsibility of CONSULTANT as described in Section V.K.
- 2. Each CONSULTANT error and the facts about the error will be reviewed by the DEPARTMENT to establish responsibility for additional costs incurred as a result of a particular CONSULTANT error in accordance with the MANUAL.
- 3. When the DEPARTMENT pursues reimbursement, the CONSULTANT will be notified of the decision and options for repayment. The DEPARTMENT's options listed in priority order are:
 - a) Repayment in full.
 - b) Deductions from other payments due and payable to the CONSULTANT by equitable right of set off.
 - c) Legal action by the DEPARTMENT to collect the costs, if the CONSULTANT has no other agreements with the DEPARTMENT or no payments due and payable, and refuses repayment in full.
 - d) Any combination of the above.

R. PREVAILING WAGE RATES

- 1. CONSULTANT is advised that sec. 103.50, Wis. Stats., the Wisconsin prevailing wage rate law, does not apply to any laborers or mechanics in the employ of CONSULTANT because CONSULTANT's services under this MASTER CONTRACT are not based on bids as provided in sec. 84.06(2), Wis. Stats.

2. CONSULTANT is advised that the federal government has independent authority to interpret the Davis-Bacon Act, 40 USC 276a. The Davis-Bacon Act may apply when the United States is a participating party to this MASTER CONTRACT for purposes of reimbursing the DEPARTMENT for portions of the expenditures made by the DEPARTMENT. It is the opinion of the DEPARTMENT that the Davis-Bacon does not apply to any laborers or mechanics in the employ of CONSULTANT because the MASTER CONTRACT is not advertised for the actual construction, alteration or repair of a public work and the function is not part of the construction contract.

VI. WORK ORDER FOR FULL SERVICE DESIGN MASTER CONTRACT

For (Name of Roads, Highways, Counties, Project IDs)

DOT FOS OBJECT CODE _____

CONSULTANT _____

MASTER CONTRACT PROJECT ID _____ - _____ - _____

WORK ORDER NUMBER _____

The DEPARTMENT proposes a transportation improvement PROJECT described as follows:

ALL SERVICES

The CONSULTANT services will be performed for the DEPARTMENT's Division of Districts, _____ office located in _____, WI and will be completed by/within _____. Compensation for all Services provided by the CONSULTANT under terms of the WORK ORDER shall be:

(1) Actual costs to the CONSULTANT up to \$_____, plus a fixed fee of \$_____, up to a maximum combined amount of \$_____.

(2) A lump sum of \$_____.

A. Specific hourly rates as follows for hours in which the CONSULTANT's employees are directly engaged in performing the work or services required by this WORK ORDER (show rates and employee classification(s) to which they are applicable) plus the following non-labor direct costs will be reimbursed: Provide schedule of costs including description, unit measure and unit cost). Cost of \$ _____ per unit of work completed. (Describe work unit.)

B. Cost of \$ _____ per unit of work completed. (Describe work unit)

C. For _____(description of work) _____sublet to _____a lump sum \$ _____, the CONSULTANT's actual cost not to exceed \$_____.

Compensation in excess of the total WORK ORDER amount of \$_____ shall not be allowed unless approved by a written WORK ORDER amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed.

The CONSULTANT whose representative is _____, whose work address, e-mail address and telephone number are _____. (Identify representative for each PROJECT if applicable.)

The DEPARTMENT WORK ORDER (WO) Representative is _____, whose work address, e-mail address and telephone number are _____. (Identify representative for each PROJECT if applicable.)

SCOPE OF WORK

(The attached standard scope of services for design engineering services contract shall apply to this work order. The attached special provisions further define the scope of work for this order.)

(Attach additional pages as necessary)

APPROVAL AND ACCEPTANCE: Approval and acceptance of this WORK ORDER including any attachments, shall incorporate this document as part of the MASTER CONTRACT between the CONSULTANT and the DEPARTMENT. All work and Services defined in this WORK ORDER shall be performed in accordance with the terms and conditions of the MASTER CONTRACT between the CONSULTANT and the DEPARTMENT.

CONSULTANT: _____ Date: _____

(Print Name and Title)

APPROVED: _____ Date: _____

(Print Name and Title)

WORK ORDER ATTACHMENT FOR FULL SERVICE DESIGN MASTER CONTRACT

VII. STANDARD SCOPE OF SERVICES

A. DESIGN REPORTS

1. Concept Definition Report:

- a) A Concept Definition Report, as defined in the MANUAL, has been prepared for the PROJECT and will be furnished by the DEPARTMENT.

2. Design Study Report:

- a) The CONSULTANT shall prepare a Design Study Report as set forth in the MANUAL. Three copies shall be submitted to the DEPARTMENT for approval. If the PROJECT involves highway work, the preparation of final Road Plans, Structure Plans or Right of Way Plats shall not be undertaken by the CONSULTANT until the Design Study Report has been approved or the CONSULTANT has been authorized to proceed by the DEPARTMENT.

3. Pavement Report

- a) If the PROJECT involves highway work, the CONSULTANT shall prepare a Pavement Type Selection Report as set forth in the MANUAL and TRANS 400, Wisconsin Administrative Code. One copy of the report shall be submitted to the DEPARTMENT for approval.

B. ENVIRONMENTAL DOCUMENTATION

1. The CONSULTANT shall assess the probable environmental impacts of the PROJECT as described in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code and recommend to the DEPARTMENT the appropriate level of environmental documentation. The type of environmental document required will depend upon the type of action (Type IV, Type III, Type II, Type I) according to the Environmental Action List presented in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Upon the DEPARTMENT'S concurrence of the level of environmental documentation, the CONSULTANT shall prepare the appropriate environmental documentation in accordance with the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code for approval by the DEPARTMENT.

C. AGENCY COORDINATION

1. General:
 - a) The CONSULTANT shall consult with all affected local, state, and federal agencies and supply them with the necessary information concerning the PROJECT, including exhibits, so as to enable them to discharge their responsibilities within their jurisdiction.
 - b) Contact with these agencies shall be made early enough in the development of the PROJECT to enable them to make a timely response so that their comments can be considered at the appropriate stage of Services under this CONTRACT. These contacts shall be identified within the public involvement plan and public participation log as set forth under the provisions of section VII.E. of this CONTRACT.
 - c) The CONSULTANT shall keep the DEPARTMENT fully informed of its and other affected agency activities.
 - d) Contact with the FHWA shall be only through the DEPARTMENT.
2. Permits - General:
 - a) The CONSULTANT shall determine those permits necessary to advance the PROJECT to the letting stage. When unable to make this determination the CONSULTANT shall confer with the DEPARTMENT.
 - b) When a permit is required, the CONSULTANT shall prepare the permit applications, on the forms and in the manner prescribed by the issuing agency, or as indicated in the MANUAL, for execution and submittal by the DEPARTMENT.

D. RAILROAD/UTILITY INVOLVEMENTS

1. General:

- a) The DEPARTMENT will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete, but is furnished to assist the CONSULTANT to comply with Section VII.D.3. of the CONTRACT. If necessary, the list should be expanded by the CONSULTANT based on any additional facilities found in the field or based on contacts with other utilities. All known utilities should be invited to the Operational Planning Meeting.
- b) During the development of the work under this CONTRACT, the CONSULTANT shall confer on an ongoing basis with all railroad and utility companies in the PROJECT vicinity in accordance with the MANUAL, to establish mutual understanding on design features of the PROJECT affecting railroad and utility facilities.
- c) The CONSULTANT shall coordinate with railroad and utility companies to insure that facility relocations/alterations have been adequately considered.
- d) The CONSULTANT shall keep the DEPARTMENT duly informed of the status and nature of all such coordination activities. The CONSULTANT shall provide the DEPARTMENT with timely plans and information that will permit it to meet its planned construction schedule.

2. Railroad Negotiations/Agreements:

- a) The CONSULTANT shall provide the DEPARTMENT with all necessary PROJECT information including the names of affected railroad companies, the locations of their facilities along the project, the manner and extent to which they are affected, and exhibits, plans, specifications, estimates, reports, and other pertinent documentation as may be required to enable the DEPARTMENT to negotiate any necessary agreements with the affected railroad companies, in accordance with the procedures set forth in the MANUAL.

3. Utility Coordination:

- a) The CONSULTANT shall arrange for all utility coordination as set forth in the MANUAL, with the exception of negotiating for utility company land interests.

- b) It is the responsibility of the CONSULTANT to locate existing utilities on plans and plats.
 - c) CONSULTANT shall provide notifications and project plans to the affected owners of utility facilities, review the work plans of the utility facility owners, consider their schedules and prepare special provisions as required by sec. 84.063, Wis. Stats., and Chapter TRANS 220, Wisconsin Administrative Code.
4. Utility Negotiations/Agreements:
- a) The CONSULTANT shall provide the DEPARTMENT with all necessary PROJECT information including the names of affected utility companies, the locations of the facilities along the PROJECT, the manner and extent to which they are affected, and exhibits, plans, specifications, estimates, reports, and other pertinent documentation as may be required to enable the affected utility companies to obtain the necessary permits, to enter into any necessary agreements and to adjust and/or relocate their facilities, in accordance with the procedures as set forth in the MANUAL.
 - b) The DEPARTMENT will enter into negotiations with the affected utility companies and will prepare all necessary agreements and conveyances.
 - c) The CONSULTANT shall prepare and submit to the DEPARTMENT a Utility Status Report(s), in accordance with the procedures as set forth in the MANUAL.
5. Plans, Plats and Other Material:
- a) CONSULTANT shall provide the DEPARTMENT with all plans, plats and other material necessary for the acquisition of utility and railroad interests. In addition to all other plans, CONSULTANT shall provide one copy of the final plan and plat for each utility line, railroad and municipality located within the PROJECT limits.

E. PUBLIC INVOLVEMENT

1. The CONSULTANT, after consultation with DEPARTMENT shall prepare a Public Involvement Plan for this PROJECT. A duplicate copy of this plan shall be furnished to the DEPARTMENT.
2. In cooperation with the DEPARTMENT the CONSULTANT shall maintain a log of public involvement activities associated with this PROJECT. A duplicate copy of this log shall be furnished to the DEPARTMENT, including any subsequent additions required to keep that copy current.

3. During the life of this CONTRACT the CONSULTANT shall assist the DEPARTMENT in answering all questions received from the general public about this PROJECT.

F. SURVEYS

1. The CONSULTANT shall make such surveys as are necessary to accomplish the Services under this CONTRACT in accordance with the MANUAL. Such surveys shall be complete, detailed and as accurate as necessary to develop plans for the design of the PROJECT to usual standards of the DEPARTMENT and to yield the data necessary for computation of the quantities of the items of work in the construction of the PROJECT.
2. Surveys shall include such investigation of the site, locating and field staking as may be necessary to provide adequate ties between railroad and utility facilities and the highway stationing for development of the design.
3. Surveys shall be tied into the state plane coordinate system using the North American Datum of 1983 (1991 adjustment) - NAD83 (1991).

G. SOILS AND SUBSURFACE INVESTIGATIONS

1. The CONSULTANT shall conduct soils and subsurface investigations per normal DEPARTMENT practices as described in Geotechnical Bulletin No. 1, August 1, 1991 or as directed by the District Materials Unit. Copies of the bulletin can be obtained from District Materials Section/Central Office Soils Section.
2. The CONSULTANT shall conduct soils and subsurface investigations necessary to determine the suitability of the material in the existing or proposed roadway to sustain the overlying embankment; the need for special treatment of the underlying soils to adequately support the embankment, base course or pavement; the suitability of the material for roadway embankment or base courses; and the location of and extent to which rock or sub-surface water may be encountered in construction.
3. When completion of the subsurface investigation defined in the CONTRACT is not sufficient to adequately assess subsurface conditions, or provide all the required information for roadway design, the CONSULTANT shall recommend a revised investigation program for authorization by the DEPARTMENT. Such recommendations shall be based on the content of the boring log. The extent of all subsurface investigation performed shall be fully justified in the Soils Report furnished for the PROJECT.
4. When sufficient information has been obtained prior to the completion of the anticipated subsurface investigation, the CONSULTANT shall recommend termination of the investigation to the DEPARTMENT. Termination of the

investigation shall be justified by the CONSULTANT and substantiated in the Soils Report for the PROJECT.

H. ROAD PLANS

1. The CONSULTANT shall prepare Road Plans for the PROJECT.
2. Road Plans are the compilation of documents, reproducible drawings, depicting the location, character, dimensions, and relevant data necessary to the layout and construction of the prescribed work. Road Plans generally consist of the following:
 - a) Title Sheet
 - b) Typical Cross Sections and General Notes
 - c) Special Details including roadway elements, geometric layouts, and salvage/disposal of highway materials.
 - d) List of Standard Detail Drawings
 - e) Engineering Estimates On Computer Worksheet
 - f) Miscellaneous Quantities
 - g) Plan and Profile Sheets
 - h) Computer Earthwork Data and Mass Diagrams
 - i) Cross Sections
 - j) Traffic Control Plan
 - k) Erosion Control Plan
3. Road Plans shall be designed in accordance with the current practices of the DEPARTMENT and in accordance with the principles, standards, and practices adopted by the DEPARTMENT for manual and computer aided design of highway plans, as specified in the MANUAL and shall be developed in accordance to, or be coordinated with the latest edition of the STANDARD SPECIFICATIONS for HIGHWAY and STRUCTURE CONSTRUCTION, of the DEPARTMENT, hereinafter referred to as STANDARD SPECIFICATIONS.
4. The CONSULTANT shall develop sufficient alternative or trial alignments profiles, or other geometric configurations to enable selection of the design that provides the best balance between practical construction considerations, right of way

requirements, aesthetics, blending with the topography, and costs. The roadway profiles are to provide a "good fit" to the terrain to minimize earthwork and grading costs and to develop the configuration of other roadway elements such as bridges, intersections and cross-sections. Such trial designs or adjustments are considered essential phases of good engineering design and are required work under this CONTRACT.

5. Road Plans may be developed using either manual or computer aided design systems. Plan preparation shall be in accordance with the prescribed methods and on the approved plan sheet vehicles described in the MANUAL.
6. Plans for minor incidental retaining walls less than six feet in height and pipe type structures in this CONTRACT shall be considered as special construction details of the Road Plans and not as Structure Plans.
7. The DEPARTMENT will furnish to the CONSULTANT such survey notes, partially completed plans or other data as may be available for use in the preparation of the plans. Such partial plans shall be considered only as preliminary information subject to further development.
8. In preparation of Road Plans, the CONSULTANT shall prepare and furnish to the DEPARTMENT specifications for construction work included in the plans which are not covered by the STANDARD SPECIFICATIONS of the DEPARTMENT, and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
9. The CONSULTANT shall furnish such other pertinent information and data with respect to the plans and design as may be necessary for completion of work under this CONTRACT.
10. Plans are subject to review and examination by the DEPARTMENT. Such review and examination may be made on the site of the PROJECT.

I. MEETINGS

1. Meetings may be scheduled at the request of the CONSULTANT or the DEPARTMENT for the purpose of discussing and reviewing the Services under this CONTRACT.
2. Meeting schedules are to be coordinated with the DEPARTMENT to ensure that DEPARTMENT representatives are available to attend the meetings.

J. PLANS, SPECIFICATIONS, AND ESTIMATES (P.S.&E.)

1. The CONSULTANT shall prepare a complete P.S. & E. as specified in the MANUAL.
2. The CONSULTANT is required to submit the Plan Letter and Special Provisions portion of the P.S. & E. on a diskette using the word processing software specified in the MANUAL.
3. The CONSULTANT shall provide one set of final plans for each utility within the PROJECT limits prior to the P.S. & E submittal date.

VIII. SPECIAL PROVISIONS