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

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| Today’s Date Date | | | | | | | | | |
| To: **DTIM-Contract Administration Unit 6th 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 Contract  Work Order Number:       Amendment Number: | | | | |
| Consultant | | | | | | | | | |
| Net Increase/Decrease  $ | | | | | | New Total for Contract/Work Order  $ | | | |
| Length of Time Extension | | | | | | New Completion Date for Contract  Date | | | |
| Reason for Amendment: | | | | | | | | | |
| Additional Scope  Time Extension | Scope Reduction  Adding Subs | | Redistribution of Funds  Other: | | | | Adding Staff | | Changing Staff |
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| **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://apwmad0a4030:37108/rdwy/fdm/fd-08-10-001att.pdf#fd8-10a1.1); [Att. 1.4](http://apwmad0a4030:37108/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://apwmad0a4030:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.1); [Att.30. 7](http://apwmad0a4030:37108/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://apwmad0a4030:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.2); [Att. 30.8](http://apwmad0a4030:37108/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://apwmad0a4030:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.3))  Consultant Total Fee Computation (FDM 8-10-30, [Att. 30.4](http://apwmad0a4030:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.4); [Att. 30.9](http://apwmad0a4030:37108/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** |