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| C:\Jana\000_Images\Logos\WisDOT Logo\wisdot-agency-name-logo-100-black 2 1815.png | **CONTRACT/WORK ORDER SUBMITTAL SHEET**  Wisconsin Department of Transportation  Rev 5/2/18 |
| **PREREQUISITES** FOR CONTRACT APPROVAL- | |
| Must be authorized in PeopleSoft before submitting to DTIM-CAU except construction engineering contracts.  Construction engineering projects must be authorized in PeopleSoft before written authorization is sent to consultant to start work. | |

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| Today’s Date Date | | | Date of Solicitation Date | | | | |
| To: **DTIM-Contract Administration Unit 6th Floor South - Hill Farms State Office Building** | | | Solicitation ID | | | | |
| Date of Selection Date | | | | |
| From: | | | Original Project ID if different (contracts or work orders) | | | | |
| **The consultant selection procedure was in accord with Chapter 8 of the *Facilities Development Manual*. The consultant’s estimated hours of work and fee are reasonable. Therefore, I recommend this contract for your approval and execution.** | | | | | | | |
| **WisDOT Contact for Contract/Work Order** | |  | | | |  | |
| Name | | Title | | | | (Area Code) Telephone | |
|  | |  | | | | (       ) | |
| **Consultant Contact for Contract/Work Order** | |  | | | |  | |
| Name | | Title | | | | (Area Code) Telephone | |
|  | |  | | | | (       ) | |
| Contract Work Type  Archaeological/Historical Services  Bridge Inspection  Design Services  2 Party  3 Party Local Billed  3 Party WisDOT Billed | CADDS/Drafting Services  Construction Services  Hazardous Materials Services  In-Plant Inspection Services  Local Program Management  Materials Testing Services | | | | Photogrammetry  Planning/Studies  Real Estate Services  Surveying and Mapping  Traffic Services  Other: | | |
| **Contract Type**  Regular  Master Contract  Other masters in the group also submitted?  Yes  No  No Group  Work Order  Work Order Number: | | **PeopleSoft Account Number**  8700240 - MC Mgmt Consult Contract Pay  8700128 - MC Engineering Contract Fees  8700129 - MC Mat Testing Contract Fees  8700130 - MC Other Imprvmt Contract Fees  8700241 - MC Archeolog/Investig Costs  8700000 - Special Purpose  8700229 - MC RE Contractual Fees  8700242 - MC HW/HM Invest by DBM  8705121 - MC Loc Eng Muni to Consultant  8705122 - MC Loc Eng Cnty to Consultant  8705123 - MC Agricult Impact Statements  8700224 - MC Haz Materials Remediation  8700243 - MC Haz Mat Investig Phase 1-3  Other: | | | | | |
| **Project ID(s) on Contract/Work Order** | | | | Consultant | | | Master Contract ID |
| **Location and Description:** | | | | | | | |

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| **Required Documents for Contract and Work Order Submittals:** |
| **Contracts less than $3000:**  1 copy of the contract with original signatures of consultant and Region/Statewide Bureaus Consultant Unit Supervisor  All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below |
| **Contracts $3000 or more:**  2 copies of the contract, 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  Completed DT25 Recommendation to Governor for Contract Approval  **ELECTRONIC SUBMITTALS ONLY** for DT25 forms. Project funding percentages must be correct and consistent with the information entered in PeopleSoft.  All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below |
| **Work Orders less than $50,000:**  1 copy of the work order with original signatures of consultant and Region/ Statewide Bureaus Consultant Unit Supervisor  All REQUIRED SUPPORTING DOCUMENTS and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below |
| **Work Orders $50,000 or more:**  2 copies of the contract, ALL with original signatures of consultant and a signature block for the WisDOT Contract Manager  All *REQUIRED SUPPORTING DOCUMENTS* and applicable OTHER REQUIRED SUPPORTING DOCUMENTS listed below |
| **REQUIRED SUPPORTING DOCUMENTS:**  \*\*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 contract** |
| **OTHER REQUIRED SUPPORTING DOCUMENTS:**  Sole Source Contracts  Request for Sole Source Provider ([DT1517](http://apwmad0a4030:37108/Documents/formdocs/dt1517.docx)) (FDM 8-5-5)  Small Purchase Contracts  Small Purchase Contract Selection ([DT1516](http://apwmad0a4030:37108/Documents/formdocs/dt1516.docx)) (FDM 8-5-10)  Phased Contracts  Schedule for Phased Contracts (FDM 8-10-30, [Att. 30.5](http://apwmad0a4030:37108/rdwy/fdm/fd-08-10-030att.pdf#fd8-10a30.5))  First four REQUIRED SUPPORTING DOCUMENTS for each phase  Local Design Contracts  Local Design Selection checklist ([DT1515](http://apwmad0a4030:37108/Documents/formdocs/dt1515.docx)) (FDM 8-5-20) |