### Work Share Agreement Wisconsin Department of Transportation

RE1045 05/2015

For internal WisDOT use only.

Place copy in project file; provide copies to TSS manager and regional director.

|  |
| --- |
| This work share agreement is between:  and ; or, other:       and      . |

|  |  |
| --- | --- |
| Project ID/project name      | Termini      |
| Highway      | County      |
| Requesting region - contact person      | (Area code) Telephone number      |
| Project engineer      | (Area code) Telephone number      |
| Agent performing work      | (Area code) Telephone number      |
| Timesheets to be signed by      | (Area code) Telephone number      |

Requesting region will provide (check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Complete parcel folders – with documentation to date | [ ]  | Plats – large and d-size |
| [ ]  | Construction plan details | [ ]  | Sales study |
| [ ]  | Design Study Report (DSR) | [ ]  | Scheduled work – see attached |
| [ ]  | Nominal values | [ ]  | Other:       |

Employee assigned will (check all that apply)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Acquire all nominals by       | [ ]  | Consultant oversight |
| [ ]  | Appraise nominals, if necessary | [ ]  | Last offer/JO made by       |
| [ ]  | Appraise parcels acquired by       | [ ]  | Make all initial appraisal contacts by       |
| [ ]  | Assist in setting nominal values | [ ]  | Make all initial nominal contacts by       |
| [ ]  | Attend other meetings as requested by region | [ ]  | Process voucher payments |
| [ ]  | Attend project management meetings | [ ]  | Project management (oversight) |
| [ ]  | Complete documentation and return to region by       | [ ]  | Other:       |
| [ ]  | Complete relocation by      , including all awards | [ ]  | Other:       |
| [ ]  | Complete sales study by       | [ ]  | Other:       |

Approved by:

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Requesting region - supervisor |  | Date |
|       |  |       |
| Requesting region - contact person |  | Date |
|       |  |       |
| Employee assigned |  | Date |
|       |  |       |
| Employee supervisor |  | Date |