**L****OCAL PROGRAM CONSULTANT SELECTION APPROVAL CHECKLIST**

Wisconsin Department of Transportation

DT1515 05/2022

|  |  |  |
| --- | --- | --- |
| State Project ID | Highway/Street | Estimated Consultant Contract Cost |
| Description of Work | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Municipality  Contact** | Name | | |
| Title | | (Area Code) Telephone Number | Email Address |

**Municipality Selection Committee** *(List at least 3 voting members in the selection process, including the chairperson)*

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **(Area Code) Telephone Number** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

|  |  |
| --- | --- |
| Program Choose an item. Other  Detailed estimate of hours and costs for the project was developed by:  Municipality  Central Office Office  WisDOT Region  Estimate Attached:  Yes  No  Were objective criteria developed and used in short-listing the preferred consultants?  Yes  No  A copy of the objective criteria can be found at the following location:  Municipality Project File  Central Office Office  WisDOT Region Region project file  Solicitation Method  WisDOT Internet site for design solicitation  Small Purchase Procedure (see [FDM 8-5-10](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx))  Municipal solicitation | Roster Used  Notifying entire WisDOT Eligible Roster of Consultants  Notifying entire municipally maintained roster of interested and qualified firms (minimum of 10). Document in the project file.  Number of firms contacted:  Number of firms responding:  Less than three responding? Justified Sole Source (FHWA approval)  Were interviews held with the potential consultants?  Yes, how many?        No  Communication methods *(check all that apply)*  Email  Local Internet site  Call  Newspaper Advertisement  Mail  Other  Final short list of consulting firms in order of rank in the project:  1  2  3 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Approval for selecting the following preferred consultant is requested:** | |  | |
| Municipality | Prepared By *(name and title)* | | Date *(choose)*  Date |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **WisDOT Use Only**  *\* CARS Required Values* | | | | | |
| **\*Contract Phase** |  | | **Date of Request** | Date | |
| **\*Status** | Status | | **\*Contract Function** | Function | |
| **\*Project Limits** |  | | **\*Program Code** | Program Code | |
|  | **\*Federal Funding %** | % | |
| **\*County** | County List | | **\*DBE % Goal** | % | |
| **\*Region/Bureau** | Region/Bureau | | **\*DBE Good Faith Effort Request** | Yes  No | |
| **Selection for Design by Local Government Contract Approved by** See [FDM 8-5-20.5](http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx)  Contracts $50,000 or more – [Statewide Consultant Engineer](mailto:DOTConsultantServicesApproval@dot.wi.gov?subject=DT1515%20Local%20Design%20Selection%20Approval) **/** Contracts under $50,000 – Region | | | | | **Assigned Fixed Fee**  **%** |
| **Approval Signature**  *(Brush Script font)* | |  | | | Date *(choose)*  Date |

For approval, submit form to [WisDOT Region Local Program Project Manager](http://apwmad0p4145:37108/Documents/doing-bus/local-gov/lpm/lp-contacts.pdf)