

NEW/REVISED AUTHORIZATION LETTER TO BEGIN WORK

Wisconsin Department of Transportation

WisDOT Region/Bureau:
Address:
City, State, Zip:

Date:

Consultant Name:
Address:
City, State, Zip:

Dear _____ :

SUBJECT: NEW/REVISED AUTHORIZATION TO BEGIN WORK ON CONSULTANT CONTRACT

Project
between the Wisconsin Department of Transportation (DEPARTMENT) and
(CONSULTANT)

The CONSULTANT is hereby authorized to begin work on the subject contract:

State Project ID	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$
<p><i>The total cost of this authorization will not exceed the amounts listed for each project unless a revised authorization letter is issued to the CONSULTANT by the DEPARTMENT. This and subsequent authorizations may not exceed the contract upper limit.</i></p>	

A copy of the executed CONTRACT (is enclosed, has been sent separately, will be sent separately).
It you have any questions concerning the CONTRACT, please contact _____ .

Sincerely,

Name/Title: _____

FOR CONSTRUCTION ENGINEERING CONTRACTS:
cc: DTIM, Contract Administration Unit, Room 951, HF

SAMPLE

AUTHORIZATION LETTER FOR PHASED CONSULTANT CONTRACTS

WisDOT Region/Bureau
Address
City, State, Zip

Date

Consultant Name
Address
City, State, Zip

Dear _____,

SUBJECT: AUTHORIZATION TO (CONDUCT) (CONTINUE) WORK ON PHASED CONTRACT EXECUTED (date) between the Wisconsin Department of Transportation and (Consultant).

Project ID _____

In accordance with the payment provisions of the subject contract, the consultant is authorized to (conduct) (continue) work. The limit of compensation by the Department for work performed under the terms of this contract now includes \$ _____ which was designated as Phase _____ in the original contract. The new total maximum amount of compensation is \$ _____.

(If the contract contains more than one project ID, repeat this paragraph for each project.)

Sincerely,

WisDOT Project Manager

cc: DTIM, Contract Administration Unit, Room 951, HF

NOTICE TO PROCEED LETTER FOR "IF AUTHORIZED" CONSULTANT WORK

Wisconsin Department of Transportation

WisDOT Region/Bureau:
Address:
City, State, Zip:

Date:

Consultant Name:
Address:
City, State, Zip:

Dear

SUBJECT: AUTHORIZATION TO CONDUCT WORK ON CONTRACT EXECUTED (date) between
the Wisconsin Department of Transportation and (Consultant).

In accordance with the payment provisions of the subject contract, the Consultant is authorized to conduct additional work. The following work items will be completed for the Department, as stated in the original contract:

1. Project ID

Work Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$
<i>NEW PROJECT TOTAL</i> \$	

2. Project ID

Work Item	Amount
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$
<i>NEW PROJECT TOTAL</i> \$	

The cost of each work item above will not deviate from the amount listed on the original contract without an approved written amendment.

The new total maximum amount of compensation for this contract is \$.
This and subsequent authorizations may not exceed the contract upper limit.

Sincerely,

WisDOT Project Manager

cc: DTIM, Contract Administration Unit, Room 951, HF (2 copies)

**ALL SERVICES SECTION FOR
"IF AUTHORIZED" COVER/SIGNATURE PAGE**

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 CONTRACT shall be:

- (1) For Authorized Services:
- a) Actual costs to the CONSULTANT up to \$_____, plus a fixed fee of \$_____, up to a maximum combined amount of \$_____.
 - b) A lump sum of \$_____.
 - c) For sublet services to the CONSULTANT, actual costs up to \$_____.
- (2) For (work item)_____ services to be Authorized by Notice to Proceed:
- a) Actual costs to the CONSULTANT up to \$_____, plus a fixed fee of \$_____, up to a maximum combined amount of \$_____.
 - b) A lump sum of \$_____.
 - c) For sublet services to the CONSULTANT, actual costs up to \$_____.

Compensation in excess of the total CONTRACT amount, not including the services yet to be authorized, of \$_____ shall not be allowed unless approved by a written CONTRACT amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed. Details of CONTRACT compensation provisions follow in the text of the CONTRACT and STANDARD PROVISIONS incorporated by reference.