

LOCALLY LET CONTRACT (LLC) CHECKLIST

Sponsor’s Guide to Non-Traditional Project Implementation
SG02

WisDOT Local Program (Central Office)
4822 Madison Yards Way, 4th Floor South
Madison, WI 53705
DOTLocalPrograms@dot.wi.gov



WisDOT Project ID Number		Date Checklist Completed
Project Title	Hwy #/Letter	County
Project Limits		Sponsor
Project Description		Preparer/Title

<input checked="" type="checkbox"/> Include the following documents in the contract
<input type="checkbox"/> Cover sheet , identifying the contract as a federally funded project, DBE percentage (as appears in the SMA)
<input type="checkbox"/> FHWA 1273 Required contract provisions federal-aid construction contracts This document must be included when the contract has federal funding.
<input type="checkbox"/> Additional federal provisions
<input type="checkbox"/> Notice of requirement for affirmative action to ensure equal employment opportunity (Exec. Order 11246)
<input type="checkbox"/> DT4567 Buy America provision/certification
<input type="checkbox"/> Cargo Preference Act requirement
<input type="checkbox"/> ASP-3 (additional special provision 3) DBE program (if DBE goal assigned)
<input type="checkbox"/> DT1506 Commitment to subcontract to DBE non-traditional projects
<input type="checkbox"/> ASP-4 (additional special provision 4) Payment to all subcontractors
<input type="checkbox"/> ASP-5 (additional special provision 5) Fuel cost adjustment
<input type="checkbox"/> ASP-6 (additional special provision 6) Modifications to standard specifications
<input type="checkbox"/> Supplemental required contract provisions
<input type="checkbox"/> Federal wage rates ¹
<input type="checkbox"/> Notice to bidders wage rate decision ²
<input type="checkbox"/> List of subcontractors or consistent local language
<input type="checkbox"/> Proposal requirements or consistent local language
<input type="checkbox"/> Disbar certification or consistent local language

Review the contract for municipal contract documents that pertain to equal employment opportunity (EEO), Disadvantaged Business Enterprise (DBE) programs, local contractor payroll requirements, local wage requirements, and local contracting preferences. Contact the region LPPM to ensure local programs or requirements do not conflict with state/federal laws. Only LPA programs and requirements that are consistent with state/federal laws can be inserted in contracts for non-traditional transportation projects.

Reviewed by: _____ Date: _____

¹ Federal wage rates are included in the contract if the project is receiving funding under Title 23.

² Only placed in the contract if there are federal wage rates.