

# PROJECT FILE CHECKLIST

Sponsor’s Guide to Non-Traditional Project Implementation  
SG03

WisWisDOT Local Program (Central Office)  
4822 Madison Yards Way, 4<sup>th</sup> 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

Project files should include official documents, record of all approval actions, expenditure of funds records, project decisions, and correspondence. Reviews can and will be conducted during the course of the project.

<input checked="" type="checkbox"/>	<b>Contract records (design/construction)<sup>1</sup></b>
<input type="checkbox"/>	Request for qualifications w/description of scope of requested services
<input type="checkbox"/>	Selection and evaluation criteria used to select consultant/firm
<input type="checkbox"/>	Advertised cost estimate and project scope
<input type="checkbox"/>	Advertisement proposals from all responding firms
<input type="checkbox"/>	Panel evaluation and ranking notes (summary or individual) from firm selection
<input type="checkbox"/>	Negotiation records (emails, spreadsheets, phone records, meeting minutes, etc.)
<input type="checkbox"/>	Firm performance evaluation

<input checked="" type="checkbox"/>	<b>Design project records</b>
<input type="checkbox"/>	Official documents
<input type="checkbox"/>	SMA
<input type="checkbox"/>	Concept definition report
<input type="checkbox"/>	Request to Advertise (SG06)
<input type="checkbox"/>	Request to Award (SG12)
<input type="checkbox"/>	Plan
<input type="checkbox"/>	LFA agreement

<input checked="" type="checkbox"/>	<b>Approval actions documentation</b>
<input type="checkbox"/>	Cost Effectiveness Finding (CEF)
<input type="checkbox"/>	Environmental documents
<input type="checkbox"/>	Exception to Standards report
<input type="checkbox"/>	Design variance
<input type="checkbox"/>	Design Study report (DSR)
<input type="checkbox"/>	ROW plat and documents
<input type="checkbox"/>	Final CEF (if different from initial document)
<input type="checkbox"/>	Certificate of ROW ( <a href="#">RE1899</a> )
<input type="checkbox"/>	Utilities Status report ( <a href="#">DT1080</a> )
<input type="checkbox"/>	Coordination of Railroad Work w/Highway Construction certificate ( <a href="#">DT1804</a> )

<sup>1</sup> Additional guidance may be found in the [FDM 8-5-20](#)

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<input checked="" type="checkbox"/>	<b>Expenditure of funds records</b>
<input type="checkbox"/>	Contracts
<input type="checkbox"/>	Work orders
<input type="checkbox"/>	Invoices (w/progress reports)
<input type="checkbox"/>	Reimbursement requests (w/back-up)

<input checked="" type="checkbox"/>	<b>Project decisions</b>
<input type="checkbox"/>	Time extensions
<input type="checkbox"/>	Scope modifications

<input checked="" type="checkbox"/>	<b>Project correspondence</b>
<input type="checkbox"/>	Project application
<input type="checkbox"/>	All project correspondence
<input type="checkbox"/>	Project meeting notes
<input type="checkbox"/>	Project council minutes
<input type="checkbox"/>	Operational Planning meeting minutes
<input type="checkbox"/>	Public involvement
<input type="checkbox"/>	Environmental process support documents
<input type="checkbox"/>	Archaeological and/or historic
<input type="checkbox"/>	Section 106
<input type="checkbox"/>	Army Corps of Engineers
<input type="checkbox"/>	DNR letter/permits

<input checked="" type="checkbox"/>	<b>Construction project records</b>
<input type="checkbox"/>	Executed sponsor/contractor (vendor) contract
<input type="checkbox"/>	Sponsor/construction consultant contract
<input type="checkbox"/>	As-built plan
<input type="checkbox"/>	Request to Award (w/applicable backup/bid forms)
<input type="checkbox"/>	DBE commitment form (if applicable)
<input type="checkbox"/>	Completed Labor Compliance wage interviews
<input type="checkbox"/>	Contract modifications
<input type="checkbox"/>	Prior approval justifications
<input type="checkbox"/>	Preconstruction meeting minutes
<input type="checkbox"/>	Construction correspondence (including email, videos, pictures, releases, etc.)
<input type="checkbox"/>	Record of oversight by LPPM (minutes w/attendance records, field site visit reports w/attendance records)
<input type="checkbox"/>	Explanation of variations (over/under quantities)
<input type="checkbox"/>	Notice to proceed
<input type="checkbox"/>	Work suspension (if applicable)
<input type="checkbox"/>	Buy America documentation
<input type="checkbox"/>	Contractor certified payrolls
<input type="checkbox"/>	Project Completion Certificate (SG13)
<input type="checkbox"/>	Construction reimbursement requests (w/contractor pay applications, field review photos, canceled checks, etc.)
<input type="checkbox"/>	Erosion control diary
<input type="checkbox"/>	Curb ramp compliance report