

REQUEST TO AWARD

Sponsor's Guide to Non-Traditional Project Implementation
SG12

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	

Federal ID (if applicable): _____ Contractor name: _____

1. Addenda:

- There were _____ addenda issued to all contractors who received plans and bid proposals for this project.
- Attach copies of all addenda issued for this project.
- Not applicable for State Procurement contract.

2. DBE Commitments:

- Attach WisDOT approved DBE commitment (if applicable).
- (State Procurement Contracts Only) Policies were followed in accordance with the Wisconsin Department of Administration State Procurement Manual in soliciting and approving State Procurement Contract: _____ (Contract ID: Title).

3. Advertisement:

- Attach copies of notarized advertisements.
- (State Procurement Contracts Only) Policies were followed in accordance with the Wisconsin Department of Administration State Procurement Manual in soliciting and approving State Procurement Contract: _____ (Contract ID: Title).

4. The project was advertised, and bids opened in accordance with the Request to Advertise form, approved on:

- _____ (date).
- (State Procurement Contracts Only) Policies were followed in accordance with the Wisconsin Department of Administration State Procurement Manual in soliciting and approving State Procurement Contract: _____ (Contract ID: Title).

5. Bids:

- _____ bids were opened and read. _____ bid(s) were rejected.
- Attach justification or documentation for any rejected bids (if applicable)
- Attach justification to support awarding the selected bid (if fewer than three bids were received)
- Attach justification if the bid was more than 10% higher than the engineer's estimate
- Attach summary of low bid unit prices, breakdown of three lowest bidders, and total of all other bidders
- Attach summary of bid review, including per item review compared to engineer's estimate and other bids
- (State Procurement Contracts Only) Policies were followed in accordance with the Wisconsin Department of Administration State Procurement Manual in soliciting and approving State Procurement Contract: _____ (Contract ID: Title).

6. Low Bidder:

- The low bidder was _____ of _____ with a bid of _____. This was _____ % over/under the engineer's estimate of _____.
- (State Procurement Contracts Only) Policies were followed in accordance with the Wisconsin Department of Administration State Procurement Manual in soliciting and approving State Procurement Contract: _____ (Contract ID: Title).

7. The project included a bid of _____ for non-federal participating work.

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- 8. The contract bond for this project is _____.
 - 9. The total estimate participating construction cost in the SMA is _____.
 - The sponsor acknowledges responsibility for any costs that exceed the funding in the SMA.
- N/A

Based on the above information, the project complies with applicable federal and state requirements. The sponsor may proceed in awarding the contract/purchasing the material(s).

Sponsor's signature

Title

Date

Name (print)

Approved by (WisDOT signature)

Title

Date