TABLE OF CONTENTS

Chapter 8: Consultant Services

Section 8-1 Introduction

8-1-1 .....Overview and Roles in Consultant Contracting
1.1.....Originator
1.2.....Consultant Contract Process Overview
1.3.....Definition of Roles in Consultant Contracting
1.4.....Contract Administration
8-1-3 .....Contract Administration and Reporting System (CARS)
3.1 ....General
8-1-5 .....Cost-Benefit Analysis
5.1.....Applicability
5.2.....Method of Cost Comparison
5.3.....Rates for Cost Comparison
5.4.....Contract Types
5.5.....Routing and Approval
8-1-10 .....Transparency Effort
Attachment 10.1……..Construction Project Complexity Index
Attachment 10.2……..Design Issue Notice (DIN)
8-1-15 .....Integrating Consultant Services into COOP Operations
15.1…Introduction
15.2…Applicability
15.3…Authority
15.4…References
15.5…Policy and Procedures

Section 8-5 Securing Consultant Services

8-5-1 .....Selection Process
1.1.....General
1.2.....Solicitation of Interest
1.3.....Non-Roster Solicitations
1.4.....Selection Authorization
8-5-2……Length of Contracts
2.1.....Project Contracts
2.2.....Period Contracts
2.3.....Length of Contracts
2.4.....Contract Extensions
2.5.....Administrator's Approval for Exceptions
8-5-3……Conflict of Interest
3.1.....Conflicts of Interest for WisDOT Employees
3.2.....Employment of Current or Former WisDOT Employees by Consultants
3.3.....Conflict of Interest Relating to WisDOT's Use of Consultants
3.4.....Conflict of Interest for Consultants
Attachment 3.1……..Testing Service Allowed to be Performed by Consultant
8-5-5 .....Sole Source Contracting
5.1.....Approval
5.2.....Negotiation
5.3.....Amendments
5.4.....Documentation/Contract Approval Process
8-5-10 .....Small Purchase Contracting
10.1…Solicitation of Consultants
10.2…Approval
10.3…Negotiation

10.4…Maximum
10.5…Amendments
10.6…Documentation/Contract Approval Process
8-5-15 .....State Design and Related Services
15.1…Solicitation
15.2…Selection
15.3…Interviews
15.4…Selection Approval
15.5…Documentation
15.6…Contract Approval
15.7…Contract Amendments
15.8…Web Resources
Attachment 15.1……..Consultant Contracting Process for Contracts
8-5-20 .....Local Design
20.1…Cost Estimate
20.2…Solicitation
20.3…Consultant Selection Committee
20.4…Selection
20.5…Selection Approval
20.6…Documentation
20.7…Contract Negotiations
20.8…Contract Approvals
20.9…Contract Amendments
20.10…Potential Conflicts of Interest
20.11…Contract Boilerplates
20.12…Progress Report/Performance Evaluation
Attachment 20.1……..Consultant Interview Rating Sheet
Attachment 20.2……..Sample Selection Letter
Attachment 20.3……..Sample Non-Selection Letter
8-5-25 .....Construction Engineering
25.1…Solicitation
25.2…Interviews
25.3…Selection Approval
25.4...“Turn-Key” Engineering
25.5…Documentation
25.6…Contract Approval
25.7…Contract Amendments
25.8…Web Resources
Attachment 25.1……..WisDOT Construction Engineering Services Selection Process
8-5-30 .....Master Contracts
30.1…Full-Service Masters
30.2…Statewide Specialty Master Contracts
30.3…Master contract work types
30.4…Solicitation and Selection
30.5…Negotiation and Pricing
30.6…Master Contract Periods & Limits
30.7…Master Contract Groups
30.8…Master Contract Group Work Order Maximum
30.9…Master Contract Group Approval Guidelines
30.10…Limitations on Master Contract Usage
30.11…Impacts of Work Orders on Contract Selection
30.12…Monitoring Master Contract Balances
30.13…DBE Goals and Usage
30.14…Work Order Documents
30.15…Work Order Selection
30.16…Web Resources
8-5-40 .....Request for Proposal
40.1…Definition
40.2…When to Use an RFP

40.3…Qualification Based Selection
40.4…When to Use QBS
40.5…Solicitation Options
40.6…Process
40.7…Guidelines for an RFP
40.8…Example of an RFP
Attachment 40.1……..Guideline for a Request for Proposal
Attachment 40.2……..Sample Request for Proposal
8-5-45 .....Eligible Consultants
45.1…Roster of Eligible Engineering Consultants
45.2…Certificates of Insurance
45.3…Consultant Extranet
45.4…Web Resources
8-5-47 .....Consultant Financial Report
47.1…Submittal of Forms
47.2…Startup Firms
47.3…Firms with Changes in Entity
47.4…Acceptance
8-5-50 .....Disadvantaged Business Enterprise (DBE) Program
50.1…DBE Qualifications Criteria
50.2…DBE Certification Process
50.3…DBE Goal Setting on Federally Funded Consultant Contracts
50.4…State and Local DBE/MBE/WBE Requirements
50.5…DBE Commitment Form (DT1029) and Instructions
50.6…Termination or Reduction of Services of DBE Subconsultant
Attachment 50.1……..Flowchart for Solicitations and Contracts with DBE Goals
Attachment 50.2……..Instructions for WisDOT DT1029
Attachment 50.3……..Example for Various Scenarios
8-5-55 .....Consultants in Management Roles
55.1…Federal Approval
55.2…Consultant Management Roles in Local Government
55.3...WisDOT Approval
Attachment 55.1……..Management Consultant Approval Email Record

Section 8-10 Contract Negotiation

8-10-1 .....Scoping and Estimating
1.1.....Scoping
1.2.....Estimating Hours and Costs
1.3.....Submitting Contract Cost Estimates
1.4.....Labor Costs for Principals and Management Classifications
Attachment 1.1……..Summary of Staff Hours & Direct Labor Costs
Attachment 1.2……..Staff Work Schedule
Attachment 1.3……..Specific Rate Contract Staff Hours and Direct Labor Costs
8-10-5 .....Contract Negotiation Process
8-10-10 .....Fixed Fee
10.1…Fixed Fee Determination
10.2…Fixed Fee Factors
10.3…Fixed Fee for Subcontracts
Attachment 10.1……..Example Fixed Fee Calculation
8-10-15 .....Methods of Payment
15.1…Allowable Methods
15.2…Prohibited Methods
8-10-20 .....Cost Accounting Requirements and Principles
20.1…Cost Accounting Requirements
20.2…Cost Principles
20.3…Field Rate Accounting
8-10-25 .....Subconsultants
25.1…Contract Requirements
25.2…Post Contract Execution

8-10-30 .....Contract Fee Computation
30.1…Direct Labor Costs
30.2…Indirect Costs
30.3…Fixed Fee
30.4…Non-Labor Direct Costs
30.5…Subcontracts
30.6…Fee Computation by Basis of Payment
Attachment 30.1……..Consultant Contract Direct Labor Detail
Attachment 30.2……..Fee Computation Summary by Engineering Task
Attachment 30.3……..Direct Costs by Item
Attachment 30.4……..Consultant Contract Total Fee Computation
Attachment 30.5……..Phased Contract
Attachment 30.6……..Specific Rate Contract Direct Labor Detail for Contracts Solicited Prior to January 2013
Attachment 30.7……..Specific Rate Contract Direct Labor Detail for Contracts Solicited after January 1, 2013
Attachment 30.8……..Specific Rate Fee Computation Summary by Engineering Task
Attachment 30.9……..Specific Rate Contact Total Fee Computation

Section 8-15 Contracts

8-15-1.....Contract Types & Formats
1.1.....General
1.2.....Contract Format
1.3.....Contract Cover/Signature Pages and Boilerplates
1.4.....Design Special Provisions
1.5.....Construction Management Contract Special Provisions
8-15-2……Contract Types and Formats
2.1.....Redistribution Contract Provisions
2.2.....Use of Redistribution Contract Provisions
2.3.....Budget/Encumbrance
2.4.....Basis of Payment/Contract Period
2.5.....Contract Provisions
2.6.....Contract Management/Invoicing

Section 8-20 Contract Procedures

8-20-1 .....Submittal and Approval Procedures
1.1.....Contract/Work Order Submittal Requirements
1.2.....Instructions for Submitting Work Orders
1.3.....Instructions for Completing the DT25 Form
1.4.....Approval Procedures
1.5.....Contracts Less Than $3,000
1.6.....Contracts of $3,000 or More
1.7.....Work Orders Less Than $50,000
1.8.....Work Orders of $50,000 or More
1.9.....Web Resources
8-20-5 .....Authorization of Contract Work
5.1.....Design and Construction Engineering Services
5.2.....Master Contract Work Orders
5.3.....Phased Consultant Contracts
5.4.....If Authorized by Written Notice to Proceed
5.5.....Authorization Letters and Contract Encumbrance
Attachment 5.1……..Authorization Letter to Begin Work
Attachment 5.2……..Authorization Letter to Begin Work - Fiscally Phased Contract
Attachment 5.3……..Notice to Proceed Letter for “If Authorized” Consultant Work
Attachment 5.4……..All Services Section for “If Authorized” Cover/Signature Page

Section 8-25 Contract Management

8-25-1 .....Progress Reports
1.1.....Design and Design Related Contracts
1.2.....Amendments to Contract
1.3.....Phased Contracts

1.4.....Progress Meetings
1.5.....Construction Engineering Contracts
Attachment 1.1……..Sample Monthly Progress Report
Attachment 1.2……..Checklist for Design Progress Meeting at 30% Completion
Attachment 1.3……..Example Construction Project Progress Report
Attachment 1.4……..Example Construction Project Progress Report
Attachment 1.5……..Example Construction Project Progress Report
8-25-5 .....Performance Evaluations
5.1.....Design and Related Services Evaluations
5.2.....Construction Evaluations
5.3.....Master Contracts/Work Orders
5.4.....Evaluation Submittal
5.5.....Appeal Procedure
8-25-10 .....Consultant Contract Payments
10.1…Consultant Preparation of Invoice
10.2…WisDOT Approval and Processing
10.3…Disputes
10.4…Payments of Three-Party Contracts
10.5…Invoicing for Charges in Approved Indirect Cost Rate - Actual Cost Plus Fixed Fee Contracts Only
10.6…Web Resources
Attachment 10.1……..Consultant Contract Invoice
Attachment 10.2……..Notice of Good Faith Dispute/Improper Invoice
Attachment 10.3……..Request to Adjust Indirect Cost Rates
Attachment 10.4……..Request to Adjust Indirect Cost Rates
Attachment 10.5……..Direct Labor Summary Expense
8-25-15 .....Contract Amendments
15.1…Overview
15.2…Approval of Amendments
15.3…Submittal to BSHP-CAU
15.4…Amendments to Work Orders
15.5…Web Resources
Attachment 15.1……..Sample Contract Amendment
8-25-20 .....Conflict Resolution Process
20.1…Introduction
20.2…When Should the Process Be Used
20.3…When Should the Matrix Be Filled Out
20.4…How Should the Matrix Be Filled Out
20.5…General Guidelines
20.6…Conflict Resolution Process
8-25-25 .....Process for Consultant Contract Claims and Disputes
25.1…General Policy
25.2…Early Notification to The Consultant
25.3…Claims Process
25.4…Hearing Procedures
25.5…Appeals
8-25-30 .....Audits
30.1…Indirect Cost (Overhead) Rate Audit
30.2…Pre-Award Review
30.3…Final Cost Audit
30.4…Confidentiality/Disclosure of Indirect Cost Rates
Attachment 20.1……..Conflict Resolution Matrix
Attachment 20.2……..Sample Conflict Resolution Matrix - Large Design Project
Attachment 20.3……..Sample Conflict Resolution Matrix - Small Design Project
Attachment 20.4……..Sample Conflict Resolution Matrix - Construction Project