



WISCONSIN DEPARTMENT OF TRANSPORTATION
 TRANSPORTATION DISTRICT 2
 141 N.W. Barstow Street
 P.O. Box 798
 Waukesha, WI 53187-0798



LETTER OF TRANSMITTAL

2A14 189

T-Concepts
 Attn: Do Nam
 275 Regency Ct., Suite 105
 Brookfield, WI 53005

Date	8-10-05
Project I.D.	1030-20-00 WO#1
Subject	North-South Freeway (IH-94)
	Kenosha S. County Line -
	Mitchell Interchange
	Various Co's, SE Region
	MC 0690-62-88

We are attaching:

- Change Order No.
- Contract
- Conveyance of Rights
- Not Approved Plans
- Preliminary Plans
- Final Plans
- Right of Way Plat
- Special Provisions
- Work Order No. 1

These are transmitted as checked below:

- For Your Use
- As Requested
- For Your Information
- For Your Review
- For Your Approval
- For Your Comment
- For Your Execution
- Return
- Revision

Remarks:

Authorization to proceed.



 Consultant Services Coordinator

cc: Shaw

CONTRACT/WORK ORDER SUBMITTAL CHECKLIST

Wisconsin Department of Transportation

PREREQUISITES FOR CONTRACT APPROVAL - Coordinate with Transportation District Planning & Operations Section prior to sending contracts to BFS-CAU.	
1. Project must be identified in the Consultant Budget and the contract amount must be within the approved dollar limits. 2. Completed Federal project Status Record Form FHWA-37 must be sent to Bureau of Financial Services (BFS). Bureau of State Highway Programs must obtain approval from FHWA prior to WisDOT's approval of any contract funded with federal dollars. 3. Electronic request for project authorization must be sent to and approved by BFS and the project authorized on the Financial Operating System (FOS) by BFS. For construction management contracts, project must be authorized on FOS prior to written authorization to consultant to start work.	
Today's Date: <u>8-10-05</u>	Date of Solicitation: N/A: Work Order on Previously-Selected Master Contr.
TO: BFS-Contract Administration Unit Room 851-Hill Farms State Office Building FROM: John Shaw Transportation Data & Analysis SE Region	Date Selection Approved:
	Date Negotiation Started: April 1, 2005
	Date Negotiation Concluded: June 2, 2005
	Date District Received Contract from Consultant: July 6, 2005
The consultant selection procedure was in accord with Chapter 8 of the Facilities Development Manual. The consultant's estimated hours of work and fee are reasonable. Therefore, I recommend this contract for your approval and execution.	
WisDOT Contact for Contract/Work Order: <u>John Shaw, SE Region, Planning Supr.</u> Name: <u>Randy Knoche</u> Title: <u>Contracts Manager</u> Phone: <u>608-266-1824</u> Initial:	
Consultant Contact for Contract/Work Order: Name: <u>Do Nam</u> Title: <u>Principal</u> Phone: <u>262-782-9990</u> Initial:	
Contract Work Type: <input type="checkbox"/> Archaeology <input type="checkbox"/> Drafting Services/CADDs <input type="checkbox"/> Mapping/Photogrammetry <input type="checkbox"/> Bridge Inspection <input type="checkbox"/> Hazardous Materials <input type="checkbox"/> Materials <input type="checkbox"/> Construction Engineering <input type="checkbox"/> Historical <input type="checkbox"/> Planning/Studies <input type="checkbox"/> Design Engineering <input type="checkbox"/> In-Plant Inspection <input type="checkbox"/> Surveying <input type="checkbox"/> 2 Party _____ <input type="checkbox"/> Intelligent Transportation Systems <input checked="" type="checkbox"/> Traffic Engineering <input type="checkbox"/> 3 Party Local Billed <input type="checkbox"/> Local Program Management <input type="checkbox"/> OTHER: _____ <input type="checkbox"/> 3 Party WisDOT Billed	
Contract Type: <input type="checkbox"/> Regular <input type="checkbox"/> Master Contract Other Masters in the Group also submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Group <input checked="" type="checkbox"/> Work Order Work Order Number 001	Object Code for Contract/Work Order: <input type="checkbox"/> 5500 - Management Consultant Payment <input checked="" type="checkbox"/> 5501 - Engineering Contractual Fees <input type="checkbox"/> 5503 - Other Improvement Contractual Fees <input type="checkbox"/> 5504 - Archaeological/Investigation Costs <input type="checkbox"/> 5506 - Real Estate Contractual Fees <input type="checkbox"/> 5580 - Hazardous Materials Remediation <input type="checkbox"/> 5586 - Hazardous Materials Investigation Phase 1-3 <input type="checkbox"/> OTHER: _____
Project ID(s) on Contract/Work Order: 1030-20-00 on Master Contract 0690-62-88	

Location and Description:

North-South Freeway; Kenosha South Co Ln-Mitchell Int; Kenosha, Racine, and Milwaukee Counties

Type of Contract Selection Process (not applicable for Work Orders):

Selection Type

- Sole Source
- Small Purchase Contracts
- State Trunk Highway Design
- Local Design
- Construction Engineering
- Full-Service Master Contracts
- Specialty Master Contracts
- Request for Proposal

Selection Process Procedure

- Procedure 8-5-5
- Procedure 8-5-10
- Procedure 8-5-15
- Procedure 8-5-20
- Procedure 8-5-25
- Procedure 8-5-30
- Procedure 8-5-35
- Procedure 8-5-40

List of Consultants Considered, in order of rank (if applicable):

DBE?

- | | |
|------------------|-------------------------------------|
| 1. T-Concepts | <input checked="" type="checkbox"/> |
| 2. Earth Tech | <input type="checkbox"/> |
| 3. Transpo Group | <input type="checkbox"/> |
| 4. CH2M Hill | <input type="checkbox"/> |
| 5. | <input type="checkbox"/> |

List of Firms used for Subconsultants (if applicable):

Amount of Subcontract

DBE?

- | | | |
|----|----|--------------------------|
| 1. | \$ | <input type="checkbox"/> |
| 2. | \$ | <input type="checkbox"/> |
| 3. | \$ | <input type="checkbox"/> |
| 4. | \$ | <input type="checkbox"/> |
| 5. | \$ | <input type="checkbox"/> |
| 6. | \$ | <input type="checkbox"/> |
| 7. | \$ | <input type="checkbox"/> |

Method of Payment:

- Lump Sum
- Lump Sum plus some Actual Cost
- Actual Cost plus Fixed Fee
- Specific Rate of Compensation
- Cost per Unit of Work

Indicate if this is a phased contract:

- Yes
- No

Required Documents for Contract/Work Order Submittal

Contracts less than \$3,000:

- Two copies of the contract, at least one with original signature of consultant and District/Bureau Director or Designee.

Contracts of \$3,000 or more:

- Three copies of the contract, at least one with original signature of consultant and a signature block for the WisDOT Contract Manager.
- For 3-party contracts, add an additional copy for each local unit of government involved.
- Completed DT25 Recommendation to Governor for Contract Approval. Coordinate with Transportation District Planning & Operations Section- project funding percentages must be correct and consistent with the information entered on the Financial Operating System. (See Procedure 8-4-1 for completion instructions)
- All **Required Supporting Documents** and applicable **Other Required Supporting Documents** listed below.

Work Orders less than \$50,000:

- Two copies of the work order, at least one with original signature of consultant and District/Bureau Director or designee.
- All **Required Supporting Documents** and applicable **Other Required Supporting Documents** listed below.

Work Orders of \$50,000 and more:

- Three copies of the work order, at least two with original signature of consultant and a signature block for the WisDOT Contract Manager.
- All **Required Supporting Documents** and applicable **Other Required Supporting Documents** listed below.

Required Supporting Documents for Contracts/Work Orders:

- **Summary of Staff Hours and Direct Labor Costs** (Proc. 8-10-1, Fig. 1; Fig. 4 for specific rate contracts)
- Summary of Lump Sum and/or Actual Cost contract work, if necessary
- Summary of "if authorized" work on contract, if necessary
- Consultant Contract Direct Labor Detail (Proc. 8-10-30, Fig. 1; Fig. 6 for specific rate contracts)
- **Fee Computation Summary by Engineering Task** (Proc. 8-10-30, Fig. 2; Fig. 7 for specific rate contracts)
- Summary of Lump Sum and/or Actual Cost contract work, if necessary
- Summary of "if authorized" work on contract, if necessary
- **Direct Expenses by Item** (Procedure 8-10-30, Figure 3)
- Consultant Total Fee Computation (Proc. 8-10-30, Figure 4; Fig. 8 for specific rate contracts)
- **Summary Scoping Checklist**-(Procedure 8-20-1, Figure 4 or 5)
- Subcontract Staff Hours Summaries and Contract Fee Computations (**first four items above**) for each sub-consultant on the contract.
- One copy of each subcontractor's original work proposal.

****One form required for each project on the contract.**

Other Required Supporting Documents:

- | | |
|---|--|
| State Design/Related Contracts
Sole Source Contracts
Small Purchase Contracts
Phased Contracts

Local Design Contracts
Master Contracts with no Group | <input type="checkbox"/> Consultant Selection Approval Form (Procedure 8-5-15, Figure 4)
<input type="checkbox"/> Request for Sole Source Provider (Procedure 8-5-5, Figure 1)
<input type="checkbox"/> Small Purchase Contract Selection Approval (Proc. 8-5-10, Figure 1)
<input type="checkbox"/> Schedule for Phased Contracts (Procedure 8-10-30, Figure 5)
<input type="checkbox"/> First four Required Supporting Documents for each phase
<input type="checkbox"/> Local Design Selection Checklist (Procedure 8-5-20, Figure 1)
<input type="checkbox"/> Letter of Justification |
|---|--|

VII. WORK ORDER FOR SPECIALTY MASTER CONTRACT

For: I.D. 1030-20-00
North – South Freeway (IH 94); Kenosha South Co Ln – Mitchell Int; Kenosha,
Racine, and Milwaukee Counties

DOT FOS OBJECT CODE 5501

CONSULTANT T-Concepts Corp.

MASTER CONTRACT PROJECT ID 0690-62-88

WORK ORDER NUMBER 001

The DEPARTMENT proposes a transportation improvement PROJECT described as follows:

Peer review of I-94 North-South freeway study; the development of O-D trip tables and calibration and validation of the I-94 Paramics model.

ALL SERVICES

The CONSULTANT services will be performed for the DEPARTMENT's Division of Districts, Southeast Region office located in Waukesha, WI and will be completed by/within October, 2005. Compensation for all services provided by the CONSULTANT under terms of the WORK ORDER shall be:

Specific rates as follows for hours in which the CONSULTANT's employees are directly engaged in performing the work or services required by this WORK ORDER (show rates and employee classification(s) to which they are applicable) plus the following non-labor direct costs will be reimbursed: Provide schedule of costs including description, unit measure and unit cost) Cost of \$ 152.26 per unit of work completed for up to 125 hrs and cost of \$ 55.83 per unit of work completed for up to 125 hrs.

Compensation in excess of the total WORK ORDER amount of \$ 26,011.25 shall not be allowed unless approved by a written WORK ORDER amendment. Compensation for costs incurred as a result of improper performance by the CONSULTANT will not be allowed.

The CONSULTANT whose representative is Do Nam, whose work address, e-mail address and telephone number are 275 Regency Court, Suite 105 Brookfield, WI 53045
E-Mail: do.nam@t-concepts.us Ph: (262) 782-9990.

The DEPARTMENT WORK ORDER (W.O.) representative is John Shaw, whose work address, e-mail address and telephone number are 141 NW Barstow Street Waukesha, WI 53187 E-Mail: john.shaw@dot.state.wi.us Ph: (262) 540-5951.

CONSULTANT CONTRACT DIRECT LABOR DETAIL

T-CONCEPTS

Simulation Master Contract - Work Order #1

Project ID: 0690-62-88

(a) NAME	(b) Classification	(c) Current Rate	(d) Pay Increase Percent	(e) Date of Increase	(g) % Work at Current Rate	(h) % Work at Increase Rate	(i) Weighted Average Hourly Rate	(j) Overhead Rate 134.97%	(k) Profit Rate 8%	(l) Actual Labor Related Rate	(m) Negotiated Labor Related Rate
[REDACTED]	Project Manager	\$60.00						✓ \$80.98	✓ \$11.28	\$152.26	\$152.26
[REDACTED]	Traffic Engineer	\$22.00						✓ \$29.69	✓ \$4.14	\$55.83	\$55.83

✓
✓

FEE COMPUTATION SUMMARY BY ENGINEERING TASK

T-CONCEPTS

Simulation Master Contract - Work Order #1

Project ID: 0690-62-88

Task	Activity Code	Direct Labor Costs	Direct Expenses	Total
1. Review O-D Matrices Development	313	\$9,643.20	\$0.00	\$9,643.20
2. Review Model Validation	313	\$16,368.05	\$0.00	\$16,368.05
TOTALS		\$26,011.25	\$0.00	\$26,011.25

CONSULTANT CONTRACT TOTAL FEE COMPUTATIONS

T-CONCEPTS

Simulation Master Contract - Work Order #1

Project ID: 0690-62-88

	Project I.D. 0690-62-88	Project I.D.	Project I.D.	TOTAL CONTRACT
Number of Staff Hours	250			250
Total Labor-Related Costs	\$26,011.25			\$26,011.25
Non-Labor Direct Charges	\$0.00			\$0.00
Contract Sub-Total	\$26,011.25			\$26,011.25
Subcontract 1				
Subcontract 2				
Subcontract Total	\$0.00			\$0.00
CONTRACT TOTAL	\$26,011.25			\$26,011.25