



## LOCAL DESIGN SELECTION APPROVAL CHECKLIST

Wisconsin Department of Transportation  
DT1515 10/2014

State Project ID 8357-01-02	Highway/Street Little Sand Bay Road	Estimated Contract Cost 80000
Description of Work Town Road reconditioning design 2.6 miles of Little Sand Bay Road including preliminary engineering, environmental document, final reports and design, plat if required, and PSE.		

Municipality Contact	Name Paul Tribovich	
Title Town of Russell - Chairman	(Area Code) Telephone Number 715 779-5338	Email Address townofrussell@centurytel.net

### Municipality Selection Committee (List at least 3 voting members in the selection process, including the chairperson)

Name	Title	(Area Code) Telephone Number
1 Paul Tribovich	Town Board Chairman	715 209-4809
2 Mark Bugher	Town Board Supervisor	715 779-5591
3 Larry Meierotto	Town Board Supervisor	715 779-3257
4 Don Sullivan	Town Board Supervisor	715 779-5437
5 Mark Wendling	Town Roads Committee Member	715 779-5599

Detailed estimate of hours and costs for the project was developed by <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> Central Office Office <input type="checkbox"/> WisDOT Region	Solicitation of Interest was published by: (check all that apply) <input type="checkbox"/> Notifying entire WisDOT Eligible Roster of Consultants <input type="checkbox"/> Using WisDOT Internet site for design solicitation <input checked="" type="checkbox"/> Local Internet site <input type="checkbox"/> Justified Sole Source <input type="checkbox"/> Newspaper Advertisement <input type="checkbox"/> Small Purchase Procedure (see FDM 8-5-10) <input checked="" type="checkbox"/> Notifying entire municipally maintained roster of interested and qualified firms (minimum of 10). Solicitation method must be documented in the project file. Number of firms contacted: <b>10</b>
Were objective criteria developed and used in short-listing the preferred consultants? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Did the selection committee conduct interviews with the potential consultants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes, how many firms were interviewed?	
A copy of the objective criteria can be found at the following location <input type="checkbox"/> Central Office Office <input type="checkbox"/> WisDOT Region Region project file <input checked="" type="checkbox"/> Municipality Project File	Final short list of consulting firms in order of rank in the project: 1 <b>Westbrook Associated Engineers Inc.</b> 2 <b>Northern Wisconsin Based Engineers Inc.</b> 3 <b>Cooper Engineering</b> 4 <b>S.E.H. Inc.</b> 5 <b>Coleman Engineering</b>
DOT Estimate Attached <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Approval for selecting the following preferred consultant is requested: Westbrook Associated Engineers Inc.		
Municipality Town of Russell	Prepared By (name and title) Paul Tribovich - Town Board Chairman	Date (choose) 8/21/2015

<b>WisDOT Use Only</b>		<i>* CARS Required Values</i>	
*Contract Phase	Design	Date of Request	8/24/2015
*Status	Selection	*Contract Function	Design Services
*Project Limits	Old County Highway K - Termini	*Program Code	2061
		*Federal Funding %	71 %
		*ARRA	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
*County	Bayfield	*DBE % Goal	0.000%
*Region/Bureau	NW	*DBE Waiver	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Selection for Design by Local Government Contract Approved by Contracts \$50,000 or more – Statewide Consultant Engineer / Contracts under \$50,000 – Region		See FDM 8-5-20.5	Assigned Fixed Fee <b>7.25%</b>
Approval Signature (Brush Script font)	Nathan R Czech Chief Statewide Consultant Engineer		Date (choose) Date <b>8/25/15</b>

For Statewide Consultant Engineer's Approval, send form to [DOTConsultantServicesApproval@dot.wi.gov](mailto:DOTConsultantServicesApproval@dot.wi.gov)