**LOCAL DESIGN SELECTION APPROVAL CHECKLIST**

Wisconsin Department of Transportation

DT1515 10/2014

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| 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. | | |

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| **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)*

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| **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** |

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| Detailed estimate of hours and costs for the project was developed by | Solicitation of Interest was published by: *(check all that apply)* |
| Municipality  Central Office Office  WisDOT Region | Notifying entire WisDOT Eligible Roster of Consultants  Using WisDOT Internet site for design solicitation  Local Internet site  Justified Sole Source  Newspaper Advertisement  Small Purchase Procedure (see [FDM 8-5-10](http://roadwaystandards.dot.wi.gov/standards/fdm/))  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: **10** |
| Were objective criteria developed and used in short-listing the preferred consultants?  Yes  No |
| Did the selection committee conduct interviews with the potential consultants?  Yes  No  If Yes, how many firms were interviewed? |
| A copy of the objective criteria can be found at the following location  Central Office Office  WisDOT Region Region project file  Municipality Project File | Final short list of consulting firms in order of rank in the project:  1**Westbrook Associated Engineers Inc.**  2**Northern Wisconsin Based Engineers Inc.**  3**Cooper Engineering**  4**S.E.H. Inc.**  5**Coleman Engineering** |
| DOT Estimate Attached  Yes  No |

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| **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 |

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| **WisDOT Use Only**  *\* CARS Required Values* | | | | | |
| **\*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** | Yes  No | |
| **\*County** | Bayfield | | **\*DBE % Goal** | 0.000% | |
| **\*Region/Bureau** | NW | | **\*DBE Waiver** | Yes  No | |
| **Selection for Design by Local Government Contract Approved by** See [FDM 8-5-20.5](http://roadwaystandards.dot.wi.gov/standards/fdm/)  Contracts $50,000 or more – Statewide Consultant Engineer **/** Contracts under $50,000 – Region | | | | | **Assigned Fixed Fee**  **%** |
| **Approval Signature**  *(Brush Script font)* | |  | | | Date *(choose)*  Date |

For Statewide Consultant Engineer’s Approval, send form to [DOTConsultantServicesApproval@dot.wi.gov](mailto:DOTConsultantServicesApproval@dot.wi.gov?subject=DT1515%20Local%20Design%20Selection%20Approval)