**LOCAL DESIGN SELECTION APPROVAL CHECKLIST**

Wisconsin Department of Transportation

DT1515 10/2014

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| State Project ID8357-01-02 | Highway/StreetLittle Sand Bay Road | Estimated Contract Cost80000 |
| Description of WorkTown 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)* |
| [x]  Municipality[ ]  Central Office Office[ ]  WisDOT Region | [ ]  Notifying entire WisDOT Eligible Roster of Consultants[ ]  Using WisDOT Internet site for design solicitation[x]  Local Internet site[ ]  Justified Sole Source[ ]  Newspaper Advertisement[ ]  Small Purchase Procedure (see [FDM 8-5-10](http://roadwaystandards.dot.wi.gov/standards/fdm/))[x]  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?[x]  Yes [ ]  No  |
| Did the selection committee conduct interviews with the potential consultants? [ ]  Yes [x]  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[x]  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 [x]  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 [x]  No |
| **\*County** | Bayfield | **\*DBE % Goal** | 0.000% |
| **\*Region/Bureau** | NW | **\*DBE Waiver** | [ ]  Yes [x]  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