

## Contract Review at 1<sup>st</sup> Payment Estimate Submittal

Items to review on a contract prior to or at 1<sup>st</sup> payment estimate submittal. **Note:** This checklist should not be used for payment estimates with conditional start notices or for stockpile only payment estimates.

### Contract Administration

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractSetup/ContractSetup.htm>

- General tab – Confirm the correct project staff are listed and the contract location (route, county) is correct.
- Additional Info tab – Confirm the Prime Contractor, Contract Materials, WisDOT Project Materials, and Traffic Control Company contact information appear plus the field office location has been entered.
  - REQUIREMENT: If there is no field office for this contract (project), enter "No field office on this project" in either the Field Office Directions OR Field Office Street Address field.
- Contract Authority – Make sure the contract has the Project Engineer(s), Project Manager, Supervisor, Chief, Compliance Specialists, Utility Coordinator and Contractor(s) listed.
  - DO NOT GRANT ANY SUBCONTRACTORS access to the contract.
- Site Times – Site 00 is ACTIVE and a Time Charges Start Date has been entered, if applicable.

### Subcontractors

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractSetup/Subs.htm>

- 1<sup>st</sup> Tier subcontractors are added to the contract based on the Request to Sublet forms.
- Items are entered based on the Request to Sublet forms.
- There are values for Total Towards Maximum Subcontract Percent (non-specialty) and Total Towards Maximum Subcontract Amount (non-specialty).
- Total Towards Maximum Subcontract Percent (non-specialty items) does not exceed 70%.

### Contract Progress

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractProgress/ContractProgress.htm>

- Daily Work Report(s) exist
- Diaries exist – Project Engineers comments, DWR(s) attached to the diary are approved, controlling operation and reason for any delays noted OR for Working Day contracts time is charged and comments entered.
- Payment Estimate –
  - Required Notes are entered for timeframe work took place or FY for payment.
  - Review Payment Estimate Exceptions.

### Contract Status Dates Agency View – Review all Construction Start Dates Agency Views

<https://awpkb.dot.wi.gov/Content/constr/LETContract/ContractSetup/ConstrStartDates.htm>

<https://awpkb.dot.wi.gov/Content/constr/LETContract/AgencyViews/StatusDates.htm>

- Request to Sublet Approved and Request to Sublet to Contractor (entered by the Compliance Specialist)
- ECIP Approved, if applicable
- Preconstruction Conference
- Conditional Start Notice, if applicable and entered by the Contract Specialist
- Notice to Proceed (entered by the Contract Specialist)
- Time Charges Start
- Construction Start (Work Began)

**REMINDER:** Remember to “Refresh” the Contract Status Dates agency view to import dates entered elsewhere.

1. Contract Administration Summary component, open the Components Action Menu | Views | Contract Status Dates.
2. From the Select Refresh to Reload Contract Dates drop down, select Refresh.
3. Wait for the <Save> button to activate. Click <Save>.