|  |  |
| --- | --- |
| **Check List Of Materials For On-Call Task Letters (less than $100,000)** | |
| **Project Number:** |  |
| **Project Title:** |  |
| **On-Call Contract No.**: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Items** | | | | | **Comment** | | | |
|  | **Task Letter** (Draft Copy)**:** | | | | |  | | | |
|  | **Consultant’s Proposal:** | | | | |  | | | |
|  | **Original Task Letter** (If this is an extension)**:** | | | | |  | | | |
|  | **Selection of Consultant (Form 1135):** | | | | |  | | | |
|  | **Funding approved and in place:** | | | | |  | | | |
|  | **Form 1105** (if available or letter of request from agency)**:** | | | | |  | | | |
|  | | | | | | | | | |
| **PM: Follow these steps for processing and approval of your Task Letter:** | | | | | | | | | |
|  | | |  | |  | |  |  |  |
| **Step 1** | | | **Prepared By:** | |  | |  |  |  |
|  | | |  | | *(PM Name)* | |  |  | *(Date)* |
|  | | |  | |  | |  |  |  |
| **Step 2** | | | **Reviewed By:** | |  | |  |  |  |
|  | | |  | | *(ADPM for Project Name)* | |  |  | *(Date)* |
|  | | |  | |  | |  |  |  |
| **Step 3** | | | **Approved By:** | |  | |  |  |  |
|  | | |  | | *(Agency Legal Director)* | |  |  | *(Date)* |
|  | | | | | | | | | |
| **Notes:** | | | | | | | | | |
| **1.** | | Policy Statement No. 4: Task Letters over $100k must be submitted to legal and SPRB; | | | | | | | |
| **2.** | | Log of action to be found in “G” drive / DPWPublic /Task Letter Tracking Log; | | | | | | | |
| **3.** | | All work to be transmitted electronically; | | | | | | | |
| **4.** | | Task Letters must address the following items: | | | | | | | |
|  | | **4.1** | | Total A/E fee and fee breakdown (payments) | | | | | |
|  | | **4.2** | | Deliverables | | | | | |
|  | | **4.3** | | Time duration for deliverables | | | | | |
|  | | **4.4** | | Estimated cost of Construction | | | | | |
|  | | **4.5** | | Listing of sub-consultants if any being used | | | | | |