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| --- |
| **Checklist Of Materials For On-Call Task Letters (less than $100,000)** |
| **Project Number:** | Click or tap here to enter text. |
| **Project Title:** | Click or tap here to enter text. |
| **On-Call Contract No.**: | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| [x]  | **Items** | **Comment** |
|[ ]  **Task Letter** (Draft Copy)**:** | Click or tap here to enter text. |
|[ ]  **Consultant’s Proposal:** | Click or tap here to enter text. |
|[ ]  **Original Task Letter** (If this is an extension)**:** | Click or tap here to enter text. |
|[ ]  **Selection of Consultant (Form 1135):** | Click or tap here to enter text. |
|[ ]  **Funding approved and in place:** | Click or tap here to enter text. |
|[ ]  **Form 1105** (if available or letter of request from agency)**:** | Click or tap here to enter text. |
|  |
| **PM: Follow these steps for processing and approval of your Task Letter:** |
|  |  |  |  |  |  |
| **Step 1** | **Prepared By:** | Click or tap here to enter text. |  |  | Click or tap here to enter text. |
|  |  | *(PM Name)* |  |  | *(Date)* |
|  |  |  |  |  |  |
| **Step 2** | **Reviewed By:** | Click or tap here to enter text. |  |  | Click or tap here to enter text. |
|  |  | *(ADPM for Project Name)* |  |  | *(Date)* |
|  |  |  |  |  |  |
| **Step 3** | **Approved By:** | Click or tap here to enter text. |  |  | Click or tap here to enter text. |
|  |  | *(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 |