

**Information to be included in all Legislation authorizing  
Entering into Contracts:**

The names of all companies bidding or submitting an RFP or RFSQ  
**See attached file “RFSQ summary of submittal.xls”**

The location by City and State of all companies bidding or submitting an RFP or RFSQ  
**See attached file “RFSQ summary of submittal.xls”**

The status, Majority, MBE or FBE, of all companies bidding or submitting an RFP or RFSQ  
**See attached file “MBE-FBE Participation SE.xls”**

A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.

**See attached file “Scope of Services (RFP)”. As noted in body of legislation, only Tier I detailed design and Tier II preliminary design services are included in this phase of the contract. It is the DOW’s intent to modify this contract for Construction Administration services for Tier I & II, and for detailed design services for Tier II, when the costs and scope of services can be better defined.**

A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

**Anticipate advertising Tier I project for bid nine months after executing this contract. Also anticipate request to modify this contract for Construction Administration services in nine months after executing this contract. No timeline established for bidding Tier II construction work.**

An estimate of the full estimated cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

**Tier II detailed design estimated as \$1,000,000, Tier III preliminary and detailed design estimated at \$1,000,000. Tier I & II Construction Administration services cannot be determined until the scope of construction is determined.**

**Information to be included in all Legislation Modifying Contracts:**

The names of all companies bidding or submitting an RFP or RFSQ for the original contract.

The location by City and State of all companies bidding or submitting an RFP or RFSQ for the original contract.

The status, Majority, MBE, FBE, of all companies bidding or submitting an RFP or RFSQ for the original contract.

The name and location of the firm awarded the original contract and the Contract Number.

A description of work performed to date as part of the contract and a full description of work to be performed during any future phasing of the contract.

An updated contract timeline to contract completion.

A description of any and all modifications to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately)

A full description of the work to be performed as part of the proposed contract modification. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

If the contract modification was not anticipated and explained in the original contract legislation a full explanation as to the reasons the work could not have been anticipated is required. (Changed or field conditions is not sufficient explanation. Describe in full the changed conditions that require modification of the contract scope and amount.)

An explanation of why the work to be performed as part of the contract modification cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation)

A cost summary to include the original contract amount, the cost of each modification to date (List each modification separately), the cost of the modification being requested in the legislation, the estimated cost of any future known modifications and a total estimate of the contract cost.

Note: The Contract should be considered to include any and all work that is anticipated to be awarded to the company awarded the original contract throughout the contract/project timeline. This includes the original contract and any and all future anticipated modifications to the contract to complete the contract/project.

4/28/05