DATE: September 16, 2016

SOLICITATION CHECKLIST
CONSULTANT ADMINISTRATION SECTION (CAS)

PROJECT NUMBER: HEN-4-083(138)253

PROJECT CONTROL NUMBER: 21684

PROJECT DESCRIPTION & LIMITS: US 83, INT E JCT 5-6 MI S OF WESTHOPE, TYPE OF IMPROVEMENT: NEW CONSTRUCTION

DIVISION REPRESENTATIVE: Jen Einrem **PHONE:** 701-328-1217

	Consultant	NDDOT	N/A
Any supporting documentation to CAS	☐	☒	☐
Phase I			
Environmental Document	☒	☐	☐
Survey	☒	☐	☐
Cultural Resources/Archaeological	☒	☐	☐
Wetland Delineation	☒	☐	☐
Bridge Preliminary Concept	☐	☐	☒
Materials and Research	☐	☒	☐
Borrow	☐	☐	☒
Hydraulic Report	☒	☐	☐
Traffic Operations	☒	☒	☐
Consultant to prepare a memorandum with a brief synopsis of the previous traffic operations recommendations.			
Safety Review	☐	☐	☒

This document needs to be signed if there are two Divisions with major portions of the project and one wants the work to go to a consultant and the other wants to keep the project.

Approval: _____ _____

Office of Project Development Director Date

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	Consultant	NDDOT	N/A
Phase II (complete after Environmental Document is finalized)			
Roadway Design	☒	☐	☐
Right of Way			
Title Information	☒	☐	☐
Plats	☒	☐	☐
Appraisals	☒	☐	☐
Acquisition	☒	☐	☐
Relocation	☒	☐	☐
Borrow	☒	☐	☐
Environmental			
Mitigation	☒	☐	☐
Permit Application(s)	☒	☐	☐
Bridge Design	☐	☐	☒
Materials and Research	☐	☒	☐
Roadway Hydraulics (Design or Bridge)	☒	☐	☐
Bridge Hydraulics	☐	☐	☒

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Office of Project Development Director Date