Roles And Responsibilities

Local Transportation Funding Symposium

April 4, 2017

Roles And Responsibilities

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Roles And Responsibilities

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Roles And Responsibilities

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Roles And Responsibilities

http://www.dot.state.wi.us/localgov/highways/docs/local-program-guide.pdf

Wisconsin Department of Transportation (WisDOT)

WisDOT administers the Local Program for the Federal Highway Administration (FHWA), and as a result, serves as the single point of contact for communication with FHWA. WisDOT coordinates with and oversees the MC. WisDOT's regional representative is the Local Program Project Manager (LPPM), who is the liaison for all WisDOT internal communications.

Responsibilities include to:

- Provide design approvals
- Verify scope, schedule and budget
- Approve project scope and funding modifications

U.S. Department of Transportation
Federal Highway Administration

Federal Highway Administration (FHWA)

FHWA provides funding for the local program. FHWA maintains certain approval responsibilities and has delegated certain responsibilities to WisDOT through their Federal Aid Oversight Agreement. FHWA provides oversight of WisDOT's administration of the local program. For further information, see Federal-aid Essentials for Local Public Agencies at www.fhwa.dot.gov/federal-aidessentials

For additional information and Department contacts on Programs for Local Government, please go to the Department's website: www.dot.wisconsin.gov/localgov/

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WISCONSIN DEPARTMENT OF TRANSPORTATION

LOCAL PROGRAM GUIDE

Design Responsibilities

Where do I fit in?

The success of the Local Program hinges on the active collaboration between each participant in the program. This guide provides a quick reference as to what each party's role is to make it successful.

Roles And Responsibilities

Local Program Goals

- Deliver Projects per WisDOT & FHWA Expectations
  - Program Approvals/Authorization
  - Program Delivery per WisDOT/FHWA Requirements
  - Complete and Proper Documentation
- Deliver Projects On Time
  - Achieve Project Milestones
  - Process PS&Es On Time (Change Management)
  - Timely Construction & Closeout
  - Minimize Schedule and Cost Changes
- Deliver Projects On Budget
  - Properly Scope & Budget Delivery Costs
  - Deliver Projects within Region Measures/Goals

Deliver quality projects that are constructible & cost effective
Provide effective communication & coordination

Roles And Responsibilities

FHWA

- FHWA administers funding appropriated by federal legislation
  - FHWA/WisDOT Oversight Agreement (FDM 5-2 Exhibit 1.1)
    - http://roadwaystandards.dot.wi.gov/standards/fdm/05-02-001e001.pdf
  - Program Authorization
  - Program and Project Audits
  - Involved in NHS & Enhanced NHS Projects

WisDOT

- WisDOT SE Region Planning

"In partnership with FHWA, local governments, and other groups, WisDOT administers a variety of state and federal programs to complete projects that enhance our comprehensive transportation network"

  - Programming – Bob Schmidt
    - Applications
    - State Municipal Agreements (SMA)
    - Overall funding management

Roles And Responsibilities

WisDOT

- SE Region Local Program - Project Delivery
  - Kathy Kramer & Joan Bonack – Local Program Project Managers
    - ***Responsible Charge of Local Program Projects***
  - Oversight of design & construction projects
  - Oversight of Management Consultant (MC - DAAR)
  - Ensure conformity with WisDOT & FHWA requirements
    - Coordination between Agencies (FHWA, DNR, COE, etc…)
    - Maintain consistency for Programs and Projects
    - Assist Local Public Agencies (LPA) deliver successful transportation projects
    - Serve as liaison between Region Units & Central Office Bureaus

- WisDOT SE Region Resources
  - As needed, various SE Region & C.O. personnel are involved in the Local Program to assist in project delivery
    - Real Estate, Environmental, Traffic Operations, Utilities, Railroad, Bureau of Structures, Bicycle & Pedestrian, Labor Compliance, Bureau of Construction, etc…

Roles And Responsibilities

Local Sponsor/Local Public Agency (LPA)

- Primary responsibility of LP Projects during Design
  - Monitor & Report project schedule and budget
    - Communicate with MC
  - Select design consultants as per FDM Chapter 8
    - QBS - Federal funds in design (3-Party Design Contract)
  - Ensure project compliance with FDM and other Manuals
  - Ensure design plan accuracy and quality
  - Responsible for Public Involvement
  - Approve Utility Work Plans & Agreements
  - Ensure project delivery as per FDM 19-1-1.4 “Timing”
    - PS&Es in LP must be received in the Region 4 weeks prior to PS&E due date
  - Communicate and coordinate with MC and WisDOT SE Region
  - Track and report on utility relocations prior to LET

Roles And Responsibilities

Local Sponsor/Local Public Agency (LPA)

- Coordinate during Construction (WisDOT administers construction)
  - Responsible for Public Involvement
  - Communicate and coordinate with construction engineer, MC, and WisDOT
  - Participate in construction progress meetings
  - Coordinate and concur with Contract Modifications
  - Coordinate utility issues
  - Final walkthrough & acceptance
- Sponsor is responsible for utility conflict remedy during construction
  - State Municipality Agreement (SMA) terms and condition
  - Coordinate with Construction Engineer & MC to minimize delays

Roles And Responsibilities

Management Consultant

- Management Consultant (MC) is retained by & represents WisDOT from a project delivery standpoint
  - MC, as per WisDOT direction, facilitates and assists Local Sponsors and other stakeholders to complete projects
- General Administrative Services
  - General Program Assistance to WisDOT
  - Report on Project Scheduling and Budget
  - Recommend and participate in WisDOT LP Improvement Initiatives
  - Assist in Programming efforts as directed by WisDOT
  - Meet with WisDOT, Sponsors, Agencies, etc…for general LP issues
  - Address FHWA, WisDOT, and stakeholder requests
  - Participate in LP Training
  - Participate in FHWA and WisDOT Inactive Projects/Contracts effort

Roles And Responsibilities

Management Consultant

- Project Delivery (Design)
  - Monitor & Report on delivery of LP projects
  - Meet with WisDOT, Sponsors, Agencies, Designers, Consultants etc…
  - Provide oversight & guidance
    - As per WisDOT/FHWA expectations
    - As per MC Contract
  - Ensure projects meet WisDOT/WDNR Cooperative Agreement
  - Ensure projects comply with FDM, Sponsor's Guide, etc…
  - Ensure compliance with FDM 19-1-1
  - Participate and assist in consultant selections and contract negotiations
  - Participate and assist in Post PS&E and Pre-Contract (LET) Administration
  - MC is NOT responsible for quality control of work performed by designers

Roles And Responsibilities

Management Consultant

- Project Delivery (LET Construction)
  - Assist WisDOT in delivering effective projects
  - Meet with WisDOT, Sponsors, Agencies, Designers, Contractor, etc…
  - Ensure projects generally conform with Contract requirements
  - Ensure projects meet WisDOT/WDNR Cooperative Agreement
  - ECIP Review and Approval
  - Assist in utility conflict resolution
  - Coordinate and assist in plan changes
  - Process Contract Modifications
  - Review and approve Contractor pay estimates
  - Participate in Final Walkthrough
  - Materials, Finals, Closeout Process

Roles And Responsibilities

Designer/Consultant

- During Design Phase
  - Perform activities as per Contract
  - Ensure compliance with FDM, Sponsors Guide, etc…
  - Report Project Progress, schedule, and costs to MC
  - Timely requests for Contract Amendments
  - Ensure project delivery as per WisDOT/LPA expectations
  - Communicate and coordinate with LPA, MC and Region
- Post PS&E
  - Track and report on utility relocations prior to LET
  - Coordinate with MC regarding necessary Addenda
  - Attend Precon
  - Coordinate and cooperate with construction staff regarding design RFIs
  - Provide plan updates as necessary

Roles And Responsibilities

Construction Engineer/Consultant

- Pre-Contract (LET) Administration
  - Perform activities as per Contract
  - Provide information regarding plan needs prior to LET
    - Coordinate necessary Addenda
  - Communicate and coordinate with LPA, MC and Region

- During Construction
  - Attend Precon
  - Coordinate with MC, LPA and Region as directed track and report on utility relocations and issues
  - Coordinate with MC and designer regarding necessary RFIs
  - Develop and coordinate Contract Modifications
  - Timely delivery of Finals/Closeout

Roles And Responsibilities

Keys to Successful Program & Project Delivery

- All parties must effectively work together regarding:
  - Design Project Scope, realistic schedule, and budget
    - Project Application through PS&E
  - Sponsor and MC scope as a team (and negotiate for 3-Party Design Contracts)
  - Properly identifying & addressing agency and stakeholder needs
  - Communicate and coordinate during construction
  - Review and Monitor project as a team throughout project development
    - Inception through construction

Question/Answer Period

Thank You For Listening

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