

Local Public Agency (LPA)

The LPA is the project sponsor responsible for identifying and submitting projects eligible for federal funding. The LPA contributes the local cost share in the project, and as a result, needs to **“own”** the project and **is ultimately responsible for the design of the project**. The LPA needs to be actively and continually involved with the scoping, design, delivery, and construction of the project. If the sponsor is not familiar with the policies associated with the local program, the Wisconsin Department of Transportation’s (WisDOT) facilities development process and the Sponsor’s Guide, then the sponsor needs to contract with a qualified designer familiar with the aforementioned. The LPA is responsible for several action items as the project develops that can aid/derail the project delivery. Responsibilities include to:

- Provide initial project scope as owner of project
- Ensure Qualification Based Selection for federally funded design contracts
- Oversee public involvement and outreach
- Be responsible for Non-Traditional Projects (i.e. Locally Let Projects)
- Manage project schedules, communicate with Designer and Management Consultant (MC)
- Be responsible for real estate acquisition (See *LPA Manual for Right-Of-Way Acquisition*)
- Be responsible for all utility involvement as the utility permitting authority, (See *WisDOT Utility Coordination Guide* and *Facilities Development Manual*)

Management Consultant (MC)

The Wisconsin Department of Transportation contracts with the MC to assist in the delivery of Local Program projects. The MC has a dual role of enforcing state and federal requirements, as well as assisting LPAs and their designers with project development. Responsibilities include to:

- Verify scope, schedule and budget
- Provide assistance and guidance to the LPA as directed by WisDOT
- Review plans to ensure information is sufficient to be bid
- Conduct reviews and processing of documents received from the LPA according to the established schedule
- Review real estate documentation for LPA acquisition
- Process invoices, contracts, designer evaluations, facilitating project closeout, and conflict resolution
- Be responsible for timely review & approvals of invoices and requests for reimbursement on non-traditional projects
- Provide training to local stakeholders as directed by WisDOT



Designer

The designer is either a member of a consulting firm under contract with the LPA, or an employee of the LPA. The designer serves as the primary liaison between the LPA and the MC/WisDOT for design criteria clarification. The designer needs to be knowledgeable in the local program policies and procedures.



Responsibilities include to:

- Provide quality design documents and plans that comply with WisDOT & FHWA standards.
- Communicate with the LPA and MC regarding scope, schedule and budget throughout the design process.
- Manage scope and schedule changes
- Be responsible for design Quality Assurance/Quality Control of the plans
- Deliver plans and design documents to the appropriate standard of care for the industry



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



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

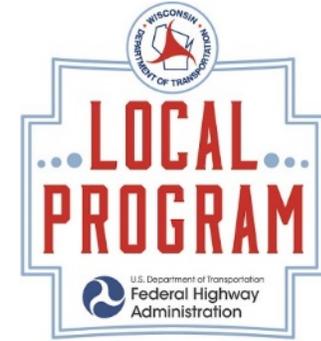


For additional information on Department Programs for Local Government:

Please go to the Department's website:

[Local Program Assistance](#)

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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.

