**BTS-RE (Central Office) ROUTING GUIDE**

Updated 04/30/18

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| **ACQUISITION/CONDEMNATION** | Staff contact(s) | Note: Documents listed are copies only, unless otherwise noted. |
| **Access management** | Mike Roach |  |
| **Acquisition - statewide oversight** | Erin Kube |  |
| **Additional parcel cost** | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedPayment Request w/reason for additional costNote: Regional management approval needed |
| **Administrative revision** | Becky Sorensen | Payment RequestPurchase Agreement or Executed DeedSigned Administrative RevisionNote: Regional management approval needed |
| **Advanced acquisition** - hardship or protective | Erin Kube | Documentation as per REPMEstimate of total relocation and acquisition costsScheduled date of project acquisition |
| **Appraisal** | Pam AndersonMaria (Izzy) KruegerRandy SchwarzTodd Wojciuk | Statewide appraiser |
| **Award** | Becky Sorensen | Award, originalClosing StatementDisposition of RE TaxesPayment RequestProperty Inventory ReportNote: Regional management approval needed |
| **Certification** - R/W acquisition | Patti Cronin (LTE) | Certificate of Right of Way |
| **Conveyance** - with mutual benefits | Mark Krause | Justification of mutual benefit if involving property or rights controlled by property management |
| **Conveyance** - without mutual benefits | Regional mgmt approved | Original signed DonationProposed DeedNote: Regional management approval needed |
| **Driveway access requests** | Mike Roach |  |
| **Estimate fees (acquisition)** - incidental cost | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedSupporting documentation |
| **FHWA** | Joel Batha | Local FHWA contact |
| **Freeway/expressway designation)** | Mike Roach | Wis. Stat. 84.295 |
| **HAMS (Highway Access Management System)** | Drew KottkeMike Roach |  |
| **Incidental costs/payments** - all | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedSupporting documentation |
| **LPA reimbursement** | Becky Sorensen | AgreementCancelled checksDeedsPaid vouchersRelocation claimsRelocation computationsRight of Way Detailed Statement of ExpendituresSupporting documentation (offering price forms, contracts, administrative revision forms, etc.) |
| **Nominal payments** | Becky Sorensen | Payment RequestProposed or executed DeedWaiver of Appraisal, signedNote: Regional management approval needed |
| **Outdoor advertising** - acquisition | Todd Wojciuk |  |
| **Outdoor advertising** - relocation | Kassandra Walbrun |  |
| **Payment requests** | Becky Sorensen | Allocation from appraisalClosing StatementDeed/Purchase AgreementDisposition of RE TaxesPayment RequestProperty Inventory ReportSupporting documents |
| **Railroads** | Edward Singer |  |
| **Relocation orders and R/W plats** | Becky Sorensen | Approved R/W PlatApproved Relocation Order (original to TIPS coordinator)Letters to county clerks and commissionersProject Cost AllocationNote: Regional management approval needed |
| **Subdivision review** | Mike Roach | Admin. Rule Trans 233, Wis. Stat. 236 |
| **TLE/PLE** - payment | Becky Sorensen | Easement, signedPayment Request |
| **TUMS (Transportation Utility Mgmt System)** | Lynn Fiore (c) |  |
| **Utilities** | Mike BaumannConnie BrunsMichelle LedzianAbby Schmidt |  |
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| **APPRAISAL/OFFERING PRICES**Note: Non-detailed appraisal reviews, offering prices and revised offers to be approved by region’s designated appraisal reviewer, see current [regional reviewers](file://dotnetdocsp/docs/dtsd/technical/realestate/techdir/approved-regional-reviewers.docx) (available on the internal dotnet only). All supporting documentation must be complete and uploaded into READS w/paper copies also maintained in regional files. |
| **Offering price** | Robert BallwegJacob De CleeneDiane KaufmanJim MakuskiKip PelegrinTim PopeGreg Thompson | Appraisal ReportOffering Price ReportSubmittal LetterNote: Fee consultants cannot approve offering price |
| **Owner appraisal payment** | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedPayment Request w/recommendation on fee and price consideration |
| **Standard revised offer > $10,000 over original offering price** | Robert BallwegJacob De CleeneDiane KaufmanJim MakuskiKip PelegrinTim PopeGreg Thompson | New plat sheet, if neededJustificationRevised Offering PriceSubmittal Letter |
| **CONTRACTING** | **Staff contact(s)** | **Note: Documents listed are copies only, unless otherwise noted**  |
| **Contract closing** | Becky Sorensen | Email to close |
| **Contract payments** | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involved |
| **Contract vendors** - non-project related | Regional purchasing | Original invoice (see TIPS coordinator) |
| **Contracts - statewide oversight** (RE master contracts) | Tanace MatthiesenSherry Miner | Copy Tanace as an FYI on approved Master Contract/Work OrdersRE’s [all-inclusive master contracts list](file://dotnetdocsp/docs/dtsd/technical/realestate/contracts/re-all-master-contract-list.xls) (available on the internal dotnet only) maintained by Sherry Miner |
| **Title services** (Chap.16 low bid) | Regional purchasing(primary)Becky Sorensen | Original invoice indicating satisfactory service/product receivedPartial payments should be rated.Questions on [approved title search companies](file://dotnetdocsp/docs/dtsd/technical/realestate/contracts/approved-title-companies.xls) (available on the internal dotnet only) go to Becky Sorensen |
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| **LITIGATION** | **Staff contact(s)** | **Note: Documents listed are copies only, unless otherwise noted**  |
| **Circuit court payments** | Becky Sorensen | Approved invoice or Order for PaymentLitigation ReportPayment Request |
| **County condemnation committee payments** | Becky Sorensen | Approved invoice or Order for PaymentCourt approved Commissioner FeesLitigation ReportPayment Request |
| **Court reporter fees** | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedPayment Request |
| **Driveway access appeals** | Mike Roach |  |
| **Litigation - statewide oversight** | Erin Kube | Note: Each regional office has a local RE litigation coordinator |
| **Litigation payments** | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedPayment Request |
| **Pre-trial settlements** (regional mgmt approved) | Becky Sorensen | Litigation ReportPayment Request approved by regional litigation coordinator |
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| **PROPERTY MANAGEMENT** | **Staff contact(s)** | **Note: Documents listed are copies only, unless otherwise noted**  |
| **Advertising** (property sales) - incidental cost | Becky Sorensen | Ad copyInvoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedPayment Request |
| **Performance deposits** (return of) | Becky Sorensen | Closing StatementPayment RequestReceipt transmittalVerification that action is completed |
| **Property management - statewide oversight** | Mark Krause |  |
| **Property management** - payments (incidental cost, except razing) | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involvedSupporting documentation |
| **Razing** - contracting and payment | Bill McNaryBFS Contract Unit | All bid submittalsBid resultsConstruction estimatesContractInvoicePayment RequestPerformance deposit of successful bidder |
| **Razing** - proposed contracts and questions | Through construction | Contract |
| **RE taxes** | Becky Sorensen | Closing StatementDisposition of RE TaxesOriginal tax bill + one copyPayment Request |
| **Rental deposits** | Becky Sorensen | Deposit checkRental Receipt Transmittal |
| **Rental service** - incidental cost | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involved |
| **Repair bills** - incidental cost | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involved |
| **Surplus land sales - statewide oversight** | Mark Krause | DeedPlatProposed Quit Claim Deed |
| **Utility bills** - incidental cost | Becky Sorensen | Invoice copy, if check is sent direct from BTS-RE (central office)Invoice stamped original, if bill is involved |
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| **RELOCATION** | **Staff contact(s)** | **Note: Documents listed are copies only, unless otherwise noted**  |
| **Business, farm and consultant computations** | Kassandra Walbrun | Allocations from appraisalComputation formsOther pertinent information |
| **Business, farm and non-profit organizations relocation claims** | Kassandra Walbrun | Payment RequestRelocation Claim, originalSupporting documentation (bills, receipts, etc.) |
| **Illegal aliens and relocation** | Kassandra Walbrun |  |
| **Negative Equity Waiver** | Kassandra Walbrun |  |
| **Relocation - statewide oversight** | Kassandra Walbrun |  |
| **Residential computations and claims** | Kassandra Walbrun | If deviating from REPM, Kassandra Walbrun must approve |
| **Writ of Assistance** | Kassandra Walbrun |  |
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| **MISCELLANEOUS ADMIN** | **Staff contact(s)** | **Note: Documents listed are copies only, unless otherwise noted**  |
| **Deed searches** | Lenore White (LTE) | Provide county, project and parcel number, and other info |
| **Financial services - statewide** (RE specific) | Becky Sorensen | All payment requests |
| **Forms - statewide oversight** (RE paper) | Sherry Miner | RE and LPA paper form revision requests, draft review, coordination |
| **Forms - READS templates** (READS templates) | Camille Wilcox (c) | RE and LPA READS template revision requests, draft review, coordination |
| **LPA - statewide oversight** | Kerry Paruleski |  |
| **News, notices, calendar items** (RE specific) | Sherry Miner | Communication topics sent for editing and publicizing |
| **READS** | Camille Wilcox (c) | Development, suggestions, priorities, concerns |
| **REPM (Real Estate Program Manual) & LPA Manual** | Sherry Miner | Draft materials and updates, editing, maintenance, automation, publication and coordination w/FHWA, FDM, etc. |
| **Review appraisal** | Robert BallwegJacob De CleeneDiane KaufmanJim MakuskiKip PelegrinTim PopeGreg Thompson | Statewide review appraiser |
| **Right of Way Certification** | Patti Cronin (LTE) | Certificate of Right of Way |
| **Statewide appraisal** | Pam AndersonMaria (Izzy) KruegerRandy SchwarzTodd Wojciuk |  |
| **Surplus land - statewide oversight** | Mark Krause |  |
| **Training - statewide oversight** (RE specific) | Patti Cronin (LTE) (primary)Sherry Miner | Suggestions, development, publicizing and scheduling |
| **Web content** (RE “internal” dotnet) | DOT DTSD dotnet Administrators | Requests for new design/re-design; general maintenance; updates, etc. go to DTSD - email: DTSD Web Admin  |
| **Web content** (RE “external” internet) | Sherry Miner | Requests for new design/re-design; general maintenance; updates, etc. go to BTS-RE - email: Sherry Miner |