**TEA PROJECT KEY STEPS AND DOCUMENTATION**

Wisconsin Department of Transportation

4/2023

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| **TEA Project** (Sponsor/Business)      | **RESPONSIBLE PARTY** | **COMPLETED DATE** (m/d/yy) |
| **TEA Project Inquiry** |
| 1. TEA Program Coordination and Conference Call / Meeting
 | WisDOT TEA Program Manager |       |
| Design Engineering Firm:       | Consultant for sponsor |
| Environmental Firm:       | Consultant for sponsor |
| **TEA Project Application Submittal Package** |
| 1. TEA Application Cover Page
 | Sponsor |       |
| 1. **Resolution Authorizing Submittal of TEA Application**
 | Sponsor |       |
| 1. **TEA Application Form** – [DT1283](http://wisconsindot.gov/Documents/formdocs/dt1283.doc)
 | Sponsor |       |
| 1. **Attachment A** – Letters of Support
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| 1. Letter from Community
 | Sponsor |       |
| 1. Letter from Business
 | Business |       |
| 1. **Attachment B** – Cost Estimate of Transportation Improvement
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| 1. Estimated Eligible and Non-Eligible TEA Project Costs
 | Sponsor |       |
| 1. Cost Estimate of Transportation Improvement
 | Sponsor |       |
| 1. **Attachment C** – Design Plans
 |  |  |
| 1. Typical Cross-Section
 | Consultant for sponsor |       |
| 1. 30% Design Plans (in compliance with ADA)
 | Consultant for sponsor |       |
| 1. **Attachment D** – Archaeology and History Review
 |  |       |
| 1. Arch and Historical Report – State Historical Preservation Office (SHPO) Screening and Cover Page
 |  |       |
| 1. Arch and Historical Worksheet 44.40
 |  |       |
| 1. Tribal Notification
 | WisDOT TEA Program Manager |  |
| 1. **Attachment E** – Financials (provide documentation listed in question 22 of the application)
 | Business |       |
| 1. **Attachment F** – Job Guarantee Agreement – [DT1286](http://wisconsindot.gov/Documents/formdocs/dt1286.docx)
 | WisDOT with Sponsor |       |
| **TEA Project Application Review and Award** |
| 1. Evaluation/Recommendation Report
 | WisDOT TEA Program Manager |       |
| 1. Secretary’s Letter of Approval
 | WisDOT TEA Program Manager |       |
| 1. Award Notification Email to Sponsor and Business
 | WisDOT TEA Program Manager |       |

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| **Environmental Clearance (can be submitted with TEA Application or after grant award)** |
| 1. Project Description Cover Page
 | Consultant for sponsor |       |
| 1. Map, Site Plan, or Schematic of Proposed Business Expansion
 | Consultant for sponsor |       |
| 1. Track Plan and Profile Review *(if rail project)*
 | WisDOT Rails and Harbors |       |
| 1. Preliminary Environmental Comments
 | Consultant for sponsor |       |
| 1. Wisconsin Department of Natural Resources (WDNR) Letter and Endangered Resources Prelim. Assessment
 | Consultant for sponsor |       |
| 1. Endangered Species Documentation
 | Consultant for sponsor |       |
| 1. US Army Corps of Engineers (USACE) Wetland Delineation Report (*if necessary*)
 | Consultant for sponsor |       |
| 1. Phase 1 Hazardous Materials Assessment Report
 | Consultant for sponsor |       |
| 1. Permits needed (USACE, WDNR, WisDOT)
 | Consultant for sponsor |       |
| 1. Environmental Certificate
 | Consultant for sponsor |       |
| **Real Estate Acquisition** |
| 1. Right-of-Way (R/W) Certificate and Documents

(acquisition and relocation per state law) | Consultant for sponsor |       |
| 1. Design Study Report (DSR) – 60% + Design Plans
 | P.E. consultant for sponsor |       |
| 1. Traffic Management Plan
 | Consultant for sponsor |       |
| 1. Local Utility Certification, Railroad Certification, MPO Coordination
 | P.E. consultant for sponsor |  |
| **TEA Project Documentation** |
| 1. State-Municipal Agreement (road)/TEA Rail Agreement (rail)
 | WisDOT Region (Road) or Rails and Harbors Section (Rail) |       |
| 1. Facility Use Agreement (TEA Rail Only)
 | WisDOT Rails and Harbors |  |
| 1. Industry Track Agreement
 | WisDOT Rails and Harbors |  |
| **Project Design Delivery/Final Design** |
| 1. PS&E Submittal – Final Design Plans
 | Consultant for sponsor or Sponsor |       |
| 1. Construction Bid Package Preparation – Advertisement
 | Consultant for sponsor or Sponsor |       |
| 1. Request to Advertise
 | Sponsor to WisDOT Region |       |
| 1. Open-Competitive Bid Submission Period
 | Sponsor |       |
| 1. Bid Opening
 | Sponsor |       |
| 1. Request to Advertise
 | Sponsor to WisDOT Region |       |
| 1. Open-Competitive Bid Submission Period
 | Sponsor |       |
| 1. Bid Opening
 | Sponsor |       |
| 1. Prequalification Meeting of all Bidders/Contractors
 | Sponsor |  |
| 1. Contractor Selection with Cross-Reference to Debarred Contractor Listing
 | Sponsor |       |
| 1. Labor Compliance – EEO & Payment of Prevailing State Wages through DWD
 | Sponsor |       |

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| **Contract Letting** |
| 1. LLC Development
 | Sponsor |       |
| 1. Request to Award with Affidavit of Publication
 | Sponsor |  |
| 1. Bid Certificate with Bid Summary/Tab Document
 | Consultant for sponsor |       |
| 1. State Authorization to Incur Costs – [DT1632](file://dotforms/n2public/Bms/Forms/dt1632.doc) Form
 | WisDOT Region |  |
| 1. Pre-Construction Meeting
 | Sponsor |       |
| **Project Completion and Close-Out** |
| 1. As-Built Plans Submitted
 | Consultant for sponsor orSponsor |       |
| 1. Punch List Items are Completed
 | Consultant for sponsor withWisDOT Region |       |
| 1. Project Construction Oversight/Management
 | Sponsor |       |
| 1. Final Project Site Visit
 | WisDOT Region |       |
| 1. Project Completion Certificate
 | Consultant for sponsor |       |
| **Reimbursement Process** |
| 1. Reimbursement Request – [DT1713](file://dotforms/n2public/Bms/Forms/dt1713.doc) Form

(include copies of canceled checks, invoices, etc.) | Sponsor to WisDOT Region |       |
| 1. Notification Sent to TEA Program Manager
 | WisDOT Region |       |
| **Accountability – Job Compliance Reporting** |
| 1. Annual Job Report Submittal with [DWD UCT 101-E Form](https://dwd.wisconsin.gov/dwd/forms/ui/pdf/uct_101_e_2014_after.pdf)
 | Business to WisDOT |       |
| 1. Congratulatory Email/Correspondence Sent to Sponsor and Business
 | WisDOT TEA Program Manager |       |
| 1. Certificate of Accomplishment Sent to Business
 | WisDOT TEA Program Manager |       |