Bipartisan Infrastructure Law Overview: Application to Delivery

League of Wisconsin Municipalities (LWM) & Wisconsin Department of Transportation (WisDOT)

Informational Webinar

4/27/2022
Welcoming Remarks

- Jerry Deschane– LWM Executive Director
- Rebecca Burkel– WisDOT DTSD Administrator
- Joe Nestler– WisDOT DTIM Administrator
BIL and WisDOT Local Programs

• Webinar Agenda
  ▪ BIL General Information and Action Plan
  ▪ FFY 2022 Solicitation Updates
  ▪ FFY 2023 – 2026 Solicitation Overview
  ▪ FFY 2023 – 2026 Application Form Overview
    ➢ BREAK
  ▪ Local Program Delivery Process Overview
  ▪ Reference Links
  ▪ Question & Answer
General Information

What is BIL?

- Signed on November 15, 2021, the Bipartisan Infrastructure Law (BIL) represents a significant increase of federal funding available for local programs and introduces new programmatic funding opportunities.

- **Surface Transportation Block Grant (STBG)**
  - Surface Transportation Program (STP)
  - Local Bridge Improvement Assistance Program
  - Transportation Alternatives Program (TAP)
  - Congestion Mitigation & Air Quality (CMAQ)
  - NEW - Carbon Reduction Program
Bipartisan Infrastructure Law (BIL) funding

Preliminary Estimates

Funding For Roads & Bridges
~$1.29 Billion Over 5-Years

Federal Fiscal Year (FFY)
Schedule = October 1 – September 30

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: Many Requirement Details Unknown
BIL Impacts: Local Bridge & STP Funding

Preliminary Estimates

- **Local Bridge**: $42.9M → $87.9M
  - Increase of 104% ($45M)

- **STP**: $72.2M → $138.2M
  - Increase of 91% ($66M)
Local Programs BIL Action Plan

FFY 2022 Solicitation
- Obligate **FFY 2022** funding
- STP, Local Bridge, Carbon Reduction – **New solicitations**
- STP-Local
- TAP – FFY 2022 Solicitation Forthcoming
- Non- Infrastructure & Construction projects only
  - August 1st, 2022 PS&E → Nov 2022 lets

FFY 2023 – 2026 Solicitation
- Focus on scheduling **FFY 2023 – 2026**
- STP, Local Bridge, CMAQ – **New solicitation**
- TAP – FFY 2023-2026 solicitation forthcoming
- Design and construction projects

Future of BIL & Local Programs
- May 2023: Return to “Traditional” Program Cycle Solicitations at BIL Levels
- Technical Assistance & Support
  - Central Office
  - DTSD Regional Staff
- Future Webinars
- Q&A and FAQ
  dotlocalprograms@dot.wi.gov
State Fiscal Year (SFY) vs. Federal Fiscal Year (FFY)

- **Calendar Year:** January 1st through December 31st
- **State Fiscal Year (SFY):** July 1st through June 30th
  - Example: SFY 2022 is 7/1/2021 – 6/30/2022
- **Federal Fiscal Year (FFY):** October 1st through September 30th
  - Example: FFY 2022 is 10/1/2021 – 9/30/2022
FFY 2022 Solicitation Update

• FFY 2022 BIL Solicitation webinar: [https://youtu.be/c3Mce_VNu38](https://youtu.be/c3Mce_VNu38)

• Application Deadline for FFY 2022 Solicitation: **April 1, 2022**

• Simplified Application Forms for STP-Urban/Rural/Local Bridge & STP-Local
  • **STP-Local**
    • Applicants **must** be in an adjusted census defined areas less than 50,000 population **AND** be outside of an urbanized area
    • May be utilized on roads functionally classified as minor collectors and local roads
    • Eligibility Map: [https://wisdot.maps.arcgis.com/apps/webappviewer/index.html?id=0c12fe578f204941b3b677b118598005](https://wisdot.maps.arcgis.com/apps/webappviewer/index.html?id=0c12fe578f204941b3b677b118598005)
    • New STP-Tribal Program

• All FFY 2022 project awards will be State let, no locally let contracts allowed

• In FFY 2022: No environmental, real estate, utilities, railroad

• Design work must be 100% locally funded
  • This work to be undertaken by consultant

• **Construction projects only**: August 1st, 2022 PS&E → Nov 2022 lets
FFY 2022 Project Types & Sponsor Eligibility

Examples of Eligible Project Types (Construction Only):

• Preservation - mill & overlay
  ▪ Resurface
  ▪ Pavement Replacement
  ▪ Bridge Rehabilitation – deck repairs
  ▪ Bridge Replacement – replace deck, girders, or abutments

• Other project types may be possible – Contact DTSD Regional Program Manager

• Eligibility Checklists
  ▪ FFY 2022 STP-Urban/Rural/Local Bridge
  ▪ FFY 2022 STP-Local
FFY 2022 Solicitation Timeline

1. Application solicitation *(Jan 31 – April 1)*
   - Application submission due date *(April 1)*

2. Application processing and selection *(April 2022)*

3. Project Award Announcements by WisDOT *(early May)*

4. Projects loaded into FIIPS at Life Cycle 10 *(early May, by May 19, 2022)*

5. Regions request projects be included in MPO TIP Amendments *(early May to mid-May 2022)*

6. Projects posted in STIP Amendment *(May 20)*
FFY 2022 Solicitation Timeline (Continued)

7. Develop & Sign State-Municipal Agreement (May to early June 2022)

8. WisDOT approval of MPO TIPs (June – Mid July 2022)
   • TIP Numbers entered in FIIPS

9. FHWA approval of STIP labels for projects (June – Mid July 2022)
   • Regions request STIP labels from FHWA after TIP approvals

10. Public involvement for Environmental Document (late May-early June)

11. Scheduled PS&E Date (early August 2022)

12. State let (Nov 2022)
What is the Carbon Reduction Program?

• This new federal program provides funding for projects that reduce transportation emissions and requires states to develop comprehensive carbon reduction strategies.

• Examples of eligible activities include:
  - Zero Emission Transit/Fleet Vehicles/Construction Equipment and Related Charging Equipment
  - Diesel Engine Retrofit projects
  - Construction of on/off road non-motorized trail facilities

• A full list of eligible activities can be found on the FFY 2022 application
FFY 2022 Carbon Reduction Solicitation

• Eligible project types to include non-infrastructure projects, construction-only projects, and more

• Design components not eligible for FFY 2022 solicitation

• Additional resources will be provided via the WisDOT Carbon Reduction Program webpage
Carbon Reduction Program Funding
Preliminary Estimates

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<th>50K &lt; Areas &lt; 200K</th>
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Total FFY 2022 Carbon Reduction Program Funding Estimate = $15,573,057

\[\text{CAUTION}\] Final Approvals Pending
Navigating WisDOT Webpages: Local Assistance


1. Starting from the WisDOT Local Assistance Programs Website

2. Click the Section Header Titled “Other aid”
Navigating WisDOT Webpages: Other Aid

https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/aid/default.aspx

3. From “Assistance Programs – Other aid” scroll down to “Other aid programs”

4. Select “Carbon Reduction Program”
Navigating WisDOT Webpages: Carbon Reduction Program


5. See “FFY 2022 Program Cycle” for Application Materials

6. Program Contacts are also found on this page
## Carbon Reduction Program Application

**WisDOT FFY 2022 Bipartisan Infrastructure Law (BIL)**

**Carbon Reduction Program Application**

### Project Applicant and Application Type

<table>
<thead>
<tr>
<th>Name, Location of Public Sponsor and Sponsor Type:</th>
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<tbody>
<tr>
<td><strong>Sponsor Name:</strong> [ ] <strong>Sponsor Type:</strong> [ ]</td>
</tr>
<tr>
<td>[ ] State [ ] County [ ] City [ ] Village [ ] Town [ ] Tribal Nation</td>
</tr>
</tbody>
</table>

**Project Title:** [ ]

**Describe location, boundaries and length of the project:** [ ]

**County:** [ ]

**Street Address of Project (if located on a highway or road):** [ ]

### Improvement Type:

**Indicate the appropriate improvement type(s) by checking all of the boxes which apply to the proposed project:**

- [ ] Establishment or operation of a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems (23 USC, Section 149(b)(4))
- [ ] A public transportation project that is eligible for federal assistance (23 USC, Section 1342)
- [ ] Construction, planning, and design of on- or off-road trail facilities for pedestrians and bicyclists
- [ ] Advanced transportation and congestion management technologies (23 USC, Section 503(c)(4)(E))
- [ ] Deployment of infrastructure-based intelligent transportation systems, capital improvements and the installation of vehicle-to-infrastructure communications systems
- [ ] Replacement of street lighting and traffic control devices with energy-efficient alternatives
- [ ] Congestion pricing, shifting transportation demand to non-peak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection and transportation demand management strategies
- [ ] Efforts to reduce environmental and community impacts of freight movements
- [ ] Deployment of alternative fuel vehicles and charging/fueling infrastructure
- [ ] Purchase or lease of zero-emissions construction equipment and vehicles
- [ ] Diesel engine retrofit projects as described in 23 USC, Section 149(b)(6)
- [ ] A project that does not result in the construction of new capacity (23 USC, Section 149(b)(6))
- [ ] Reduction of transportation emissions at port facilities, including through the advancement of port electrification
- [ ] Projects eligible under the federal Surface Transportation Block Grant Program (23 USC, Section 130(b)), if the US DOT secretary certifies that the project will reduce transportation emissions

### Project Summary (400 words or less):

**In 400 words or less, describe the project in the space provided. A project summary should describe the project well enough that the reader can make a value judgment without reading the rest of the application. Include in your summary how your project will reduce transportation emissions.**

Please describe [a demonstrated reduction in emissions] will result from this project. **Provide a project summary in a Word document, complete a spell check, and cut & paste the summary into the application form.**

### Existing Facilities & Projects

**Rail Facilities:**

- [ ] Does a railroad facility exist within 1,000 feet of the project limits?
- [ ] If yes, specify [ ]
- [ ] If yes, does the project physically cross a rail facility?
- [ ] [ ] Owner of Rail Facility

**Is the proposed project location in an area with known safety issues?**

- [ ] Yes [ ] No

---

**[End of form with additional fields not fully visible]
the project. The sponsor agrees to add these costs to the project under the same match requirements 80% / 20% match requirements.

k. Projects that are fully or partially federally funded must be designed in accordance with all applicable federal design standards, even if design of the project was 100% locally funded.

l. As the project progresses, the state will bill the project sponsor for work completed that is ineligible for federal reimbursement. Upon project completion, a final audit will determine the final division of costs as between the state and the project sponsor. If reviews or audits reveal any project costs that are ineligible for federal funding, the project sponsor will be responsible for any withdrawn costs associated with the ineligible work.

m. **For 100% locally funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding only for state review of design projects.**

n. The project sponsor acknowledges that the requisite project completion timeline for approved carbon projects will be memorialized in a state-municipal agreement, and failure to comply with the applicable project timeline can jeopardize federal funding.

o. Federally funded transportation construction projects, with the exception of sidewalks, are likely improvements that benefit the public at large. Improvements of this type cannot generally be the basis of levying a special assessment pursuant to Wis. Stat. § 60.0702. Municipalities who wish to obtain project funding via special assessment levied against particular parcels should seek advice of legal counsel. See Hildebrand v. Menasha, 2011 WI App. 83.

I confirm that I have read and understand project conditions (a) through (n) above:

Name: [_____] Title: [_____] Accepted (please initial here): [_____]  

Fiscal Authorization and Signature

Application prepared by a consultant? [□] Yes [□] No If yes, consultant information and signature required below.

Consultant Company Name: [_____] Company Location (City, State): [_____]  
Consultant Signature (electronic only): [_____] Date: [_____]  

NOTE: On Local Program projects, it is not permissible for a consultant to fill out applications gratis (or for a small fee) for a municipality and then be selected to do the design work on a project unless the municipality either:

a. uses a one-step QBS process with the scope of work to include the grant application and the design services if authorized, or
b. uses a two-step QBS process with the scope of work for the first selection for the preparation of the grant application(s) and the second selection for the actual design(s).

In either case, all costs incurred prior to WisDOT project authorization are the responsibility of the municipality. See FDM 8-5-3 for additional information: https://wisconsindot.gov/ndw/tdm/id-08-05.pdf/#f6b8-5

Sponsor Agency: [_____]  
Contact Person: [_____] [Note: must be Head of Government or Designee]  
Title: [_____]  
Address: [_____]  
Telephone: [_____]  
Email: [_____]  

Only one project sponsor is allowed per project. As a representative of the project sponsor, the individual that signs below confirms that the information in this project application is accurate. A local official, not a consultant, must sign the application. I understand that completion of this application does not guarantee project approval for federal funding.

Head of Government/Designee Signature (electronic only): [_____] Date: [_____]  

Application and Attachments Checklist

Submit applications and attachments utilizing the contact information contained in the corresponding Carson Reduction Program Application Instructions. Eligible applications must be [postmarked or electronically submitted on or before May 6, 2022], and must include the following documents:

- [□] A completed application in Microsoft Word format
- [□] Narrative Response: limited to three double-spaced pages of minimum 11-point font size and in Microsoft Word format
- [□] Cost Estimate Detail Spreadsheet in Microsoft Excel format
- [□] Project map: submitted in PDF format, formatted to size 8½ x 11
- [□] Optimal attachments: no more than six pages of project description, specifications, photos, and additional maps
- [□] Letters of Support (optional)

WisDOT Information — Shaded area to be completed by WisDOT staff only.

FOR WISDOT USE ONLY — enter the following information at application review

NOTE: Please add any WisDOT application comments in the comments section on the Confidential page A-5.

Program: [_____] Project Improvement Type: [_____]  
Region Reviewer’s Name: [_____]  
Reviewer’s Title: [_____]  
Date Received: [_____]  
WisDOT Region Reviewer’s Signature: [_____] Date: [_____]
FFY 2023 - 2026 BIL Solicitation

• Programs in the FFY 2023 – 2026 Solicitation
  - CMAQ, STP, and Local Bridge
  - TAP Solicitation: Anticipated the week of May 2\textsuperscript{nd}, 2022

• Eligible project types to include design, construction, and more

• Additional resources will be provided via the WisDOT BIL webpage
Congestion Mitigation and Air Quality (CMAQ) Improvement Program

• Criteria Pollutant Non-Attainment or Maintenance Areas
  - Milwaukee, Racine, Kenosha, Waukesha, Washington, Ozauckee, Walworth, Sheboygan, Manitowoc, Kewaunee and Door

• Purpose: Reduce emissions related to traffic congestion, improve vehicle and fuel technologies, reduce overall number of motorized vehicle trips & miles traveled

• Project Examples: Transit vehicle acquisition, traffic control technologies, bicycle/pedestrian facilities, etc.

• Project selection based on emission reduction benefits
Local Bridge Improvement Assistance Program

- State and Federally funded program

- Only bridge replacements and bridge rehabilitations as determined by Sufficiency Rating (SR) are eligible

- County Highway Commissioner (CHC) submits a prioritized list to WisDOT and verifies eligibility
  - Projects selected through statewide rating and ranking process based on entitlement balance and estimated cost

- All Local Bridge projects are State let and require State oversight
Surface Transportation Program (STP)

• Provides federal funding for up to 80% of the cost of local road or bridge improvements

• Eligible Roads
  ▪ Functional classification of Major/Rural Collector or higher (STP-Urban, STP-Rural)
  ▪ Functional classification of Minor Collector or Local Road (STP-Local)
  ▪ Connecting highways are not eligible

• STP funding suballocations are based on population groups

• In urbanized areas, Metropolitan Planning Organizations (MPOs) select projects

• STP Tribal
### Roadway Functional Classification: STP Eligibility

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Navigating WisDOT Webpages: BIL Landing Webpage


Bipartisan Infrastructure Law (BIL) - Local Programs

Signed on November 15, 2021, the Bipartisan Infrastructure Law (BIL) updates federal law and potential federal funding levels across federally funded Wisconsin Department of Transportation (WisDOT) Local Programs. It is expected that new federal funds will be distributed over the next five fiscal years, beginning in the current Federal Fiscal Year 2022 (FFY22).

- Presentation: Local Programs BIL Action Plan (as of January 2022)

Frequently Asked Questions

- Frequently Asked Questions (Updated February 25, 2022)

Please refer to this site for up-to-date local program guidance on federally funded programs and/or please send your questions to Jason Starke at dotlocalprograms@dot.wi.gov.

FFY22 BIL Program Solicitation

Application Materials and eligibility guidelines are available on the FFY22 BIL Program Solicitation webpage.

WisDOT is soliciting construction-only projects for:
- Surface Transportation Program (STP)
- Local Bridge Improvement Assistance Program

Projects should be ready and eligible to leverage FFY22 funding. Construction projects must obligate funds by September 30, 2022.

FFY2023 - 2026 - BIL Program Solicitation

WisDOT is soliciting projects for Federal Fiscal Years 2023 through 2026 in the following programs:
- Surface Transportation Program (STP)
- Local Bridge Improvement Assistance Program
- Congestion Mitigation & Air Quality (CMAQ) Improvement Program

Application Materials and eligibility guidelines are available on the FFY2023 – 2026 BIL Program Solicitation webpage.
The FFY2023 - 2026 BIL solicitation will include materials for the Surface Transportation Program (STP) (Urban, Rural and Local), Local Bridge, and Congestion Mitigation & Air Quality (CMAQ) Improvement Programs. Please note, the Transportation Alternatives Program (TAP) is not included in this solicitation; a separate BIL solicitation for TAP is anticipated later this summer.

All Applications for the FFY2023 - 2026 BIL Solicitation are due by 5:00 PM on Friday, June 3, 2022.

Program Application Materials

2023-2026 STP-Urban

STP-Urban roadways are functionally classified as urban principal arterials, urban minor arterials and urban collectors.

- [STP Pre-Project Award Flexibility Agreement](#)
- [Application Instructions](#)
- [Application](#)

2023-2026 STP-Rural

STP-Rural roadways are functionally classified as rural principal arterials, rural minor arterials and rural major collectors.

- [STP Pre-Project Award Flexibility Agreement](#)
- [Application Instructions](#)
- [Application](#)
2023-2026 STP-Local

STP-Local roadways are functionally classified as rural minor collectors, rural local roads and urban local roads that are located in urban areas with populations under 50,000.

- STP Pre-Project Award Flexibility Agreement
- Application Instructions
- Application

A map application to assist with identifying eligible roads for the STP-Local program is available.

2023-2026 Local Bridge Improvement Assistance Program

The Local Bridge Improvement Assistance Program helps rehabilitate and replace, on a cost-shared basis, the most seriously deficient existing local bridges on Wisconsin’s local highway systems.

- Application Instructions
- Application

2023-2026 Congestion Mitigation & Air Quality (CMAQ) Improvement Program

CMAQ encourages transportation projects that improve air quality. It includes efforts to enhance public transit, bicycle/pedestrian facilities, ridesharing programs and facilities, and technologies that improve traffic flow and vehicle emissions.

IMPORTANT: CMAQ project location eligibility is limited to the following counties: Milwaukee, Racine, Kenosha, Waukesha, Washington, Ozaukee, Walworth, Sheboygan, Kewaunee, Manitowoc and Door.

- Application Instructions
- Application
FFY 2023 - 2026 Application Materials

• Congestion Mitigation & Air Quality (CMAQ) Improvement Program

• Local Bridge

• Surface Transportation Program (STP) Urban, Rural, and Local
WisDOT FFY 2023-2026 Bipartisan Infrastructure Law (BIL)
Congestion Mitigation & Air Quality (CMAQ) Improvement
Program Application

NOTE: This application is required for each proposed 2023-2026 program cycle.
Please review and utilize CMAQ program application instructions when completing this application.

Project Applicant and Application Type:
Name, Location of Public Sponsor and Sponsor Type:

Sponsor Name: ____________________________________________________________

Sponsor Type: [ ] State [ ] County [ ] City [ ] Village [ ] Town [ ] Tribal Nation

Project Title: ____________________________________________________________

Describe location, boundaries and length of the project: ___________________________

County: _________________________________________________________________

Street Address of Project (if located on a highway or road): _______________________

Name of the MPO representing the project (check one):
[ ] Southeastern Wisconsin Regional Planning Commission (SWRPC)
[ ] Bay-Lake Regional Planning Commission (BLRPC) – For Sheboygan Metropolitan Planning Area only
[ ] Non-Metropolitan Planning Area

Project Representative Contact Person(s) Information:
Primary Public Sponsor Agency Contact Information:
Name: ___________________________________________ Title: ____________________________
Municipality: __________________________________ State: _______ Zip: _______ E-mail: _______

Secondary Public Sponsor Agency or Private Organization Contact Information:
Organization / Agency Name: __________________________________________
Name: ___________________________________________ Title: ____________________________
Municipality: __________________________________ State: _______ Zip: _______ E-mail: _______

Head of Government Contact Information:
Name: ___________________________________________ Title: ____________________________
Municipality: __________________________________ State: _______ Zip: _______ E-mail: _______

Project Activity:
CMAQ Category:
Indicate which ONE OF THREE categories best identifies the proposed project:
[ ] Project reduces the number of vehicle trips and/or vehicle miles traveled (VMT).
[ ] Project reduces the per mile rate of vehicle emissions related to traffic congestion.
[ ] Project reduces the per mile rate of vehicle emissions through improved vehicle and fuel technologies.

CMAQ Improvement Type:
Indicate the appropriate improvement type(s) by checking all of the boxes which apply to the proposed project:
[ ] Public Transportation
[ ] Bicycle/Pedestrian
[ ] Car and Vanpooling
[ ] Park & Ride Lot
[ ] Traffic Flow Improvement (e.g. System Signalization)
[ ] Diesel Retrofit
[ ] PM2.5 Emissions Reduction
[ ] Lock and Dam Modernization or Rehabilitation
[ ] Marine Highway Corridor, Connector, or Crossings
[ ] Micromobility Project (Bike Share or Shared Scooter System)
[ ] Zero Emission Vehicle and Related Charging Equipment
[ ] Other [ ] Other, Please Describe: ___________________________________________

Project Summary (400 words or less). In 400 words or less, describe the project in the space provided. A project summary should describe the project well enough that the reader can make a value judgement without reading the rest of the application. Include in your summary how your project will contribute to lower emissions and mitigate traffic congestion. Prepare a project summary in a Word document, complete a spell check, and cut & paste the summary into the application form:

Existing Plan
Is your project consistent with the goals of a regional, county, or municipal plan? [ ] Yes [ ] No
Indicate and describe the plan and plan goal (describe in the space provided) that your project implements:
[ ] Regional Long-Range Plan [ ] County Comprehensive Plan [ ] Municipal Comprehensive Plan [ ] MPO Long-Range Plan Comment: ___________________________

Existing Facilities & Projects
Rail Facilities:
[ ] Does a railroad facility exist within 1,000 feet of the project limits? [ ] Yes [ ] No
[ ] If yes, specify: ____________________________________________
[ ] If yes, does the project physically cross a rail facility? [ ] Yes [ ] No
[ ] Owner of Rail Facility: ____________________________________________

Is the proposed project location in an area with known safety issues? [ ] Yes [ ] No
[ ] If yes, specify: ____________________________________________

Is this project on or parallel to a local road or street? [ ] Yes [ ] No
[ ] If yes, please provide the name of the road or street: ___________________________
Submit applications and attachments utilizing the contact information contained in the corresponding CMAQ Program Application Instructions. Eligible applications must be postmarked or electronically submitted on or before June 3, 2022, and must include the following documents:

- A completed application in Microsoft Word format
- Narrative Response: limited to three double-spaced pages of minimum 11-point font size and in Microsoft Word format.
- Cost Estimate Detail Spreadsheet in Microsoft Excel format
- Project map: submitted in PDF format, formatted to size 8½ X 11
- Optional attachment(s): no more than six pages of project description, additional photos, and maps

**Application Instructions:**

**CMAQ Category.** Indicate the most pertinent category by checking the appropriate box.

**CMAQ Improvement Type.** Indicate the appropriate improvement type(s) by checking all of the boxes which apply to your project.

**PLEASE NOTE:** Under the Bipartisan Infrastructure Law (BIL), eligible improvement activities have been enhanced to include:
- Lock and dam modernization or rehabilitation projects
- Marine highway corridor, connector, or crossings projects
  - Must be functionally connected to the Federal-aid highway system and be likely to contribute to the attainment or maintenance of a national ambient air quality standard
- Micromobility projects, including bike share and shared scooter systems
- Purchase of medium- or heavy-duty zero emission vehicles and related charging equipment
- Eligible transit operating costs will no longer be subject to time limitation or phase-out requirement
Local Bridge

FFY 2023-FFY 2026 BIL Local Bridge Program Application Instructions

NOTE: The application is required for each new potential FFY 2023-FFY 2026 program cycle project. Please review these application instructions and use them to assist you in completing the application. WisDOT will program the BIL 2023-2026 award cycle at the state budget level approved by the Wisconsin Legislature for the Local Bridge program once that level is known.

Project Eligibility

- All eligible structures must be on the current WisDOT Bridge List. The Bridge List is provided to all County Highway Commissioners. If a project is located on a locally owned public roadway not on a connecting highway and the overall structure opening must be greater than 20 feet in length along the center of the roadway to be eligible for funding.
- Rail improvements are not eligible for Local Bridge program funding.
- Refer to the following link to TRANS 213 for additional information on project eligibility: https://docs.legis.wisconsin.gov/code/admin_code/trans/213.pdf

Recommendations for Completing the Application

- It is strongly recommended that the local sponsor contact the Regional Local Program Manager well in advance of the application deadline to address any comments or updates to the application.
- The application is required for each new potential FFY 2023-FFY 2026 program cycle project and must include all pages of the application. Please review these application instructions and use them to assist you in completing the application.
- The Tab key can be used in the application to tab to the next box or field.
- Questions on the application process should be directed to the appropriate Wisconsin Department of Transportation (WisDOT) regional contact person listed below:

<table>
<thead>
<tr>
<th>Region</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>SE</td>
<td>Jacob Barnes</td>
<td>(608) 249-8788</td>
<td><a href="mailto:jacob.barnes@dot.wi.gov">jacob.barnes@dot.wi.gov</a></td>
</tr>
<tr>
<td>SW</td>
<td>Michael Erickson</td>
<td>(608) 249-3561</td>
<td><a href="mailto:michael.ericson@dot.wi.gov">michael.ericson@dot.wi.gov</a></td>
</tr>
<tr>
<td>NW</td>
<td>Bill Zimmer</td>
<td>(608) 836-3042</td>
<td><a href="mailto:william.zimmer@dot.wi.gov">william.zimmer@dot.wi.gov</a></td>
</tr>
<tr>
<td>NC</td>
<td>Ben Roskosky</td>
<td>(608) 607-5670</td>
<td><a href="mailto:benjamin.roskosky@dot.wi.gov">benjamin.roskosky@dot.wi.gov</a></td>
</tr>
<tr>
<td>NE</td>
<td>Alex Dumas</td>
<td>(608) 492-7707</td>
<td><a href="mailto:alex.dumas@dot.wi.gov">alex.dumas@dot.wi.gov</a></td>
</tr>
</tbody>
</table>

- Additional project cost estimate information is available on the following WisDOT web page: WisDOT Bureau of Structures Cost Estimate Tool
- When you have completed the application, include the name of the local unit of government in the file name and email it to the appropriate WisDOT Region email address:

<table>
<thead>
<tr>
<th>Region</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE</td>
<td><a href="mailto:DOTD10SELocalBridge@dot.wi.gov">DOTD10SELocalBridge@dot.wi.gov</a></td>
</tr>
<tr>
<td>SW</td>
<td><a href="mailto:DOTD10SWLocalBridge@dot.wi.gov">DOTD10SWLocalBridge@dot.wi.gov</a></td>
</tr>
<tr>
<td>NW</td>
<td><a href="mailto:DOTD10NWLocalBridge@dot.wi.gov">DOTD10NWLocalBridge@dot.wi.gov</a></td>
</tr>
<tr>
<td>NC</td>
<td><a href="mailto:DOTD10NCLocalBridge@dot.wi.gov">DOTD10NCLocalBridge@dot.wi.gov</a></td>
</tr>
<tr>
<td>NE</td>
<td><a href="mailto:DOTD10NELocalBridge@dot.wi.gov">DOTD10NELocalBridge@dot.wi.gov</a></td>
</tr>
</tbody>
</table>

- Project application deadline is no later than 5:00 p.m., Friday, June 3, 2022. Submitting applications prior to the deadline will allow WisDOT time for quick review and communication with locals on any outstanding questions.
FFY 2023 – 2026 STP Flexibility Agreement, Applications, and Instructions
Use This Form to Resubmit a Previous Application

PLEASE READ THIS PAGE CAREFULLY

WisDOT – Local Public Sponsor Surface Transportation Program (STP) Pre-Project Award Flexibility Agreement

The following form should be filled out by local public sponsors who previously submitted an eligible application for an STP project that was NOT funded. Please note this form only applies for applicants in non-urbanized areas, i.e., areas under 50,000 in population.

Instructions: If you previously applied for federal dollars in the 2023-2027 Program Cycle solicitation (the applications were due on October 15, 2021) or the Federal Fiscal Year (FFY) 2022 BIL solicitation (the applications are due on April 1, 2022), and your application was program eligible but NOT funded, please fill out page 2 and send it via e-mail to the DOT Local Programs Inbox (DOTLocalPrograms@dot.wi.gov).

How to Take Action? By filling out and submitting this form to DOTLocalPrograms@dot.wi.gov, the previously submitted application will be reconsidered for funding in the new FFY 2023-FFY 2026 BIL solicitation (announced on February 28, 2022) without having to fill out another application. This application will be reconsidered, but there is not a guarantee that the project will be selected for program funding. A selected project may be scheduled for any year in the 2023-2026 program.

When will I know if my project has been selected to move forward?

- Formal approval memos indicating what projects have been selected for the standard 2023-2027 Program Cycle solicitation will be available by the end of March.
- It is expected that approvals for the January 31, 2022 BIL solicitation will go out in May.

You will be notified if you have a successful application, and then this flexibility agreement will not be needed. If your project is not selected, and you want your past application to be considered in the FFY 2023-FFY 2026 BIL solicitation, please fill out page 2 and send it via e-mail by June 3, 2022 to the DOT Local Programs Inbox (DOTLocalPrograms@dot.wi.gov).

Please return this form to DOTLocalPrograms@dot.wi.gov no later than June 3, 2022.
FFY 2023-2026 BIL STP-Urban Program Application Instructions

NOTE: The application is required for each new potential FFFY 2023-FFY 2026 program cycle project. Please review these application instructions and use them to assist you in completing the application. WisDOT will program the BIL 2023-2026 award cycle at the state budget level approved by the Wisconsin Legislature for the STP program once that level is known.

Project Eligibility

- The roadway must be functionally classified as a Collector or higher to be eligible for funding.
- The roadway must be located within the urban area boundary. Because urbanized areas receive a fixed allocation, they may choose to extend a project outside the urbanized area boundary to the planning area boundary.
- Local improvement projects on connecting highways are not eligible for STP-Urban funds.

Recommendations for completing the application

- It is strongly recommended that the local sponsor contact the Regional Local Program Manager well in advance of the application deadline to address any comments or updates to the application.
- The application is required for each new potential FFFY 2023-FFY 2026 program cycle project and must include all pages of the application. Please review these application instructions and use them to assist you in completing the application.
- The Tab key can be used in the application to tab to the next box or field.
- Questions on the application process should be directed to the appropriate Wisconsin Department of Transportation (WisDOT) regional contact person listed below.

SE Region
Jacob Varnes
jacob.varnes@dot.wi.gov
(262) 548-8789

SW Region
Michael Erickson
michael.erickson@dot.wi.gov
(608) 246-5513

NW Region
Bill Zimmer
bill.zimmer@dot.wi.gov
(715) 633-5014

NC Region
Ben Rostoskey
benjamin.rostoskey@dot.wi.gov
(715) 355-9155

NE Region
Alex Durn
alex.durn@dot.wi.gov
(908) 423-5681

Additional project cost information is available on the following WisDOT web page: http://wisconsinidot.org/Projects/dotbus/local-dot/STP-projects/highway/tools.aspx

When you complete the application, include the name of the local unit of government in the file name and email to the appropriate WisDOT Region email address:

SE Region
DOTSTPDSELocalApps@dot.wi.gov

SW Region
DOTSTPDSWLocalApps@dot.wi.gov

NW Region
DOTSTPDNWSTPUrban@dot.wi.gov

NC Region
DOTSTPNDLocalPrograms@dot.wi.gov

NE Region
DOTSTPDNESTPUrban@dot.wi.gov

Project application deadline is no later than 5:00 p.m. Friday, June 3, 2022. Submitting applications prior to the deadline will allow WisDOT time for quick review and communication with locals on any outstanding questions.
FFY 2023-2026 BIL STP-Rural Program Application Instructions

NOTE: The application is required for each new potential FFY 2023-FFY 2026 program cycle project.

Please review these application instructions and use them to assist you in completing the application.

WisDOT will program the BIL 2023-2026 award cycle at the state budget level approved by the Wisconsin Legislature for the STP program once that level is known.

Project Eligibility

- The roadway must be functionally classified as a Major Collector or higher to be eligible for funding.
- The roadway must be located outside of all urban and urbanized boundaries (not planning boundaries) to be eligible.
- Local improvement projects on connecting highways are not eligible for STP-Rural funds.

Recommendations for completing the application

- It is strongly recommended that the local sponsor contact the Regional Local Program Manager well in advance of the application deadline to address any comments or updates to the application.
- The application is required for each new potential FFY 2023-FFY 2026 program cycle project and must include all pages of the application. Please review these application instructions and use them to assist you in completing the application.
- The Tab key can be used in the application to tab to the next box or field.
- Questions on the application process should be directed to the appropriate Wisconsin Department of Transportation (WisDOT) regional contact person listed below.

   SE Region  Jacob Varnes  jacob.varnes@dot.wi.gov  (262) 548-8789
   SW Region  Michael Erickson  michael.erickson@dot.wi.gov  (608) 246-5961
   NW Region  Bill Zimmer  william.zimmer@dot.wi.gov  (715) 635-5024
   NC Region  Ben Boskovich  benjamin.boskovich@dot.wi.gov  (715) 365-5783
   NE Region  Alex Durns  alex.durns@dot.wi.gov  (920) 492-5707

- Additional project information is available on the following WisDOT web page:
- When you have completed the application, include the name of the local unit of government in the file name and email it to the appropriate WisDOT Region email address:
  SE Region  DOTD5SCSELocalApps@dot.wi.gov
  SW Region  DOTD5SCSWRural@dot.wi.gov
  NW Region  DOTD5SNCWTRural@dot.wi.gov
  NC Region  DOTD5SCNCLocalProjects@dot.wi.gov
  NE Region  DOTD5SNESTProjects@dot.wi.gov

- Project application deadline is no later than 5:00 p.m. on Friday, June 3, 2022. Submitting applications prior to the deadline will allow WisDOT time for quick review and communication with locals on any outstanding questions.

Project Description

- Project Sponsor: SELECT
- Facility Owner: SELECT
- Project Location:
  - Municipality: SELECT
  - County: SELECT
  - On Route: [ ]
    - At Route (Start): [ ]
      - Offset: (tenths of a mile)
    - Toward Route (End): [ ]
  - Length of Project: (tenths of a mile)
  - Average Daily Traffic (ADT): SELECT
    - ADT Year: [ ]
    - Posted or Statutory Speed Limit(s): (mph)
  - Functional Classification: SELECT

NOTE: Attach an 8.5 x 11 map showing the project location. A WISER map is REQUIRED (refer to the following link:

Existing Facility

- Number of Lanes: SELECT
- Lane Width: SELECT
- Cross Section: [ ] Rural [ ] Urban
- Pavement Type: SELECT
- Pavement Width: [ ]
- Pavement Rating: SELECT
- Pavement Condition: SELECT
- Year Last Improved: SELECT
- Shoulder Type: SELECT
- Shoulder Width: [ ]
- Existing Sidewalk(s): [ ] Yes, one side [ ] Yes, both sides [ ] No
- Existing bicycle accommodations: [ ] Yes, on street [ ] Yes, off street [ ] No

- If yes to either of previous two questions, are bicycle/pedestrian accommodations designated as part of a regional or local bicycle or pedestrian system? [ ] Yes [ ] No

- Lighting: SELECT
- Lighting Style: SELECT

Any federal-aid-eligible structure within the existing facility: [ ] Yes [ ] No. If yes, please indicate the structure ID #:

Does a railroad facility exist within 1000 feet of the project limits? [ ] Yes [ ] No. If yes, specify:

NOTE: If there are pertinent railroad considerations, design funds may be included for Railroad Review Costs.
WisDOT FFY 2023- FFY 2026 BIL STP-Local Program Application Instructions

This application is for Federal Fiscal Year (FFY) 2023-FFY 2026 projects funded by the Bipartisan Infrastructure Law (BIL). The BIL allows states to fund up to 15% of small urban and rural federal funding allocations on minor collectors and local roads. This new federal program provides flexibility to states to fund roadways that previously were not eligible for federal funds. The roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. The roadway also must be located outside of urbanized areas (population of less than 50,000) to be eligible for STP-Local funds. An individual application is required for each new potential FFY 2023-FFY 2026 STP-Local program project.

WisDOT will program the BIL 2023-2026 award cycle at the state budget level approved by the Wisconsin Legislature for the STP program once that level is known.

Project Eligibility

- The 2021 Bipartisan Infrastructure Law (BIL) allows states to fund up to 15% of small urban and rural federal funding allocations on minor collectors and local roads.
- The GIS Application linked here is expected to be available in the near future to assist in determining if the proposed project is a minor collector or local road. While the GIS Application will provide information that has a high degree of accuracy, please cross-validation with the department functional classification maps linked here.
- The roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. In addition, the roadway must be located outside of urbanized areas (population of less than 50,000) to be eligible for STP-Local funds.

Local improvement projects on connecting highways are not eligible for STP-Local funds.

Recommendations for Completing an Application

- It is strongly recommended that the local sponsor contact the Statewide Local Program Manager well in advance of the application deadline to address questions, comments, or new updates to a submitted application.
- An application is required for each new potential FFY 2023-FFY 2026 STP-Local program project and must include all pages of the application, WISLR map, project description/justification, and detailed cost estimate calculations.
- Use the Tab key in the application to "tab" to the next box or field.

Questions on the process should be directed to the Wisconsin Department of Transportation (WisDOT); contact persons listed below.

Michael Loughran  (608)266-2870  michael.loughran@dot.wi.gov
Merrill Meehler-Hickson (608)261-8977  merrill.meehlerhickson@dot.wi.gov
Tim Olusegun (608)266-0254  tim.olusegun@dot.wi.gov

Save the application by including the name of the local unit of government in the filename and email completed applications to: DOTLocalPrograms@dot.wi.gov.

The application deadline is no later than 5:00 p.m. on Friday, June 3, 2022. Submitting an application prior to the deadline is strongly encouraged.

WisDOT FFY 2023- 2026 BIL STP-Local Program Application

NOTE: This application is for Federal Fiscal Year (FFY) 2023-FFY 2026 projects funded by the Bipartisan Infrastructure Law (BIL). The BIL contains a new provision which allows states to fund up to 15% of small urban and rural federal funding allocations on minor collectors and local roads. This new federal program provides flexibility to states to fund roadways that previously were not eligible for federal funds. The roadway must be functionally classified as a Minor Collector or Local Road to be eligible for STP-Local funding. The roadway must be located outside of urbanized areas (population of less than 50,000) to be eligible for STP-Local funds. An individual application is required for each new potential FFY 2023 - FFY 2026 STP-Local program project. Please review the application instructions (see link below) to assist you in completing the application.

FPP3-36 STP-Local Application Instructions

Population Category: SELECT
Functional Classification: SELECT
Municipality Type: SELECT
Project Description:

Project Sponsor: SELECT
Project Location:
- Municipality: SELECT
- County: SELECT
- On Route: SELECT
- At Route (Start): SELECT
- Ditfer (feet or miles): SELECT
- Toward Route (End): SELECT
- Is the project a planning, administration, or other non-infrastructure project? SELECT
- If yes, please select the type of project and provide a brief explanation: SELECT
- NOTES: Attach an 8" x 11" map showing the project location. A WISLR map is REQUIRED (refer to the following link)
- http://wisconsinroadways.org/Pages/getting-started-on-ahs/training/deeddata.aspx
- Length of Project: SELECT
- Average Daily Traffic (ADT): SELECT
- ADT Year: SELECT
- Posted or Statutory Speed Limit: SELECT

Existing Facility

Number of Lanes: SELECT
Lane Width: SELECT
Cross Section: SELECT
Pavement Type: SELECT
Pavement Rating: SELECT
Shoulder Type: SELECT
Shoulder Width: SELECT
Existing Sidewalk: SELECT
Existing Bicycle Accommodation: SELECT

If yes to either of previous questions, are bicycle/pedestrian accommodations designated as part of a regional or local bicycle or pedestrian system? SELECT

Lighting: SELECT
Lighting Type: SELECT
h. The project sponsor will pay to the state all costs incurred by the state in connection with the improvement that exceed federal financing commitments or are ineligible for federal financing. In order to guarantee the project sponsor’s forgiving agreements to pay the state, the project sponsor, through its duly authorized officers or officials, agrees and authorizes the state to set off and withhold the required reimbursement amount as determined by the state from any moneys otherwise due and payable by the state to the municipality.

i. If the project sponsor should withdraw the project, it will reimburse the state for any costs incurred by the state on behalf of the project.

j. For 100% locally funded design projects, costs for design plan development and state review for design are 100% the responsibility of the local project sponsor. Project sponsors may not seek federal funding for only state review for design projects.

k. The sponsor agrees to state delivery and oversight costs by WisDOT staff and their agents. These costs include review of design and construction documents for compliance with federal and state requirements, appropriate design standards, and other related review. These costs will vary with the size and complexity of the project. The sponsor agrees to add these costs to the project under the same 80% federal and 20% local match requirements.

l. Transportation construction projects using federal funds except sidewalks, are likely general improvements that primarily benefit the public at large and for which special assessments cannot be levied under s. 66.0703, Wis. Stats. Municipalities desiring to obtain the required local project funding through special assessments levied against particular parcels should seek advice of legal counsel. See Hildbrand v. Marshfield, 2011 WI App B.

I confirm that I have read and understand project conditions (a) through (l) listed above:

Name: [Signature] Title: [Signature]

Accepted [please type your initials here]: [Signature]

Contact Information and Signatures

Application prepared by a consultant? Yes No If yes, consultant information and signature required below: Consultant Company Name: [Signature] Company Location (City, State): [Signature]

Consultant Signature (electronic only): [Signature] Date: [Signature]

NOTE: It is not permissible for a consultant to fill out applications (or for a small fee) for a municipality and then be selected to do the design work on a project unless the municipality either:

a. uses a one-step QBS process with the scope of work to include the grant application and the design services, if authorized; or

b. uses a two-step QBS process with the scope of work for the first selection for the preparation of the grant application(s) and the second selection for the actual design(s).

In both cases, all costs incurred prior to WisDOT project authorization are the responsibility of the municipality.

See FDM 8-3-3 for additional information: [http://wisconsindot.gov/dwv/fdm/fd-98-05.pdf](http://wisconsindot.gov/dwv/fdm/fd-98-05.pdf)

WisDOT Information – Shaded area to be completed by WisDOT staff only.

FOR WisDOT USE ONLY – enter the following information at application review

NOTE: Please add any WisDOT application comments in the comments section on the Confidential page A.G.

Subprogram: [Signature] Project Improvement Type: [Signature]

Region Reviewer’s Name: [Signature] Date Received: [Signature]

WisDOT Region Reviewer’s Signature: [Signature] Date: [Signature]

FOR WisDOT USE ONLY – enter the following information after project approval

Project ID(s): [Signature]
WisDOT Grant Applications: Tips for Successful Applications

• Actions to take before the application process:

1. Decide on the parameters of your project
   ▪ Clearly define project need
   ▪ Clearly define project scope

2. Conduct stakeholder outreach
   ▪ Engage interest in your community
   ▪ Obtain letters of support
   ▪ Identify potential partners to create larger project benefit
WisDOT Grant Applications: Tips for Successful Applications

• Actions to take during the application process:

1. Complete all sections of application materials
   - Map/location of project area
   - Photos

2. Review application materials for errors

3. Tell a story – Engage the reviewer

4. Submit materials by the application deadline
WisDOT Grant Applications: Tips for Successful Applications

• **Actions to take after the application is submitted:**

1. Be Proactive
   - Confirm receipt of application materials
   - Inform WisDOT of any changes

2. Be Patient
   - Ask when project awards are likely to be announced
   - Do **not** start work on your project prior to authorization

3. Be Persistent
   - Not all applicants are successful the first time
   - Improve your application for future submissions
Agenda

• FAQs, Acronyms/Definitions, and other Resources
• Stakeholders
• State/Municipal Agreement (SMA)
• Consultant Selection Process and Qualification Based Selection (QBS)
• Project Development Timeline and Major Milestones
  ▪ Environmental Process
  ▪ Railroad Coordination
  ▪ Utility Coordination
  ▪ Real Estate Acquisition
  ▪ Plans, Specifications & Estimates (PS&E)
  ▪ Project Bid Letting for Construction
FAQs, Acronyms/Definitions, and other Resources

• **Frequently Asked Questions** (Updated April 12, 2022)
• **WisDOT Local Program Acronyms and Definitions**
• **YouTube: WisDOT Project Development Process Training**
  ▪ Twelve YouTube videos detailing steps in the project delivery process
• **Facilities Development Manual (FDM)**
  ▪ Chapter 8-5: Securing Consultant Services
• [wisconsindot.gov/localprogram](https://wisconsindot.gov/localprogram)

• Slides will be available online in order to access web links
Local Program Stakeholders

• Federal Highway Administration (FHWA)
  ▪ Provides funding and oversight to ensure funds are spent within federal rules
Local Program Stakeholders

• Local Public Agency (LPA) or Sponsor
  ▪ LPA is the sponsor of the project and need to “OWN” it
  ▪ Responsible for the delivery of the project design, any utility moves, any real estate, approvals, etc. to meet interim and final submittal due dates
  ▪ Hires the Consultant
  ▪ Provides overall design project administration
  ▪ Ensures quality control of the design
Local Program Stakeholders

- Wisconsin Department of Transportation (WisDOT)
  - Local Program Manager (LPM)
    - Develops a State/Municipal Agreement (SMA) to define cost shares and due dates
  - Local Program Project Manager (LPPM)
    - Coordinates with the Local Public Agency (LPA, also referred to as Project Sponsor) to develop the delivery schedule of Plans, Specifications and an Estimate (PS&E) including interim due dates
    - Works directly with LPA and Consultant
    - Ensures compliance of Federal and State requirements
    - Aids the sponsor in interpreting the regulations, manuals and guidelines as they apply to specific project conditions
    - Reviews/approves of design documents per the Document Approval Designation Matrix
    - Monitors progress schedule, but LPA and designer are ultimately responsible to meet deadlines
<table>
<thead>
<tr>
<th>SW REGION</th>
<th>SE REGION</th>
<th>NE REGION</th>
<th>NC REGION</th>
<th>NW REGION</th>
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<tr>
<td><strong>DESIGN SUPERVISOR</strong></td>
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<td><strong>DESIGN SUPERVISOR</strong></td>
</tr>
<tr>
<td>Kyle Hemp (608) 246-5367 <a href="mailto:kyle.hemp@dot.wi.gov">kyle.hemp@dot.wi.gov</a></td>
<td>Jeff Bohen (262) 548-5678 <a href="mailto:jeff.bohen@dot.wi.gov">jeff.bohen@dot.wi.gov</a></td>
<td>Brian Edwards (920) 300-2801 <a href="mailto:brian.edwards@dot.wi.gov">brian.edwards@dot.wi.gov</a></td>
<td>Dan Erva (715) 365-5776 <a href="mailto:daniel.erva@dot.wi.gov">daniel.erva@dot.wi.gov</a></td>
<td>Tyler Rongstad (715) 461-0372 <a href="mailto:tyler.rongstad@dot.wi.gov">tyler.rongstad@dot.wi.gov</a></td>
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<tbody>
<tr>
<td>Lorraine Betzel (608) 246-3279 <a href="mailto:lorraine.betzell@dot.wi.gov">lorraine.betzell@dot.wi.gov</a></td>
<td>Michael Baird (262) 548-5919 <a href="mailto:michael.baird@dot.wi.gov">michael.baird@dot.wi.gov</a></td>
<td>Jodi Jarosinski (920) 360-2351 <a href="mailto:jodi.jarosinski@dot.wi.gov">jodi.jarosinski@dot.wi.gov</a></td>
<td>Michael Grage (715) 365-5705 <a href="mailto:michael.grage@dot.wi.gov">michael.grage@dot.wi.gov</a></td>
<td>Paula Groom (715) 579-6776 <a href="mailto:paula.groom@dot.wi.gov">paula.groom@dot.wi.gov</a></td>
</tr>
<tr>
<td>Brandon Burger (608) 267-4019 <a href="mailto:brandon.burger@dot.wi.gov">brandon.burger@dot.wi.gov</a></td>
<td>Milwaukee County, Milwaukee County municipalities, Racine</td>
<td>Fond du Llac, Outagamie Winnebago</td>
<td>Forest, Florence, Iron, Langlade, Lincoln, Marathon, Oneida, Price, Vilas</td>
<td>Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, St. Croix, Taylor, Washburn</td>
</tr>
<tr>
<td>Valerie Guider (608) 789-6303 <a href="mailto:valerie.guider@dot.wi.gov">valerie.guider@dot.wi.gov</a></td>
<td>Greg Hafeman (202) 548-8717 <a href="mailto:greg.hafeman@dot.wi.gov">greg.hafeman@dot.wi.gov</a></td>
<td>Doug Kist (920) 362-0389 <a href="mailto:dunkt.kist@dot.wi.gov">dunkt.kist@dot.wi.gov</a></td>
<td>Brown, Calumet, Door</td>
<td>Matthew Thomsen (715) 245-4199 <a href="mailto:matthew.thomsen@dot.wi.gov">matthew.thomsen@dot.wi.gov</a></td>
</tr>
<tr>
<td>Zachary Pearson (608) 246-5319 <a href="mailto:zachary.pearson@dot.wi.gov">zachary.pearson@dot.wi.gov</a></td>
<td>City of Milwaukee, Kenosha, Ozaukee</td>
<td>Brown, Calumet, Door</td>
<td>Jackson, Pepin, Pierce, Trempealeau</td>
<td>Buffalo, Chippewa, Clark, Dunn</td>
</tr>
<tr>
<td>Dodge, Green, Jefferson, Lafayette, Rock</td>
<td>Currently vacant; please contact Jeff Bohen (above) Walworth, Washington, Waukesha</td>
<td>Kewaunee, Manitowoc, Marinette, Oconto, Sheboygan</td>
<td>Adams, Green Lake, Marquette, Menominee, Portage, Shawano, Waupaca, Waushara, Wood</td>
<td>Eau Claire, Jackson, Pepin, Pierce, Trempealeau</td>
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<tr>
<td>Project manager will vary by location; please call (608) 246-5367</td>
<td>Project manager will vary by location; please call (920) 492-5623</td>
<td>Project manager will vary by location; please call (715) 365-3490</td>
<td>Project manager will vary by location; please call (715) 461-0372</td>
<td></td>
</tr>
<tr>
<td>Phil Cicha (414) 793-1051 <a href="mailto:philip.cicha@dot.wi.gov">philip.cicha@dot.wi.gov</a></td>
<td>Kenosha, Racine, Walworth, Washington, Waukesha, and Milwaukee County municipalities</td>
<td>Mark Zapp (414) 793-2945 <a href="mailto:mark.zapp@dot.wi.gov">mark.zapp@dot.wi.gov</a></td>
<td>City of Milwaukee, Milwaukee County, Ozaukee</td>
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<tr>
<td>Jake Varnes Phone: (262) 548-8789 Fax: (262) 521-4425 <a href="mailto:jacob.varnes@dot.wi.gov">jacob.varnes@dot.wi.gov</a></td>
<td></td>
<td>Alex Dums Phone: (920) 482-5707 Fax: (920) 482-5711 <a href="mailto:alex.dums@dot.wi.gov">alex.dums@dot.wi.gov</a></td>
<td>Ben Roskoskey Phone: (715) 365-5783</td>
<td>Please contact Randy Kirk for assistance Phone: (715) 365-7860 Fax: (715) 635-2309 <a href="mailto:randall.kirk@dot.wi.gov">randall.kirk@dot.wi.gov</a></td>
</tr>
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</table>

**Local Program Delivery Contacts**

Local Program Delivery Contacts
Local Program Stakeholders

• Design Consultant
  ▪ Needs to be knowledgeable about WisDOT and Federal design process in the Local Program
  ▪ Professional Engineer responsible for design
    • Is responsible for internal quality control
### Delegation Of Approval Authority

#### Local Program Document Approval Designation Matrix

**October 21, 2020**

***Please see website for latest version***

https://wisconsindot.gov/Pages/doing-bus/local-gov/lpm/default.aspx

- **A** = Approve
- **C** = Concur
- **R** = Review (provide comment and recommend “approval”)
- For LPA approval, an LPA employee must provide signature
- All Documents are Required to be Submitted to WisDOT for filing
- Designations Supersede WisDOT Manuals

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- **Federal Funded:** IN ORDER
- Region Systems Planning Operations
- Region LPM or LPPM review/sign
- DTIM Approve
- At LPA request to be completed at Application if design less than standard
- Approved by Design Standards
- LPA completes
- LPPM sends on WisDOT letterhead
- Region Tribal Liaison
- Federal Funded: IN ORDER
- Region Environmental Coordinator certifies and recommends LPPM approval
- LPPM provides signature approval
- Federal Funded: IN ORDER
- See Applicable Section 4(f) Forms to Determine Appropriate Signatories
- Signed by Preparer
- Signed by LPPM
- Bureau of Technical Services, Director Designer signs and recommends FHWA approval required
- FHWA provides signature approval required

---
SMA and Authorization

• SMA (State/Municipal Agreement)
  ▪ Confidential Agreement between WisDOT and LPA
  ▪ Agreement on scope and cost estimate for project
  ▪ Funding limit identified at the total eligible amount

• Authorization
  ▪ When WisDOT issued Project ID is able to incur eligible costs
  ▪ Designer can already be selected…BUT...
    • Cannot submit DT1515 (Local Design Selection Approval Checklist) to WisDOT LPPM until SMA is approved by WisDOT and authorized for charging
    • Expenses incurred before authorization cannot be reimbursed
Consultant Selection

- What do I need to do before Procuring Services?
  - Develop a scope of services needed and an estimate (may use one you developed for application if you applied for design)
  - Develop a Request for Qualification (RFQ) solicitation
  - Develop Scoring Criteria
  - Identify individuals to serve on Review Committee
Consultant Selection

• Qualifications Based Selection (QBS) Process
  ▪ Brooks Act applies when Federal funds used for design
    • Two-party contracts do not have Federal funds, so QBS does not apply, but is recommended
    • Three-party contracts do have Federal funds, so QBS does apply
  ▪ Qualifications only (price is not a consideration)
    • Consultant Eligibility
  ▪ WisDOT Roster of Eligible Engineering Consultants
    • Required for three-party contract; recommended for two-party
  ▪ Conflict of interest (Facilities Development Manual 8-5-3) with QBS (Federal funds for design)
    • Not the municipal engineer
    • Cannot have prepared application, unless part of design contract
  ▪ Local Program / WisDOT experience recommended
Consultant Selection

• Resources – Hiring a consultant
  - Facilities Development Manual (FDM) - Chapter 8 Consultant Services
  - YouTube: Local Program Project Development Process Training
    - Video 3: Consultant Services

• FFY2022 Design Consultant
  - Two-party, 100% local funded
  - WisDOT not involved in solicitation, selection, negotiation, execution or administration of contract

• FFY2023 (and beyond) Design Consultant
  - Two-party, 100% local funded
  - or Three-party, 20% local and 80% federally funded

• Note: Construction Oversight Consultant - WisDOT selection on behalf of the local public agency
Consultant Selection

• **Two-party**: LPA and Design Consultant (FDM 8-5-20.2)
• 100% locally funded, including WisDOT oversight costs
• WisDOT is not involved in solicitation, selection, negotiation, execution or administration of contract
  - Recommend following Qualification Based Selection (QBS) process, but not necessary
  - Strongly recommend that the consultant be on WisDOT’s Roster of Eligible Firms
  - Firm must be eligible to practice engineering in Wisconsin
• WisDOT LPPM’s should be included in contract scoping to ensure contract scope covers all necessary elements
Consultant Selection

• **Three-party:** LPA, WisDOT and Design Consultant
• Any amount of Federal/State in Design (no threshold required)
• Requires Qualification Based Selections (QBS)
• WisDOT’s conflict of interest policy FDM 8-5-3
• Documentation of the selection procedures and maintaining a project file
• Estimate of engineering fees will dictate solicitation/selection requirements
Consultant Selection

- **Three-party Design Contract**
- **Selection process:** 6-9 weeks
  - Includes time for solicitation, selections and approval
  - Depends on sponsor timing
- **Contracting process:** 2-4 months
  - Depends on scope, design consultant familiarity with WisDOT contracting, negotiations, internal sponsor timing of approval
Consultant Selection: Type of Procurement – Three-party

- Small purchase (FDM 8-5-10)
  - Anticipated value of design services, including amendments, under $200k
  - Contact 3+ firms on WisDOT roster, ask for qualifications
  - Select from those firms using QBS process, submit DT1515 (Local Design Selection Approval Checklist) to LPPM
  - After DT1515 approved, negotiate price with top qualified firm
  - NOTE: THIS IS NOT SOLE SOURCE
    - Any unavailability of consultant must be documented
Consultant Selection: Type of Procurement – Three-party

• Regular Procedure (FDM 8-5-20)
  ▪ Anticipated value including amendments over $200k but under $1M
  ▪ Advertise your Request for Qualifications
    • Municipal Roster (Minimum 10 Firms)
    • Entire WisDOT Roster
    • Advertise in Newspaper of Record and/or Municipal Website
  ▪ Rank firms using QBS, submit top 5 on DT1515 (Local Design Selection Approval Checklist) to LPPM
  ▪ After DT1515 approved, negotiate price with top firm
Consultant Selection: Type of Procurement – Three-party

- Regular Procedure, but estimate approaching or over $1M (FDM 8-5-20)
  - Follow Regular Procedure to create short list for required interviews
  - WisDOT to approve short list
  - Hold interviews with 5 firms by selection committee
    - NOTE: WisDOT personnel required to attend, contact LPPM to secure person
  - Objectively Rank 5 firms
  - Submit DT1515 (Local Design Selection Approval Checklist) to LPPM for approval, after approved, negotiate price with top firm
Consultant Selection

• Items to take into account when selecting consultant designer...

  ▪ Conflict of Interest (FDM 8-5-3)
    • LPA cannot use their municipal engineer
    • Firm can’t submit application, then do design without LPA using the Qualification Based Selection (QBS) process
    • If firm did an independent engineering study on a bridge, they cannot compete for the design
      ▪ A firm that performs bridge inspections can compete for design of rehabilitation or replacement of said bridge

  ▪ Past performance
    • Firm’s previous work performance
    • County knowledge of firm’s performance
Consultant Selection

- Consultant Selection Committee (FDM 8-5-20.3)
  - Minimum of 3 LPA voting members including chairperson
  - Must document all procedures and correspondence
  - Need to maintain records for three years after construction and then records become a permanent part of the project records
  - Formalize Scope and Costs
  - Develops rating and ranking criteria.....
Consultant Selection

• Objective Ranking and Rating Criteria (FDM 8-5 Attachment 20.1 Consultant Interview Rating Sheet)
  
  ▪ General
    • Familiarity with WisDOT procedures
    • Professional Registration of Firm and staff, education
    • Current Firm workload
    • Proximity of Firm’s office to project
  
  ▪ Specific Relevant Experience
    • Public Involvement
    • Environmental Analysis and Documentation
    • Right of Way Plat preparation
    • Structure and Roadway Design
    • Drainage, Traffic Control, Survey
  
  ▪ Other
    • Experience with similar projects
    • Previous performance including timeliness, quality, trouble shooting
**CONSULTANT INTERVIEW RATING SHEET**  
**FIRM____________________________**

### RATING FACTORS

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<td>Outlook in general, interest in work.</td>
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<td>General impression, self expression, knowledge and experience, self confidence, persuasiveness.</td>
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<td>Proposal or plan, sensitivity.</td>
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<td>4. <strong>Environmental Issues</strong></td>
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<td>What work is needed, field review, etc.</td>
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<td>7. <strong>Identify Problems</strong></td>
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<td>Knowledge of problems and their approach to project challenges.</td>
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<td>8. <strong>Accommodating Public and Agency Concerns</strong></td>
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<td>Indication of sincere interest in the municipality, the Department and agencies, and their concerns.</td>
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<td>Opinion of the firm's potential to complete on schedule.</td>
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<td>10. <strong>Past Performance</strong></td>
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**CHECK ONE BOX IN THE MATRIX IMMEDIATELY AFTER THE INTERVIEW AND TOTAL THE RATING**

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**Summary of Rating Totals**

**RATING SCORES**

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**Interviewer Signature**

____________________________

FDM 8-5 Attachment 20.1
Consultant Selection

• Local Design Notification Process
  ▪ Selection Committee Chairperson upon receiving WisDOT approval of design selection:
    • Notifies successful firm
    • Notifies unsuccessful firms
    • Invites successful firm to begin negotiations
A wise man once said,

“If the paperwork is not in the file, it didn’t happen!”

Don’t risk losing Federal funds..... Document it!!!

All your work is referred to on the next page.....

... the selection approval form.
Consultant Selection

• Local Design Approval Process (FDM 8-5-20)

• LPA Selection Committee ranks firms
  - LPA fills out the DT1515 (Local Design Selection Approval Checklist)
  - Send to WisDOT Region Local Program Project Manager to review and submit to Consultant Services Supervisor for processing & approval

• Region Consultant Services Supervisor
  - If design contract estimate greater than $50,000, sends to Statewide Consultant Engineer for review
  - Once approved, sends approved signed DT1515 to Local Program Project Manager and LPA
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<td>Selection Approval Date</td>
<td>WisDOT Region will send to Statewide Consultant Engineer, if needed</td>
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Phases of the Project Development Timeline

**FFY2022:** Completed designs only have a few months to meet the requirements for WisDOT Plans, Specifications, and Estimate (PSE) submittal for construction bid letting.

**FFY2023:** New designs will have a compressed schedule to meet the requirements for WisDOT Plans, Specifications, and Estimate (PSE) submittal for construction bid letting.
Project Development: 30% PS&E

Contact Diggers Hotline

Begin Field Survey
- Topography
- Determine existing Right-of-Way

Coordinate Geotechnical Investigation
- Soil Borings

Prepare Pavement Design
- Sponsor Approves

Investigate Existing Conditions
- Horizontal & Vertical Alignments
- Intersections

Determine Alternatives & Costs

Operational Planning Meeting (OPM)

Agency Coordination
- DNR
- Wetland Impacts
- Corp of Engineers
- US Fish & Wildlife Services
- Tribal Coordination
- Others as Required

Utility/Railroad Coordination

Public Involvement Meeting (PIM)

Submit 30% Plans & Draft Env. Doc.
- Title Page
- General Notes
- Typical Sections
- Plan & Profile
- Estimate

Normally 3-6 Months

Major Milestone
Project Development: 60% PS&E

Submit Environmental Document
• Section 106
• 4f / 6f
• Hazardous Materials Investigation

Develop Design of Preferred Alternative

Prepare Design Study Report (DSR)
• Transportation Management Plan (TMP)
• Preliminary Estimate

Submit DSR & 60% Plans
• Storm Water Management Plan
• Erosion Control Plan
• Traffic Control / Detour Route Plan
• Cross Sections
• Construction Details
• Pavement Marking/Signing Plan

Submit Right-of-Way Plat (if required)
• Traditional Plat or Transportation Project Plat (TPP)
• Legal Descriptions
• Relocation Order

Begin Real Estate Acquisition (if required)

2nd Public Involvement Meeting (if required)

Normally 12-18 Months

Major Milestone
Project Development: 90% PS&E

- Finalize Agency Coordination
  - DNR (401)
  - Corp of Engineers (404)

- Finalize Utility Coordination

- Calculate Final Quantities

- Engineers Estimate

- Finalize Plans

- Prepare Specifications

- Prepare Bid Documents

- Submit Plans, Specs & Estimates (PS&E)

- Let Project

★ Major Milestone

Normally 3-6 Months
Environmental Process

• Archaeological and Historical Screening
  ▪ Some projects will qualify for WisDOT screening review
  ▪ LPPM will coordinate the screening request through DT1030 form (Cultural Resources Screening Submittal)
  ▪ Speak with LPPM and REC about screening criteria, make sure project is a good candidate
  ▪ Screening is performed at the beginning of the project
    • Allow 8 week minimum for screening response
  ▪ If a project is put on the screening list for both archaeology and history, the Section 106 process is complete
Environmental Process

• If the project is not placed on the screening list for both archaeology and history, a Section 106 Report is required
  ▪ See FDM Chapter 26 for process and forms
  ▪ Project impacts need to be known and shown. This is shown with preliminary plans
  ▪ Allow 3-6 months for Section 106 Report processing

CAUTION: Section 106 Process takes time!
Environmental Process

- Timeframe for environmental process
  - Allow ample time for report reviews and approvals
  - The environmental document cannot be approved until the project has completed:
    - Native Tribal Notifications (NTN)
    - History/Archeology is screened or Section 106 approved
    - US Fish and Wildlife Services (USFWS) Consultation, if required
    - HazMat Reconnaissance or Phase 1 Hazardous Materials Assessment (HMA) approved
  - A Categorical Exclusion Checklist (CEC) is approved by WisDOT and can take a few months to approve (most local projects utilize a CEC)
  - An Environmental Report (ER) is approved by FHWA and can take longer to approve
Environmental Process

• Allow ample time for report reviews and approvals
• Remember some agency coordination will require field work…and much of this field work is seasonal or weather dependent
• Ensure adequate project schedule time
• Avoid Scope Change: your project will be delayed, and costs will increase
• Reference: Wisconsin Department of Transportation Environmental programs (wisconsindot.gov)

CONTACT LPPM IF POTENTIAL SCOPE CHANGE
Railroad Coordination

• Projects Near Railroads
  ▪ If there is a railroad within 1000 feet of your project (or your detour route)
    – Why 1000 feet?
  ▪ Working definition of near is within the advanced warning distance of a railroad. A 55-mph advance warning sign (W10-1) is located 750' to 1000' from the crossing
  ▪ Only a screening tool, doesn’t mean railroad work will be required, means WisDOT Regional Railroad Coordinator (RRC) should be contacted to determine if railroad work is required
  ▪ Impacts timely delivery of the project
Railroad Coordination

• Project Constraints
  - Cannot gap or stop just short of a crossing to avoid railroad impacts.
    • Must end project at a “logical” point
  - Cannot end a project one year short of a crossing then follow-up in coming years by starting on the other side just to avoid the crossing
  - Projects with railroad impacts are not simple projects and don’t fit the streamlined PS&E process
  - Add a year or two for dealing with railroads and Office of the Commissioner of Railroad (OCR)
  - Design at the crossing must be submitted to your region railroad coordinator 24 months prior to letting
Utility Coordination

• Why is utility coordination important?
  ▪ Utilities have a statutory right (ss.86.16) to occupy public right of way
  ▪ Planners and excavators are required to “avoid to extent possible interference with transmission facilities” (ss.182.0175)
Utility Coordination

• Roles and Responsibilities - LPA/Design Consultant
  ▪ Follow Local/State/Federal regulations
  ▪ Follow WisDOT Guide to Utility Coordination
  ▪ Complete Utility Coordination Task List
  ▪ Update Local Program Project Manager (LPPM)
  ▪ Finalize PS&E documents
  ▪ Send certification of utility coordination to LPPM
  ▪ Coordinate with Utilities post-PS&E to ensure moves

• Reference: Wisconsin Department of Transportation Local program agency tools (wisconsindot.gov)
Utility Coordination

• Roles and Responsibilities - WisDOT LPPM
  ▪ Work with LPA to ensure utility coordination is taking place
  ▪ Sign Utility Status Report (USR) after receiving certification
  ▪ Communicate with utility unit on complex issues

• Roles and Responsibilities - WisDOT Utility Unit
  ▪ Region and central office staff available if LPPM needs assistance
  ▪ Statewide contact for local program utility concerns
Utility Coordination

• Wis. Administrative Code Ch. Trans 220
  ▪ Trans 220 does not apply to local roads, but timelines and processes are still recommended

• Utility work plan return time:
  ▪ 60 days for resurfacing
  ▪ 90 days for reconditioning
  ▪ 120 days for reconstruction
  ▪ Add 30 days if compensable or joint work
Right of Way Acquisition

• LPA's are expected to:
  - Follow the procedures outlined in the LPA manual
  - Secure the approvals needed to proceed with right of way acquisition on State or Federal aid projects
  - Ensure that all State and Federal procedures and laws are followed
  - Document, Document, Document

• Reference: Wisconsin Department of Transportation Local Program Real Estate Manual (LP RE Manual) (wisconsindot.gov)
Right of Way Acquisition

• Requirements Prior to Real Estate Acquisition
  ▪ Approved Environmental Document
  ▪ Approved Design Study Report (DSR)
  ▪ Relocation Plan (if applicable)
  ▪ Right of way plat approval/relocation order filed
  ▪ Acquisition Capability Statement
  ▪ Real Estate Start-Up Meeting
Right of Way Acquisition

- Allowable Activities Prior to Acquisition
  - Order and Review Title Searches
  - Identify Parcel Needs
  - Contract with Consultants
  - Start the Sales Study
Right of Way Acquisition

*Timing is for a SINGLE parcel - Number of days represents an average of WisDOT Projects

- Estimated Scheduled Time to Meet PS&E
  - 30 – 120 Days – Relocation Order thru last Appraisal Approved and all Nominals Acquired
  - 60 Days - Receipt of Owner’s Appraisal
  - 30 – 60 Days – Negotiation of all Parcels, Condemnation if Required thru Recording of Last Award of Damages
  - 28 Days – Time for WisDOT to Review

- TOTAL = 150-268 Days ROW Clear
Plans, Specifications, & Estimates (PS&E)

- Reference [FDM 19](#) for requirements
- All documents need to be e-submitted (due Noon on PS&E date)
  - Make sure any region required documents are sent to LPPM
- Right of way needs to be clear, if it cannot, contact your LPPM and Real Estate Coordinator
- Utilities need to be clear, if it cannot, contact your LPPM
- Railroad needs to be clear, if it cannot, contact your Region Rail Coordinator and LPPM
- Traffic Management Plan (TMP) must be approved
- DNR Final Concurrence must be obtained
- All Permits must be in hand
- **IF ANY OF THESE ARE MISSING, YOUR PS&E PACKAGE IS INCOMPLETE AND YOUR PROJECT IS SUBJECT TO HAVE ITS LETTING PULLED**
- Schedule changes not guaranteed, talk to LPM and LPPM as soon as you anticipate one is needed
Plans, Specifications, & Estimates (PS&E)

• Locally Let Projects
  ▪ Follow procedures in the The Sponsor's Guide to Non-Traditional Transportation Project Implementation and additional resources
  ▪ Draft should be delivered to Region 28 days before Final
  ▪ Final to be accompanied by all required documents and Request to Advertise
    • LPPM will review, bring in appropriate Ad Hocs as needed
  ▪ Letting will follow Municipalities Normal Advertising Process
    ☐ Must be advertised for minimum 3 weeks

DO NOT ADVERTISE UNTIL THE REQUEST TO ADVERTISE PACKAGE HAS BEEN APPROVED AND YOU HAVE RECEIVED AUTHORIZATION LETTER
Plans, Specifications, & Estimates (PS&E)

- WisDOT Central Office Reviewers will check plans, specs, and estimates
  - Reviewed in order of Letting Date, so if you are in the 3rd month of a PS&E, do not anticipate review immediately
  - Turnaround times on addressing comments is tight, make sure Sponsor and Consultant are available
  - If Sponsor or Consultant need to make a change to plans/specs/estimate independently, contact LPPM to coordinate with Central Office
Bid Letting for Construction

- Projects submitted to FHWA 8 weeks before letting date
- Projects advertised 5 weeks before letting date
- If an addendum is needed to make changes, follow FDM 19-22 and contact LPPM
- Answer contractor questions as received
  - Do not answer any questions not asked through WisDOT BidExpress website, direct them to BidExpress website to ask the question if they want an answer
Post Bid Letting

- Bids posted on WisDOT website 24 hours post letting date
  - Do not contact LPPM to ask before this, we do not receive "inside information"
- If bid is 5% higher or 10% lower than Engineer's Estimate, or a sole bid is received, bid justification required
  - Email will be sent to designer, LPPM, and sponsor
  - Sponsor must concur to award if over the engineer’s estimate more than 5% (remember, sponsor is responsible for any amount over SMA funding limit)
  - Bid justifications generally due Friday noon after let, make sure consultant and sponsor are available
- Once awarded, reach out to LPPM about setting up next steps
Post Bid Letting

• Locally Let Projects
  - Follow procedures in the *The Sponsor's Guide to Non-Traditional Transportation Project Implementation* and additional resources
  - Submit Request to Award package, along with any bid justification to LPPM
  - Once awarded, reach out to LPPM about setting up next steps

DO NOT AWARD UNTIL THE REQUEST TO AWARD PACKAGE HAS BEEN APPROVED AND YOU HAVE RECEIVED AUTHORIZATION LETTER
ADDITIONAL RESOURCES
Central Office Local Programs Contacts

Jason Starke  
BIL Primary Point of Contact  
(608) 266-0436  
dotlocalprograms@dot.wi.gov

Merrill Mechler-Hickson  
Program & Policy Chief  
(608) 261-8977  
merrill.mechlerhickson@dot.wi.gov

Tim Olusegun  
Program & Policy Supervisor  
(608) 266-0254  
tim.olusegun@dot.wi.gov

Michael Loughran  
STP & Local Bridge Statewide Program Manager  
(608) 266-2870  
michael.loughran@dot.wi.gov

Travis Houle  
TAP & CMAQ Statewide Program Manager  
(608) 266-9656  
travis.houle@dot.wi.gov
Additional Resources

• FFY 2022 WisDOT Carbon Reduction Program Webinar
  ▪ https://youtu.be/6pl1Zl5d_cl

• FFY 2023-2026 WisDOT BIL Webinar
  ▪ https://youtu.be/P6FN5daxJk0

• FHWA Presentation on BIL

• Wisconsin Access Management System (WAMS)
  ▪ https://on.wisconsin.gov/WAMS/home

• Wisconsin Information System for Local Roads (WISLR)
  ▪ https://wisconsindot.gov/Pages/doing-bus/local-gov/wislr/default.aspx

• Highway Structures Information (HSI)
  ▪ https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/strct/hsi.aspx

• Facilities Development Manual (FDM)
  ▪ https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/rdwy/fdm.aspx
Additional Resources

- Transportation Code 204 (towns)
  - [https://docs.legis.wisconsin.gov/code/admin_code/trans/204](https://docs.legis.wisconsin.gov/code/admin_code/trans/204)

- Transportation Code 205 (counties)
  - [https://docs.legis.wisconsin.gov/code/admin_code/trans/205](https://docs.legis.wisconsin.gov/code/admin_code/trans/205)

- Facilities Development Manual 11-20-1 (cities/villages)

- Transportation Code 301 (human services vehicles)
  - [https://docs.legis.wisconsin.gov/code/admin_code/trans/301](https://docs.legis.wisconsin.gov/code/admin_code/trans/301)

- YouTube Local Program Project Development Process Training
  - [WisDOT Local Program Project Development Process Training - YouTube](https://www.youtube.com/watch?v=...)
Additional Resources

• Bidding and advertising
  ▪ Wis. Stats. § 16.855, 66.0901, 985.01(1m), 985.07

• Railroad bidding & advertising
  ▪ https://docs.legis.wisconsin.gov/statutes/statutes/85/077

• Railroad crossing alterations
  ▪ https://docs.legis.wisconsin.gov/statutes/statutes/195/29

• County work rule restrictions
  ▪ Wis. Stats. § 59.52(30)

• Bicycle/Pedestrian guidance
  ▪ Wis. Stats. § 84.01(35)

• Local Program Real Estate Manual
Question & Answer Session

DOTLocalPrograms@dot.wi.gov