

# PROJECT DEVELOPMENT TIMELINE CHECKLIST

Sponsor's Guide to Non-Traditional Project Implementation  
SG01

WisDOT Local Program (Central Office)  
4822 Madison Yards Way, 4<sup>th</sup> Floor South  
Madison, WI 53705  
DOTLocalPrograms@dot.wi.gov



WisDOT Project ID Number		Date Checklist Completed
Project Title	Hwy #/Letter	County
Project Limits		Sponsor
Project Description		Preparer/Title

<b>PROJECT INITIALIZATION</b>	<p><i>Approximately 3 months from SMA postmark to design ID authorization</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SMA sent to Sponsor</li> <li><input type="checkbox"/> Sponsor approval by governing body (common council, county board, etc.)</li> <li><input type="checkbox"/> WisDOT processing and execution of SMA</li> </ul>		
<b>DESIGN CONTRACT EXECUTED</b>	<p><i>Approximately 3-9 months, depending on familiarity with WisDOT contracting, scope of project, negotiation needs, timing of Sponsor's internal approvals, and contract type.</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>3 party contracts (Sponsor, Design Consultant, WisDOT)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creation of RFP</li> <li><input type="checkbox"/> Solicitation via QBS</li> <li><input type="checkbox"/> Consultant approval by WisDOT</li> <li><input type="checkbox"/> Scoping of the contract</li> <li><input type="checkbox"/> Creation, negotiation, review</li> <li><input type="checkbox"/> Execution by Design Consultant, Sponsor</li> <li><input type="checkbox"/> WisDOT processing, execution</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p><b>2 party contracts (Sponsor, WisDOT)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scoping of the contract</li> <li><input type="checkbox"/> Creation, review of contract</li> <li><input type="checkbox"/> Execution by Sponsor</li> <li><input type="checkbox"/> WisDOT processing, execution</li> </ul> </td> </tr> </table>	<p><b>3 party contracts (Sponsor, Design Consultant, WisDOT)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Creation of RFP</li> <li><input type="checkbox"/> Solicitation via QBS</li> <li><input type="checkbox"/> Consultant approval by WisDOT</li> <li><input type="checkbox"/> Scoping of the contract</li> <li><input type="checkbox"/> Creation, negotiation, review</li> <li><input type="checkbox"/> Execution by Design Consultant, Sponsor</li> <li><input type="checkbox"/> WisDOT processing, execution</li> </ul>	<p><b>2 party contracts (Sponsor, WisDOT)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scoping of the contract</li> <li><input type="checkbox"/> Creation, review of contract</li> <li><input type="checkbox"/> Execution by Sponsor</li> <li><input type="checkbox"/> WisDOT processing, execution</li> </ul>
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<b>BEGIN DESIGN</b> <i>Upon receipt of Notice to Proceed</i>	<p><i>Approximately 6 months to 3 years, depending on designer's familiarity with process, need for design amendments, project complexity.</i></p> <p><b>Project complexity items:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Railroad</li> <li><input type="checkbox"/> Structures</li> <li><input type="checkbox"/> Real Estate</li> <li><input type="checkbox"/> Utility coordination</li> <li><input type="checkbox"/> DNR/ACOE permitting</li> <li><input type="checkbox"/> Multiple phases of construction</li> <li><input type="checkbox"/> Section 106 challenges (historic or archeological)</li> </ul>		
<b>SUBMIT REQUEST TO ADVERTISE - LLP</b>	<p><i>Upon receipt of design approval.</i></p>		
<b>REQUEST TO ADVERTISE APPROVED, FUNDS FOR CONSTRUCTION AUTHORIZED</b>	<p><i>Approximately 2-3 months, which includes WisDOT and FHWA review, approval, processing, and authorization.</i></p>		

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<b>REQUEST TO AWARD – LLP APPROVAL</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Advertisement of project</li><li><input type="checkbox"/> Opening of bids</li><li><input type="checkbox"/> Submittal &amp; Approval of Request to Award – Local Let Project</li></ul> <p><i>Approximately 1-2 months.</i></p>
<b>EXECUTE CONSTRUCTION CONTRACT</b>	<p><i>Approximately 3 months to 2 years, based on complexity, construction oversight, enforcement of project schedule, phasing, and time of year when project began.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Pre-construction meeting</li><li><input type="checkbox"/> Construction</li><li><input type="checkbox"/> Processing of contract modifications (if applicable)</li><li><input type="checkbox"/> Final walk-through/punch listing</li></ul>
<b>REIMBURSEMENT REQUESTS, PROJECT COMPLETION</b>	<p><i>Approximately 3 months to 2 years, based on when reimbursement requests (RR) are submitted, along with project completion certification.</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Submission of RRs, applicable back-up</li><li><input type="checkbox"/> Field reviews based on the RRs, any necessary fixes in the field</li><li><input type="checkbox"/> Approval of RRs, receipts</li><li><input type="checkbox"/> Submission, approval of Project Completion Certificate</li></ul> <p><b>When completed, project (all project IDs) is closed.</b></p>
<b>PROJECT INITIALIZATION TO COMPLETION: APPROXIMATELY 2 TO 8.5 YEARS.</b>	