

PRELIMINARY ENGINEERING CHECKLIST

Sponsor's Guide to Non-Traditional Project Implementation
SG04

WisDOT Local Program (Central Office)
4822 Madison Yards Way, 4th 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

Complete the checklist and review with the LPPM at the beginning of the project. This checklist will ensure plans, specifications, and estimates (PS&E) and other contract documents are developed in accordance with program guidelines. **Submit a copy of this form to the LPPM for filing.**

Does the proposed project involve construction activities (grading, paving, painting, structural improvements, landscaping, etc.)?

- NO
- YES

PS&E must be completed, signed, and sealed by a professional engineer (PE), architect, or landscape architect. Designs shall comply with all federal, state, and local standards/codes. Bicycle projects shall comply with AASHTO Guide for the Development of Bicycle Facilities, Wisconsin Bicycle Facilities Design Handbook, WisDOT Facilities Development Manual.

For SRTS projects, have the pre-project surveys (parent survey, student tally sheets) been completed and submitted to the [National Center for Safe Routes to School](#)?

- N/A
- YES

Will consultant engineering or architectural services be utilized for project design and/or construction?

- NO
- YES

Review the Sponsor's Guide for details regarding three-party contracts.

Does the proposed project involve the acquisition of real estate (land, easements, structures, etc.)?

- NO
- YES

Complete the [Certificate of Right-of-Way \(RE1899\)](#) to draft PS&E. Certificate must be submitted for all projects, regardless of land acquisition.

Complete the Right-of-Way and Real Estate Checklist (SG05) after approval of the DSR.

Does the proposed project require adjustments to existing utilities?

- NO
- YES

Coordination must be made with impacted utility companies. Review Chapter 4 of the Sponsor's Guide for details.

Does the proposed project come within 1,000' of an abandoned or existing railroad right-of-way?

- NO
- YES

Immediately contact the LPPM. Coordination must be made with the railroad company to obtain concurrence, acceptance of the proposal, and cooperation in adjusting or changing railroad facilities to accommodate the project.

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Will the proposed project be constructed in accordance with the [WisDOT Standard Specifications for Road and Bridge Construction](#) and/or [WisDOT Standard Special Provisions](#)?

NO

Non-WisDOT specifications may be used for non-highway related work by incorporating them into contract documents by reference as a special provision, provided they are federal, state, or industry-recognized standard specifications and do not conflict with federal laws/regulations. All contract language must reference the [WisDOT Standard Specifications General Requirements and Covenants \(Part 1\)](#).

YES

Will the proposed project specify proprietary products?

NO

YES

Submit [Proprietary Product Justification \(DT1584\)](#) to the LPPM stating the necessity of the proprietary product or incorporate language permitting the use of approved equal materials to the contract specifications.

Will the proposed project involve work on State Trunk Highway (STH) right-of-way?

NO

YES

Review [State Right-of-Way Permits](#) to determine the correct permit contact for your region office.

Was the Uniform Purchasing procedure followed for purchase of property for the project?

NO, the land was purchased in .

YES, the land was purchased in .

N/A, the land was purchased more than 10 years prior to submission of the project application.

Will the proposed project involve any structures (retaining walls, boardwalks, bridges, etc.)?

NO

YES

Review the Sponsor's Guide for more information on structures.

Does the proposed project involve purchase of equipment/materials?

NO

YES

Review the Sponsor's Guide for more information on equipment and materials purchasing.

Does the proposed project meet the project description in the SMA?

NO

Contact the LPPM for approval of changes and updates to the SMA.

YES