

**CERTIFICATION FOR NON-TRADITIONAL PROJECT ADMINISTRATION AND DELIVERY**

Sponsor’s Guide to Non-Traditional Project Implementation  
SG18

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		Name of Government Agency		WisDOT Region: Choose an item.	
Project Title		Hwy N°Letter	County	Project Limits	
Project Description					
<b>SPONSOR’S PRIMARY POINT OF CONTACT</b>					
Name			Title		
Address			Email		
Phone			Fax		
<b>SPONSOR’S SECONDARY POINT OF CONTACT</b>					
Name			Title		
Address			Email		
Phone			Fax		

Any changes to points of contact, designated Responsible Charge, or information contained within the completed Certification for Non-traditional Project Administration and Delivery (SG18) at any time during the project shall require certification be updated and resubmitted. **The certification form shall be completed and submitted to the regional office LPM within 30 days of completing Sponsor’s Guide Certification Training. The document must be accepted and verified before the SMA will be approved.**

The sponsor has been selected to benefit from the use of federal funds for the construction of a non-traditional transportation project to be administered through the local letting process. By accepting the use of federal funding, the sponsor acknowledges that they understand the applicable federal and state requirements and accepts accountability to complete these requirements. To attain certification, the sponsor must explain the role, if any, that consultants will perform. The sponsor retains responsibility for ensuring adherence to the Sponsor’s Guide to Non-traditional Transportation Project Implementation (Sponsor’s Guide), even if using consultant support. **Whether performed by sponsor agency staff or by a consultant, federal funds shall not be used to pay for administrative function costs described in this document. These costs are the sole responsibility of the sponsor.**

**Definitions**

- **Administration:** Overall management and implementation of the approved project to ensure compliance with all applicable state and federal regulations as explained in the *Sponsor’s Guide*. The sponsor is 100% responsible for all costs associated with administration, some of which may be performed by a consultant.
- **Oversight:** The act of ensuring that the construction project is delivered in compliance with federal and state laws, regulations, and policies. Oversight activities include review and approval actions pertaining to design, plans, specifications, estimates, right-of-way certification statements, contract awards, inspections, and final acceptance.
- **Engineering/Inspection:** All efforts/activities required to complete the four project phases: design, real estate acquisition, letting, and construction.
- **Responsible Charge (23 CFR 172.9(d)(1)):** The project sponsor (LPA) must designate a **responsible charge** to supervise all phases of the project. The designee is a full-time employee of the LPA and will act as authority for all WisDOT delegated responsibilities and project approvals. The designee does not require a PE. Responsibilities for the responsible charge will include:
  - Administering activities related to the project such as contract negotiation, contract payment, and evaluation of performance, compliance, and quality of services provided by the consultant
  - Familiarity with contract requirements, scope of services, and products produced by the consultant
  - Familiarity with the qualifications and responsibilities of the consultant’s staff and evaluating any requested changes

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- Scheduling and attending progress and project review meetings to ensure work is progressing in accordance with the project scope and schedule milestones
- Ensuring consultant costs billed are allowable in accordance with federal cost principles and consistent with the contract terms as well as the acceptability and progress of the consultant’s work
- Evaluating and participating in decisions for contract modifications
- Documenting contract monitoring activities and maintaining supporting contract records
- PE not required

<b>PROJECT DELIVERY MODEL</b>	
<b>Select the Project Delivery Model that the sponsor will use to administer and deliver the non-traditional project</b>	
Design will be completed by <i>(if sponsor, staff professional engineer (PE) is required)</i>	
Construction oversight will be completed by <i>(if sponsor, staff PE is required)</i>	
Project administration will be completed by <i>(if consultant, they cannot be the same consultant selected for design or construction oversight, unless those items are funded 100% locally)</i>	

If federal funding will be used for consultant services, the Qualifications-Based Selection (QBS) process must be used. The sponsor states that the consultant will be selected based on the procedures established by WisDOT and FHWA for selection and approval processes, as defined in WisDOT Facilities Development Manual (FDM) Chapter 8-5-20 and 23 CFR 172. The Sponsor states that the use of the Consultant is in compliance with FDM Chapter 8-5-55 regarding Conflict of Interest in the role of a consultant providing management services to a Sponsor.

**If the sponsor elects to contract with a consultant, explain your selection process as it relates to QBS**

<b>ADMINISTRATION BY SPONSOR</b>			
Individual in Responsible Charge		Title	
			<b>Y/N/NA</b>
Has the sponsor completed review of the Sponsor’s Guide to Non-Traditional Transportation Project Implementation?			<b>COMPLETION</b>
Has the sponsor completed the Sponsor’s Guide to Non-Traditional Transportation Project Certification Training?			
<input type="checkbox"/>	Attach an organizational chart, limited to personnel working on the project, with names/titles of responsible persons.		
<b>List up to five similar projects the sponsor has administered/let (WisDOT projects first).</b>			
Project ID/Description	Year	Cost	WisDOT Reference

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ADMINISTRATION BY CONSULTANT			
Selected/Anticipated Consulting Firm			
Name of Primary Consultant Representative		Title	
Individual in Responsible Charge		Title	
			<b>Y/N/NA</b>
Has the consulting firm completed review of the Sponsor’s Guide to Non-Traditional Transportation Project Implementation?			<b>COMPLETION</b>
Has the consulting firm completed the Sponsor’s Guide to Non-Traditional Transportation Project Certification Training?			
<input type="checkbox"/>	Attach brief description of the firm’s qualifications pertaining to administering the project.		
List up to five similar projects the sponsor has administered/let (WisDOT projects first).			
Project ID/Description	Year	Cost	WisDOT Reference

**Approving Authority:** The sponsor must have an official approving authority for all WisDOT delegated project approvals. This authority (e.g., executive, department head or policy body) must officially approve each project step for which it is the approving authority, as identified in this certification document. Check the appropriate description of the approval authority or completion of each task, as indicated. If no choices apply, describe the sponsor’s process.

**Administrative Functions:** Costs associated with the following administrative funds are ineligible for federal funding, unless otherwise noted. These costs are the responsibility of the sponsor. **Administrative functions on this form are designated in green.**

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<b>PROJECT APPLICATION</b> (administrative function) <i>includes the preparation and submittal of project application, cost estimate.</i>		
<b>Drafted by</b>		
<b>Sponsor staff</b>		
<b>Consultant Name</b>		
<b>Project Application APPROVED BY</b>		
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

<b>APPROVAL OF STATE MUNICIPAL AGREEMENT</b> (administrative function) <i>includes the coordination between the sponsor and WisDOT, internal reviews, and subsequent approval of the agreement by the sponsor.</i>		
<b>SMA APPROVED BY</b>		
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

<b>DESIGN AND/OR CONSTRUCTION CONSULTANT SELECTION</b> (administrative function) <i>includes all functions required for consultant selection and consultant contract. Functions include the preparation of RFP, solicitation, evaluation, selection, contract negotiations, and execution. If federal funds will be utilized for consultant services, review relevant chapters in the Sponsor's Guide, selection process outlined in the FDM Chapter 8, and WisDOT's Conflict of Interest Policy.</i>					
<b>SOLICITATION PROCEDURE</b>					
<input type="checkbox"/>	Advertisement	<input type="checkbox"/>	WisDOT solicitation	<input type="checkbox"/>	Other
<input type="checkbox"/>	Sponsor's current list	<input type="checkbox"/>	Small purchase procedures	<input type="checkbox"/>	N/A – Procurement only (Move to Bid Advertisement)
<b>BASIS OF SELECTION</b>					
<input type="checkbox"/>	Evaluation		<input type="checkbox"/>	Interview shortlist	
<b>Consultant Selection APPROVED BY</b>					
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other				
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other				
<input type="checkbox"/>	Resolution passed by legislative body				
<input type="checkbox"/>	Committee				
<input type="checkbox"/>	Other				

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**GENERAL DESIGN REVIEW (QUALITY CONTROL/ASSURANCE)** (administrative function) *includes sponsor's internal review of general design documents (permits, DSR, ROW plat, PS&E, etc.) to ensure design is in accordance with the sponsor's expectations.*

**General Design Review APPROVED BY**

<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

**REAL ESTATE (RE) ACQUISITION<sup>1</sup>** (administrative function) *includes the assumption that real estate is not state or federally funded. If funded, some RE functions may be reimbursable. Answer all questions even if RE is not anticipated.*

Is RE acquisition anticipated?	<input type="checkbox"/>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
Who will acquire RE <sup>2</sup> ?	<input type="checkbox"/>	<b>Sponsor</b>	<input type="checkbox"/>	<b>Other</b>

**RE Acquisition APPROVED BY**

<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

**BID ADVERTISEMENT** (administrative function) *includes the placement and cost associated with placing the advertisement and obtaining an Affidavit of Publication. Drafting and placement of the bid advertisement can be considered part of design engineering services. Advertisement must be placed a minimum three weeks prior to bid opening publications.*

Drafted by	<input type="checkbox"/>	<b>Sponsor</b>	<input type="checkbox"/>	<b>Design consultant</b>
Advertisement placed by	<input type="checkbox"/>	<b>Sponsor</b>	<input type="checkbox"/>	<b>Design consultant</b>

**N/A** (State procurement contracts only) – Policies were followed in accordance with the Wisconsin Department of Administration State Procurement Manual in soliciting State Procurement Contract [Click or tap here to enter text.](#) (Contract ID: Title). *(If checked, move to Execution of Contract)*

**Bid Advertisement APPROVED BY**

<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

<sup>1</sup> Public Law 91-646 Uniform Act is the primary law for acquisition and relocation activities on federally assisted projects and programs. For more information regarding real estate, [click here](#).

<sup>2</sup> WisDOT certification is required for anyone acquiring RE.

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<b>ACCEPTANCE, OPENING AND APPROVAL OF BIDS, AWARD OF CONTRACT</b> <i>includes the acceptance, opening, review, evaluation, and approval of contractors' bids or vendor proposals, as well as awarding of the contract. Review and evaluation of contractors' bids may be considered part of design engineering services.</i>		
Bids received by		
Bids opened by		
Bids evaluated by		
<b>LOW BID ACCEPTED BY</b>		
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

<b>EXECUTION OF CONTRACT</b> (administrative function) <i>includes the execution of the contract between the sponsor and the contractor or vendor.</i>		
<b>CONTRACT TO BE SIGNED BY</b>		
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

<b>CONTRACTOR PAYMENTS</b> <i>includes the issuance of payment to the contractor or vendor for work performed. The creation of the pay estimate, including determining quantities and total cost, is considered a construction oversight duty.</i>		
<b>PAYMENT APPROVED BY</b>		
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other	
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other	
<input type="checkbox"/>	Resolution passed by legislative body	
<input type="checkbox"/>	Committee	
<input type="checkbox"/>	Other	

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<b>FINAL RECORDS RETENTION</b> <i>Records must be available for review by FHWA and WisDOT as requested.</i>		
Records retained by	<input type="checkbox"/>	<b>Sponsor</b>
Address where records will be stored		

<b>EQUAL EMPLOYMENT OPPORTUNITY (TITLE VI), DBE, AND PREVAILING WAGES (Davis-Bacon)</b> <i>may include obtaining copies of the contractor's EEO policy, assessing DBE work, explaining processes for ensuring current federal prevailing wages in contract. For each section, describe the sponsor's policies for ensuring contractor compliance with federal regulations. Attach additional pages as necessary.</i>	
<b>TITLE VI OF THE CIVIL RIGHTS ACT OF 1964</b>	
<b>DISADVANTAGED BUSINESS ENTERPRISE (DBE)</b>	
<b>PREVAILING WAGE RATES (DAVIS-BACON)</b>	
<b>AMERICANS WITH DISABILITIES ACT (ADA)</b>	

<b>APPROVAL FOR CHANGED CONDITIONS, INCREASED/DECREASED QUANTITIES</b> <i>includes the review and approval of contract change orders at the sponsor level.</i>				
Evaluation and recommendation	<input type="checkbox"/>	<b>Sponsor</b>	<input type="checkbox"/>	<b>Administrative consultant</b>
<b>APPROVAL BY</b>				
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other			
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other			
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LOCAL FORCE ACCOUNT			
Will the sponsor request permission to perform any project work through a Local Force Account (LFA)?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
If yes, the sponsor acknowledges that they have read and understood requirements and limitations associated with the use of LFAs as stated in the <i>Sponsor's Guide</i> .		____ Sponsor Initial	
Cost effectiveness finding (CEF) drafted	<input type="checkbox"/>	Sponsor	<input type="checkbox"/> Design consultant
CEF APPROVED BY			
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other		
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other		
<input type="checkbox"/>	Resolution passed by legislative body		
<input type="checkbox"/>	Committee		
<input type="checkbox"/>	Other		

FEDERAL AID BILLING <i>includes the preparation and submittal of reimbursement requests.</i>			
Invoices prepared by	<input type="checkbox"/>	Sponsor	<input type="checkbox"/> Administrative consultant
COSTS REVIEWED AND APPROVED FOR SUBMITTAL BY			
<input type="checkbox"/>	Director of Public Works/City Engineer/Commissioner/Other		
<input type="checkbox"/>	Mayor/Executive/President/Chairperson/Other		
<input type="checkbox"/>	Resolution passed by legislative body		
<input type="checkbox"/>	Committee		
<input type="checkbox"/>	Other		

DESIGN ENGINEERING			
Will federal funding be utilized for design costs?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
<i>Indicate whether tasks will be performed by the sponsor (s), consultant (c) or N/A.</i>			
	Project application update		Environmental clearance
	Design Study Report (DSR)		Utility coordination
	Relocation order, ROW plat		Plans development
	Draft bid advertisement		PS&E preparation



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CONSTRUCTION ENGINEERING			
Will federal funding be utilized for construction oversight?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Indicate whether tasks will be performed by the sponsor (s), consultant (c) or N/A.</i>			
	Construction staking		Materials testing and inspection
	Materials documentation		Daily diary
	Measurement of quantities		Estimates for payment
	Time charges		Change orders
	Final acceptance		Maintenance of records
	Contractor payroll collection		Field interviews
	Job site board compliance check(s)		

**ON BEHALF OF THE SPONSOR**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**CONSULTANT ADMINISTRATION ON BEHALF OF THE SPONSOR**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Firm/Title \_\_\_\_\_

**ACCEPTED BY WISDOT**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_