

Local Bridge Low Risk Project Pilot FAQ's August 2019

- What triggers the start time for the projects performance measure?
Performance measures will be based on quality of documents and project
- Can projects be locally let in the future?
Current State Statutes need to be updated for this to be allowed
- Can projects on the NHS be included in reduced oversight efforts?
WisDOT is working with FHWA on future possibilities
- Can a change from a 2-party design to 3-party design after decision to enter into pilot?
The Sponsor should determine the type of contract and needs to be identified during the application along with whether or not that project fulfills the criteria for inclusion in the low risk program
Changes after application would need to go through the change management process
- What is the process to accelerate a projects schedule?
The pilot projects schedule goal for Notice to Proceed (NTP) to Plans Specials & Estimate (PSE) is 12 – 14 months to include, but not limited to the following:
 1. Confirmed letting dates with WisDOT's Proposal Management section
 2. Design consultants schedule; survey crew, soil borings, etc.
 3. Local funds availability
 4. Contractor bid prices
 5. WisDOT's contracts and document reviews
- For project schedule planning, what is WisDOT's turnaround time on project document reviews?
Low risk pilot projects are reviewed amongst all local program projects and reviews will depend on the timeliness and quality of completed documents submitted by the Sponsor
- Why is Quality Based Selection (QBS) required?
WisDOT uses QBS to contract with a firm whose qualifications meets the project requirements
The Sponsor has the option to design the project if they choose
- What are the Request for Proposals (RFP) requirements on low risk projects?
The FDM outlines the process which provides flexibility for the Sponsor to use their own roster or pool of firms they have established, which is available for any consultant selection for the various programs
- Is the roadside hazard report required?
Recommended report by WisDOT, and left up to the Sponsor

- Is the hazmat phase 1 required?
The Sponsor should become familiar with FDM Procedure 21-35-5
 1. Sponsors consultant or designee prepares the WisDOT Phase 1 Hazardous Materials Assessment Site Summary
 2. LPA signs WisDOT Phase 1 Hazardous Materials Assessment Site Summary

- Who completes the Screening list?
 1. Sponsor and Designer, Local Program Project Manager or the Region Environmental Coordinator sends the request to Central Office Environmental Process and Documentation Section Cultural Resources Team (CRT)
 2. CRT sends to the Wisconsin Historical Society Museum Archaeology Program (MAP)
 3. MAP provides CRT information
 4. CRT makes a screening determination and puts it on the screening list for history and/or archaeology if appropriate

- When will the Department of Natural Resource (DNR) low risk pilot checklist be available?
The checklist is in the review process
Current environmental processes apply to all type projects until any changes are final

- Will the Designer have access to the TMP simple process?
The TMP simple process for local program projects is available for all users
<http://transportal.cee.wisc.edu/tmp/manual.html>

- What is the process for Asbestos?
WisDOT uses a master contract for this, or the Sponsor can choose to do their own

- Can the Sponsor identify projects as a Low Risk Pilot Project in public outreach meetings?
Yes, projects can be branded as Low Risk Pilots

- Can the construction oversight be done with county staff forces?
On a project-by-project basis with WisDOT Project Management oversight

- Can low risk projects use a Lump Sum contracts?
Yes, to help with time constraints or at the desire of the Sponsor

- What training is available on low risk project requirements?
The Federal/State Aid Project Delivery webpage has links to the low risk pilot model and document designations
<https://wisconsinindot.gov/Pages/doing-bus/local-gov/lpm/low-risk.aspx>

- How will success of the pilot projects be tracked?
Cost savings and quality of project deliverables and quality of final project will be monitored

- What will Identify the projects eligibility to be a low risk project?
A criteria checklist will be used to identify low risk project qualifications; no right of way, wetlands, etc. This checklist is in the final development phase

- Who will approve construction contractor estimates?
WisDOT Local Program Project Manager through Fieldmanager
- What final records are required on low risk projects?
All records touching the project are required to be submitted to WisDOT for final archive
- Who signs the plan title sheet?
Designer is the PE that signs the plan
WisDOT signs only for completion
- Does the performance measure include construction finals review?
Construction finals review to follow the same timeline as all other local projects
- Is the guidance for records audit and source documents different for low risk projects?
No, the Records Disposition Authority (RDA) needs to be followed for all type projects
- Are there any differences in materials testing and certification requirements on low risk projects?
Same materials requirements apply as on other local projects
WisDOT will review the documents
- What is the process with schedules and projects sliding out of a Fiscal Year (FY)?
Any schedule changes need to be requested through the change management process
- What if the expedited schedule is not met?
The program is not designed around accelerated schedules; expedited projects will be handled on a project basis
- There is concern with consultant special provisions including a hyper link to the webpage?
A standard template for this program was established and the contracts can be written project specific with the webpage a reference
- Will low risk contracts be expedited through the process?
Contracts will be processed as quickly as is practical with improvement on timeliness as the process is refined
- Will the LPA concurrence on contract modification justification be timely (no more than 3 days)?
Communicate the importance of this to the Sponsors when approaching construction