



LPA Qualification Evaluation Form Low-Risk Delivery Model

1/31/2023

Local Public Agency (LPA):		Project ID:	
Street Address:		Project Description:	
City, State, Zip:		Project Limits:	
Submittal Date:		State Program Cycle:	
Check the appropriate type of project funding:			
<input type="checkbox"/>	STP-Urban	<input type="checkbox"/>	Local Bridge
<input type="checkbox"/>	STP-Rural	<input type="checkbox"/>	Other (Please identify)
<input type="checkbox"/>	STP-Local		

The LPA (local public agency) will be required to complete and submit this form, formally requesting that WisDOT deliver their project utilizing the low-risk delivery model. The Regional Local Program Project Manager (LPPM) shall thoroughly review and evaluate the contents of this submittal as evidence of the LPA's qualification to administer the project. Failure by the LPA to demonstrate a satisfactory status for any of these prerequisites may result in the denial of the application in whole or part.

An LPA's approval to administer federal or state funded Low-Risk projects will be effective for the individual project identified above. Any changes to the information below, must be submitted to WisDOT for review/approval.

Responsible Charge: The LPA shall designate a person as being in "responsible charge" and is expected to be a public employee who is accountable for a project. This person should be expected to be able to perform the following duties and functions:

- Administer inherently federal/state regulations and project activities, including those dealing with cost, time, adherence to contract; requirements, construction quality, and scope
- Maintains familiarity of day to day project operations, including project safety issues;
- Make or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visits and reviews the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse; and
- Direct project staff, agency, or consultant, to carry out project administration and contract oversight, including proper documentation
- Is aware of qualifications, assignments, and on-the-job performance of staff at all stages of the project.

Responsible Charge Name/Title:	
Phone:	E-mail Address:
Current Roles and Responsibilities within LPA:	
Statement of Qualifications:	

Professional Engineer: The project must be designed by a professional engineer (PE), licensed in the State of Wisconsin.

LPA Acknowledgement

Design Consultant: If federal or state funds are utilized in the design phase of the project, the consultant must be on WisDOT's [Roster of Eligible Engineering Consultants](#).

LPA Acknowledgement

Real Estate / Land Acquisitions: Completion of this section is mandatory, whether the project anticipates right-of-way acquisition or not. The project must designate an LPA employee to oversee and approve right-of-way acquisitions. Federal regulations (23 CFR) require that all persons performing right of way acquisition functions on federal aid projects be qualified and competent. WisDOT maintains lists of individuals approved to complete right of way activities (appraisal, appraisal review, negotiations, relocation). Any individual completing right of way work (consultant or LPA staff) must be on those lists. Individuals applying to be on the list will be required to complete an application and document their qualifications and experience completing right of way activities. See: [the Local Program Real Estate Information website](#)

Name/Title:	
Phone:	E-mail Address:

Capital Improvement Experience: Attach documentation of previously completed and maintained successful capital improvement projects of a similar size, nature, and complexity including but not limited to WisDOT projects. Limit listing projects completed within the last 5 years.

Documentation Attached

Signatures: The application and supporting information will be reviewed by the WisDOT LPPM to verify the LPA's qualifications. The LPPM may need to contact your agency for additional information or clarifications.

The LPA, as witnessed by the signatures below, understands that:

1. Its ability to administer the project is contingent on a finding by WisDOT that the LPA is qualified and adequately staffed to administer the Low-Risk Project.
2. The delivery of this project shall be in accordance with the requirements set forth in the State/Municipal agreement.
3. All projects under LPA administration shall be available for review by FHWA and the WisDOT at any time and all project documents shall be retained and available for inspection.
4. The person signing this form certifies that the information contained herein, including all addenda, is correct.

SIGNATURES:

_____ Date

Approved for Local Public Agency

The WisDOT Regional Local Program Project Manager has reviewed and evaluated the completed statement of qualifications provided by the requesting LPA and approves the request to administer the subject project through the low-risk delivery model.

APPROVED BY (WisDOT LPPM):	Date: