



FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

TABLE OF CONTENTS

Chapter 3: Facilities Development Process

Section 3-1 Process Overview

<u>3-1-1</u>	Overview
<u>1.1</u>	General
<u>1.2</u>	Description
<u>1.3</u>	Process Outline
<u>3-1-5</u>	Project Initiation Phase
<u>5.1</u>	General
<u>5.2</u>	Life Cycle
<u>5.3</u>	Milestone
<u>5.4</u>	This section left blank
<u>5.5</u>	Deliverables
<u>5.6</u>	Change Management
<u>5.7</u>	Performance Management
<u>3-1-10</u>	Project Definition Phase
<u>10.1</u>	General
<u>10.2</u>	Life Cycle
<u>10.3</u>	Milestone
<u>10.4</u>	This section left blank
<u>10.5</u>	Deliverables
<u>10.6</u>	Change Management
<u>10.7</u>	Performance Management
<u>3-1-15</u>	Project Delivery Phase
<u>15.1</u>	General
<u>15.2</u>	Life Cycle
<u>15.3</u>	Milestone
<u>15.4</u>	This Section Left Blank
<u>15.5</u>	Deliverables
<u>15.6</u>	Change Management
<u>15.7</u>	Performance Management
<u>3-1-20</u>	Project Proposal Execution Phase
<u>20.1</u>	General
<u>20.2</u>	Life Cycle
<u>20.3</u>	Milestone
<u>20.4</u>	This Section Left Blank
<u>20.5</u>	Deliverables
<u>20.6</u>	Change Management
<u>20.7</u>	Performance Management
	<u>Attachment 1.1</u> Facilities Development Process
	<u>Attachment 1.2</u> Facilities Development Process Phase Activities

Section 3-4 Environmental Scoping, Evaluation and Documentation

<u>3-4-1</u>	Environmental Scoping, Evaluation and Documentation Overview
<u>1.1</u>	General

Section 3-5 Improvement Concepts

<u>3-5-1</u>	Asset Management
<u>1.1</u>	Improvements Strategies
<u>3-5-5</u>	Federally Funded Preventive Maintenance Projects
<u>5.1</u>	Introduction

- [5.2](#).....Requirements
- [5.3](#).....Preventive Maintenance on Streets and Highways - Eligible Work Types
- [3-5-10](#).....Force Account Agreements
 - [10.1](#).....Introduction
 - [10.2](#).....Wisconsin Statutes
 - [10.3](#).....Types of Force Account Agreements
 - [10.4](#).....Policy Regarding Agreements
 - [10.5](#).....Project Oversight Requirements for Components of Project Listed in State/ Municipal Agreement (Local System)
 - [10.6](#).....Development Oversight (Local System)
 - [10.7](#).....Documentation for LFA Local and State Agreements ≤ \$5,000 and > \$5,000
 - [10.8](#).....Developing a Local Force Account Agreement
 - [10.9](#).....Cost Effectiveness Findings
 - [10.10](#).....Compliance Procedure
 - [10.11](#).....Prepare and Submit a Cost Effectiveness Finding
 - [10.12](#).....Region Limitations On Force Account Agreements
 - [10.13](#).....Cost Effectiveness Findings for Contract Modification for Local Force Account Local (Federal Funded)
 - [10.14](#).....Cost Effectiveness Findings at Completion of Construction for Local Force Account Local (Federal Funded)
 - [10.15](#).....Periodic Evaluation of Cost Effectiveness Findings (Federal Funded)
 - [10.16](#).....Filing Cost Effectiveness Findings
- [Attachment 5.1](#).....Allowable Overlay on Existing 2% Cross Slope
- [Attachment 10.1](#).....A Policy on Construction of State and Federal-Aid Highway Projects by Forces and Equipment of Counties or Other Local Governmental Units
- [Attachment 10.2](#).....Summary Guidelines for Force Account Agreements
- [Attachment 10.3](#).....Justification for Force Account Agreements more than \$50,000 (LFA Federal Funded)
- [Attachment 10.4](#).....Justification for Force Account Agreements \$50,000 or Less (LFA Federal Funded)
- [Attachment 10.5](#).....Correspondence/Memorandum (Local System)
- [Attachment 10.6](#).....Correspondence/Memorandum (State System)
- [Exhibit 5.1](#).....Agreement for the Use of Federal Funds For Preventive Maintenance of Streets & Highways (Except Structures)
- [Exhibit 5.2](#).....Agreement for the Use of Federal Funds for Preventive Maintenance of Structures
- [Section 3-10 Scheduling and Programming](#)
 - [3-10-10](#).....Scheduling and Programming
 - [10.1](#).....Engineering Authorization, Scheduling, and Programming
 - [10.2](#).....Letting Guidelines
 - [Attachment 10.1](#).....Letting Guidelines
- [Section 3-15 Complex or Unique Projects](#)
 - [3-15-1](#).....Project Management Plans
 - [1.1](#).....Background
 - [1.2](#).....Initial Project Management Plan - General
 - [1.3](#).....Purpose
 - [3-15-5](#).....Project Financial Plans
 - [5.1](#).....Background
 - [5.2](#).....Process for \$100 to \$500 million projects
 - [5.3](#).....Process for projects in excess of \$500 million
 - [3-15-15](#).....Value Engineering
 - [15.1](#).....Originator
 - [15.2](#).....Introduction to Value Engineering
 - [15.3](#).....Policy and Application
 - [15.4](#).....Scheduling a Value Engineering Study
 - [15.5](#).....Conduct a Systematic Functional Analysis VE Study
 - [15.6](#).....Presentation of Recommendations
 - [15.7](#).....Implement Approved Recommendations
 - [15.8](#).....Reporting Requirements
 - [3-15-20](#).....Accelerated Construction Technology Transfer

[20.1](#).....General

[20.2](#).....Accelerated Construction Technology Transfer

[Attachment 15.1](#).... Value Engineering Job Plan

[Attachment 15.2](#).... Roles and Responsibilities

[Attachment 15.3](#).... Value Engineering on Major Project

[Attachment 15.4](#).... VE Recommendations Summary Worksheet

Section 3-20 Local Program Related Topics

[3-20-1](#).....Local Program Bridge Approach Length Eligible for Federal Funding

[1.1](#).....Introduction

[1.2](#).....Touchdown Points on Local Program Bridge Projects

[Attachment 1.1](#).....Local Bridge Improvement Assistance Program Replace in Kind Funding Policy