



Highway Maintenance Manual

Chapter 2 Administration

Section 15 Agreements/Contracts

Subject 11 Annual Region Project Lists

Bureau of Highway Maintenance

November 2022

1.0 Authority

Wisconsin laws governing the administration of state highway maintenance are found in three sections of the Wisconsin State Statutes: Section 84.07(1) Maintenance of state trunk highways, Routine Maintenance; Section 84.07(2) Maintenance of state trunk highways, Repayment for State Work; and Section 83.015(3) County Highway Committee, Cost Accounting System.

The Wisconsin Department of Transportation (WisDOT) and the Wisconsin County Highway Association (WCHA) signed a Memorandum of Understanding (MOU) related to the administration of Performance-based Maintenance (PbM). Under this agreement, WisDOT and WCHA established a PbM Steering Group and subgroups to focus on recommending changes in the state maintenance manual and routine maintenance agreements.

WisDOT and Wisconsin counties develop annual contractual agreements that identify the Performance-based Maintenance (PbM), Discretionary Maintenance, and routine maintenance activities performed on state highways.

2.0 Region Project List

A region project list is developed by regions, through with coordination with counties in each region, to identify the state highway project work in which counties will conduct for PbM activities. The region project list is considered a projected list of projects, as projects may not commence depending on various circumstances. Common project examples in a typical region project list include concrete repair, crack routing and sealing, shoulder work, and deck sealing on bridges.

WisDOT's region maintenance units work collaboratively with each county within their region to develop region project lists for the PbM program for the state highway system.

The total statewide budget for both PbM projects "only" and PbM to Discretionary Maintenance Agreement (DMA) projects is currently \$13.5 million annually. An additional budget contingency of \$5.0 million is available, depending on the winter season, to accommodate unanticipated project overruns.

3.0 Required Elements of a Region Project List Submission to BHM

Regions are required to submit annually by September 15th to the Bureau of Highway Maintenance (BHM), a consolidated, region project list for each region's maintenance projects. Projects on the submitted list may include activities that have been identified by the department but were not specifically identified by a county. The consolidated list is the region's proposed maintenance project list (one list per region).

The consolidated list shall include all the following:

- 1) County name.
- 2) Highway number.
- 3) Bridge number (if applicable).
- 4) Project limits.
- 5) Work type.
- 6) Estimated cost.
- 7) Additional explanation as necessary.

BHM reviews the submitted region lists for compliance with the county MOUs and asset management principles. BHM's review and any edits are completed and returned to the region maintenance sections no later than

October 15th. Once the lists are approved, regions are responsible to notify each county in their respective regions to complete the required contracts. The department's expectation is the selected projects from the approved lists will be completed within the calendar year, unless otherwise outlined in the approval and outlined within contractual terms. Regions should inform BHM of changes in anticipated timing of selected projects, especially those that will not be completed within a calendar year or are not anticipated to begin construction. Projects may change due to weather, project delays, or budgets for system needs.