



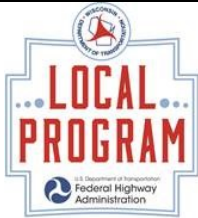
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ACTIVITY/TASK	P D C H I E F	P D S U P	C U S U P	L P P M	L P A	O T H E R	COMMENT
DESIGN							
State Municipal Agreement (SMA)					A	A	<ul style="list-style-type: none"> ● Regions System Planning Operations
Tribal Historic Preservation Office (THPO) Notification				A			<ul style="list-style-type: none"> ● LPA completes ● LPPM Sends on WisDOT letterhead
Projects on Tribal Lands						A	<ul style="list-style-type: none"> ● Region Tribal Liaison
Preliminary Engineering Checklist				R	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Initial Site Reconnaissance Checklist				R	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Parcel Reconnaissance Checklist				R	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Right-of-Way (R/W) and Real Estate (R/E) Checklist				R	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Local Project utility Coordination Task List				R	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Project Proposal Certificate				A	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Construction Bid Letting Checklist				R	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Local Let Project Contract Document Checklist				R	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM



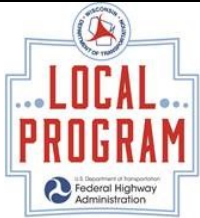
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Categorical Exclusion Checklist (CEC)				A		C	<ul style="list-style-type: none"> ● Region Environmental Coordinator (REC) certifies and recommends LPPM approval
Programmatic Categorical Exclusion (PCE)				A		C	<ul style="list-style-type: none"> ● Region Environmental Coordinator (REC) certifies and recommends LPPM approval
Section 4(f)				A	A	A	<ul style="list-style-type: none"> ● Signed by Preparer ● Signed by LPPM ● Bureau of Technical Services, Director (or Designee) signs and recommends FHWA approval-Required ● FHWA provides signature approval-Required
Section 6(f)				R		C, A	<ul style="list-style-type: none"> ● Department of Natural Resources (DNR) concurrence ● National Park Service (NPS) concurrence ● Park (resource) owner concurrence ● FHWA Section 6(f) Determination & Approvals (if applicable)
Public Information Plan (PIP)					A		
Pavement Design Report (PDR)					A		
Design Storm Water Report					A		
Soils Report					A		
Hazardous Materials					A		<ul style="list-style-type: none"> ● WisDOT Phase 1 Hazardous Materials Site Summary
Miscellaneous Traffic Reports				(A)	A		<ul style="list-style-type: none"> ● (LPPM) Capacity expansions only
Intersection Control Evaluation (ICE)				C	A		<ul style="list-style-type: none"> ● As applicable.



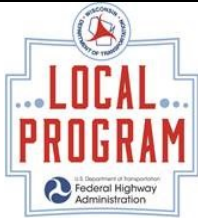
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Traffic Management Plan (TMP)				A			<ul style="list-style-type: none"> ● TMP for Local Project
Encroachment Report					A		
Design Study Report (DSR)				A	A		
DSR on National Highway System (NHS)				A	R	C	<ul style="list-style-type: none"> ● BPD Design Oversight Engineer
Local Bridge preliminary designs/plans						R	<ul style="list-style-type: none"> ● Bureau of Structure
Plans, Specials, Estimate (PSE)				R	A		
Request to Advertise				A	A		<ul style="list-style-type: none"> ● LPA completes and signs
Commitment to Subcontract to DBE Non-Traditional Projects DT1880					R	A	<ul style="list-style-type: none"> ● Contractor completes and submits to Civil Rights and Compliance Office for approval
Request to Award				A	A		<ul style="list-style-type: none"> ● LPA completes submits to LPPM
Use of State or Local Furnished Materials						A	<ul style="list-style-type: none"> ● BPD Design Standards Chief
Railroad Certificate (DT1804)						A	<ul style="list-style-type: none"> ● Region Railroad Coordinator
Change Management Request (minor scope/schedule)				R	A	A	<ul style="list-style-type: none"> ● LPA complete ● Region LPM or LPPM review/sign ● DTIM Approve
Utility Status Report (USR)				A	A		
Right of Way Certification				A	A	A	<ul style="list-style-type: none"> ● LPA prepares ● RE Coordinator approves with R/W ● LPPM approves when no R/W



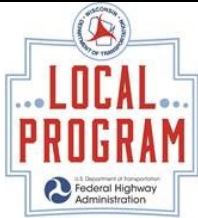
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Right of Way Plat					A		
Cost Effective Finding (CEF) for Local Force Account	A				A		<ul style="list-style-type: none"> ● LPA Completes ● 2 copies to Construction Standards Chief
Project Completion Certificate for each phase: Design, Construction, Real Estate				A	A		<ul style="list-style-type: none"> ● LPA completes and submits to LPPM
Reimbursement Request DT1713 for each phase: Design, Construction, Real Estate				A	C	A	<ul style="list-style-type: none"> ● LPA completes and submits to LPPM ● LPPM approves and submits to WisDOT Expenditure Accounting
CONSTRUCTION							
Erosion Control Plan				R	A	C	<ul style="list-style-type: none"> ● DNR concurrence & permitting as required
Start work orders					A		
Partial/Conditional/Final Construction Acceptance Letters to Contractor				C	A		
Local Force Account (LFA) Prequalification; DT2300				A			<ul style="list-style-type: none"> ● Place in BPD DT2300 box folder
LFA Under \$5000	A			C			
LFA \$5000 and over	R			C		A	<ul style="list-style-type: none"> ● Approved by Contract Manager (CAU)
Contractor Pay Estimates					A		
Contract Modification Justification (CMJ) - Under \$25,000				A	R		
CMJ - \$25,000-\$50,000		A		C	R		



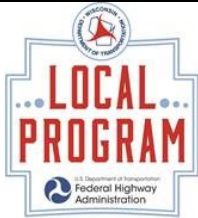
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CMJ - \$50,000 and Over	A			C	R		
CMJ - Time Extension				A	R		
Contract Modification (CM) - Time Extension				A	R		
CM - Administrative Items				A	R		
CM - No cost				A	R		
CM - Under \$25,000				A	R		
CM - \$25,000 - \$50,000		A		C	R		
CM - \$50,000 and Over	A			C	R		
CONSULTANT CONTRACTS							
Consultant Local Design Solicitation			A	R	A		<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval
Consultant Design Contract (DC)			A	R	C		<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval
Consultant DC Selection Approval			A	R	C		<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval
Consultant DC Negotiation			A	R	C		<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval
Consultant DC Amendment < \$50,000			A	R	C		<ul style="list-style-type: none"> ● CU-Sup approval follows Region process for Director involvement/approval
Consultant DC Amendment > \$50,000			A	R	C	A	<ul style="list-style-type: none"> ● Follow statewide local program process ● DOT Contract Manager Approve
Consultant Construction Contract (CC)					A		<ul style="list-style-type: none"> ● See Sponsors Guide Section 10.4 fpr guidance
Consultant CC Selection Approval					A		<ul style="list-style-type: none"> ● See Sponsors Guide Section 10.4 fpr guidance
Consultant CC Negotiation					A		<ul style="list-style-type: none"> ● See Sponsors Guide Section 10.4 fpr guidance



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Consultant CC Amendment					A		<ul style="list-style-type: none"> • See Sponsors Guide Section 10.4 for guidance
Consultant Invoices					A		<ul style="list-style-type: none"> • 3 party design • 2 party construction

- **Project Development Chief – PD CHIEF**
- **Project Development Supervisor – PD SUP**
- **Consultant Unit Supervisor – CU SUP**
- **WisDOT Project Manager – LPPM**
- **Local Program Manager - LPM**
- **Local Public Agency – LPA**