

**Bipartisan
Infrastructure
Law Webinar
Presented by**



**WISCONSIN TOWNS
ASSOCIATION**

Sponsored By:

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What types of projects should communities focus on for the BIL funding for FFY22? FY23?



FFY22 Project Types



Requirements

- No impacts:
 - Real estate
 - Utility
 - Railroad
- Little-to-no impacts:
 - Environmental
- **Design costs not allowed**

What Types of Projects?

- Simple roadway projects:
 - Mill & fill
 - Pulverize & pave
- "Shelf" projects already designed
 - Bridge or roadway
 - Attention can turn to documentation

FFY23 Project Types



Requirements/Recommendations

- Minimum impacts:
 - Utility
 - Environmental
- No impacts:
 - Railroad
 - Real estate
- Design costs allowed

What Types of Projects?

- Straightforward
- Roadway or bridge

**How does a
community
go about
selecting an
engineering
firm?**

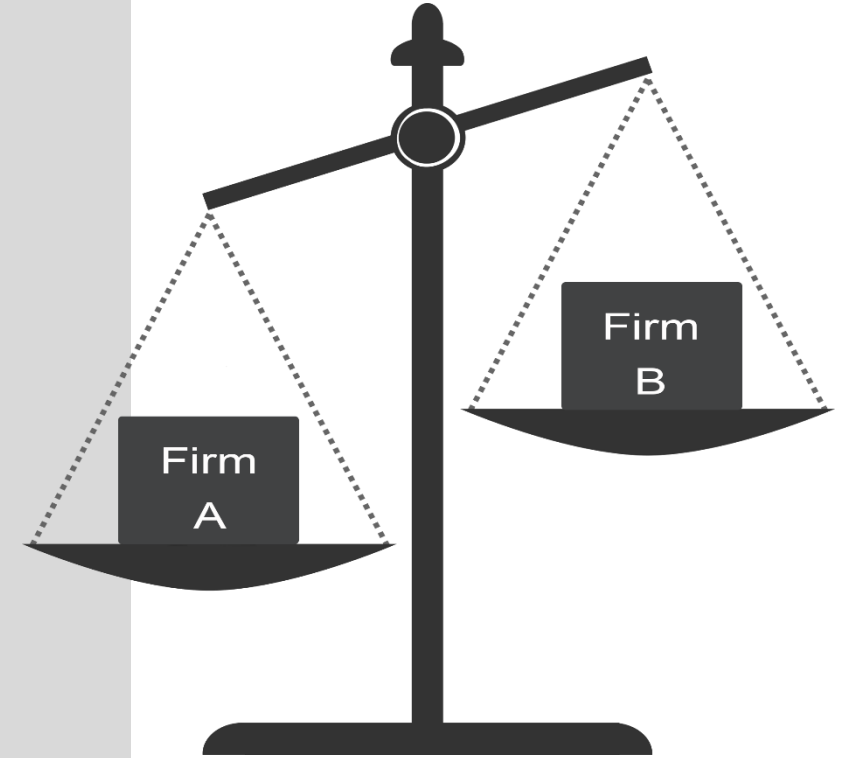
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Design Consultant Selection

Contract Types

- 2-party design contract
 - 100% local funds for design (no federal funds)
 - Recommend Qualification Based Selection (QBS)
 - Recommend that firm be on WisDOT Roster
 - Solicitation method flexible
- 3-party design contract
 - 80% federal funding for design
 - Required Qualification Based Selection (QBS)
 - Required that firm be on WisDOT Roster



Design Consultant Selection

Solicitation Methods (typical)

- **Small Purchase** (less than \$200,000 design services)
 - Establish selection criteria & committee
 - Contact minimum 3 firms
 - Review qualifications of each firm
 - Rank firms and send selection form to WisDOT
- **Request for Proposals** (\$200,000+ design services)
 - Solicit Notice of Interest – more formal process
 - Review qualifications of each firm
 - Rank firms and send selection form to WisDOT



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Design Consultant Selection



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Empowering Town Officials

- Sample Selection Criteria
 - Experience
 - Firm, project manager, staff
 - Similar projects
 - Proximity to project
 - Availability/capacity
 - Past performance
 - Timeliness, quality of work
 - References
 - Project Approach

CONSULTANT INTERVIEW RATING SHEET FIRM _____

RATING FACTORS

	Unsat --0--	Margn --2--	Norml --4--	Above --6--	Excel --8--	Outst --10--
1. Resources Available To Do Job Outlook in general, interest in work.						
2. Project Manager/Engineer General impression, self expression, knowledge and experience, self confidence, persuasiveness.						
3. Public Involvement Proposal or plan, sensitivity.						
Financial Issues					Excel	Outst

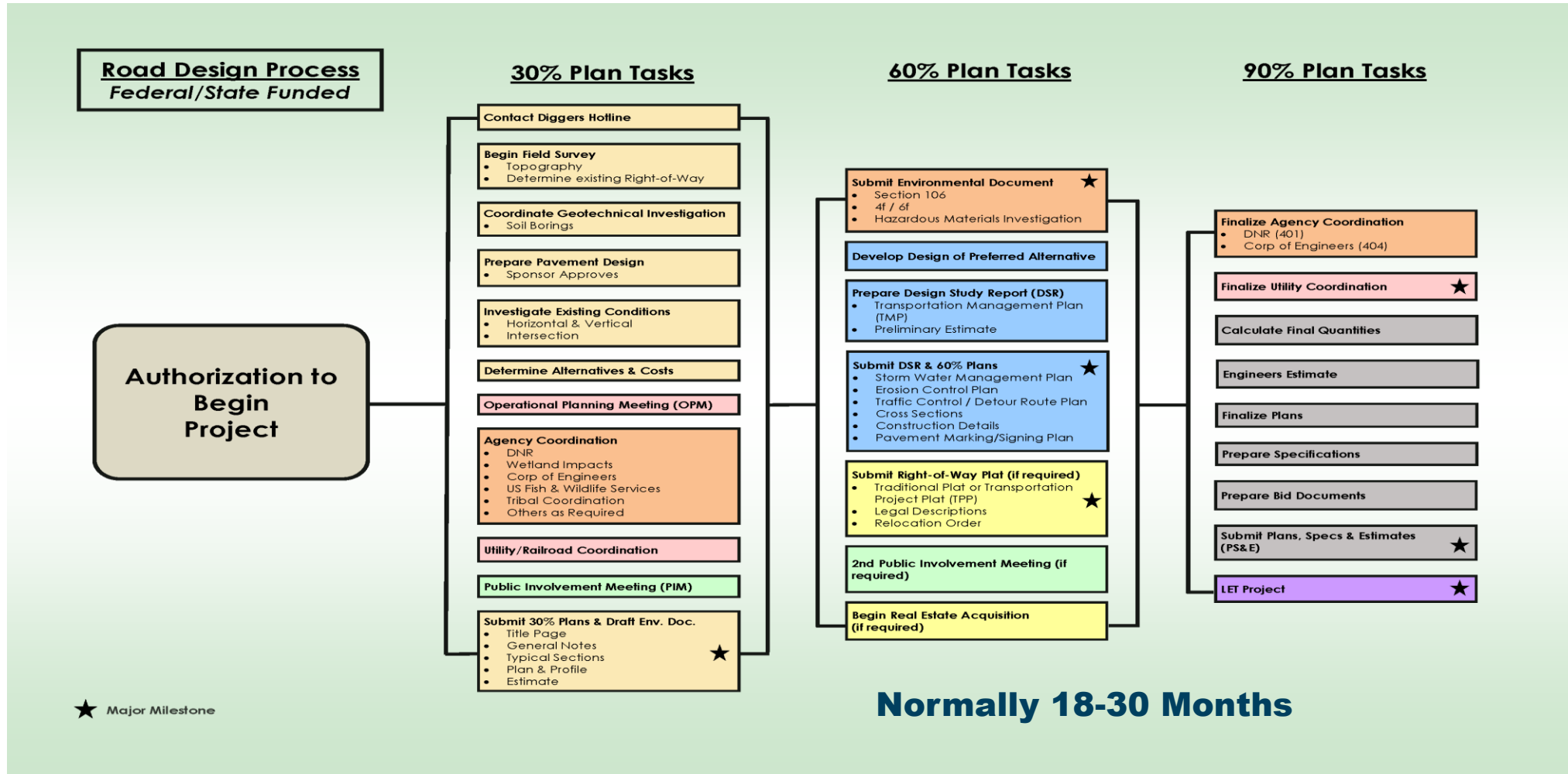
Excerpt from WisDOT FDM 8-5-55



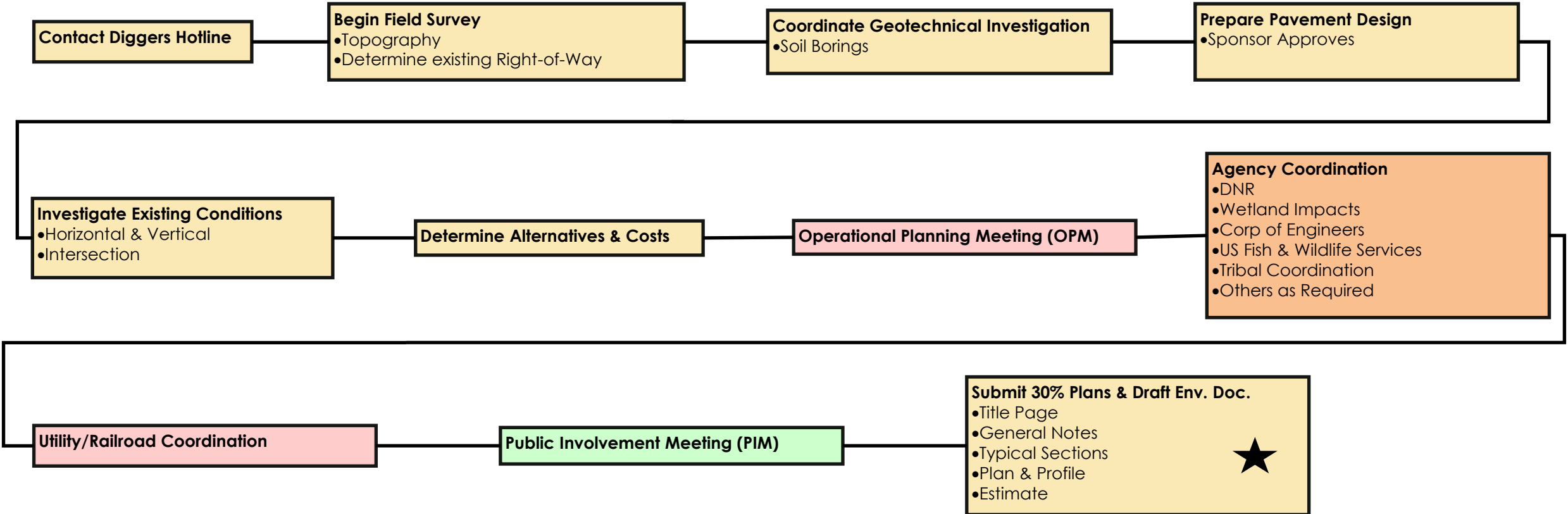
**What is the
overall
federal
process and
timeline?**



Federal Process/Timeline



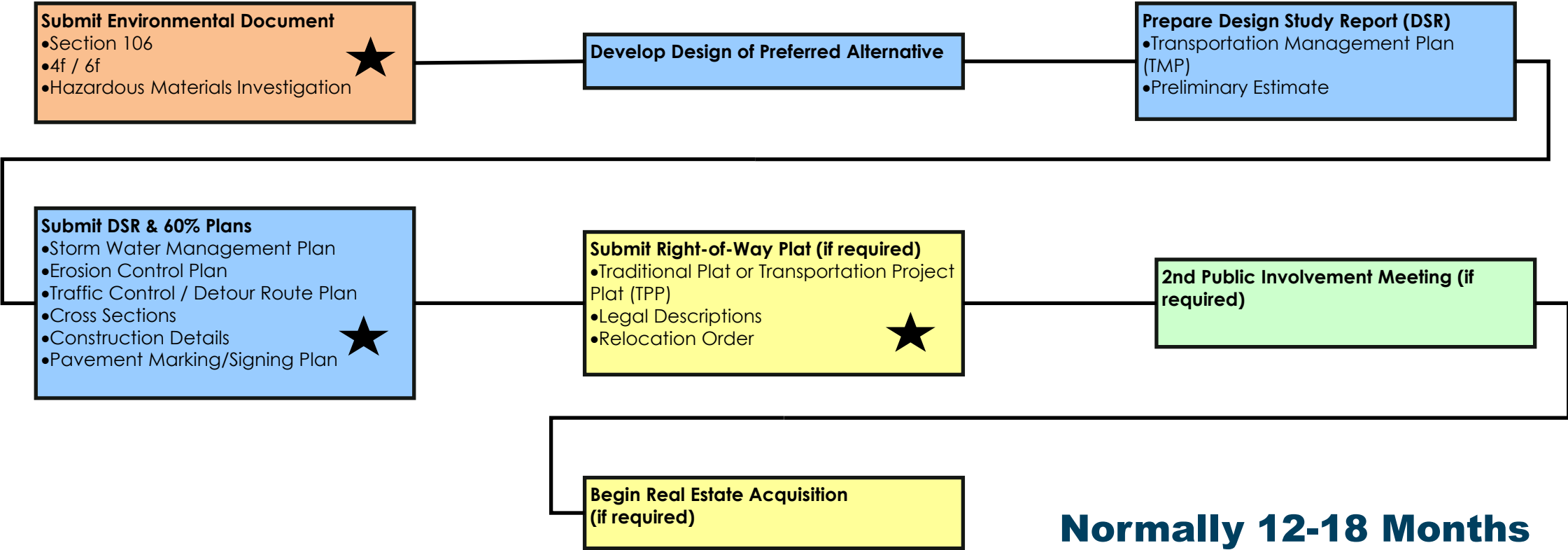
30% Plans Specifications & Estimate



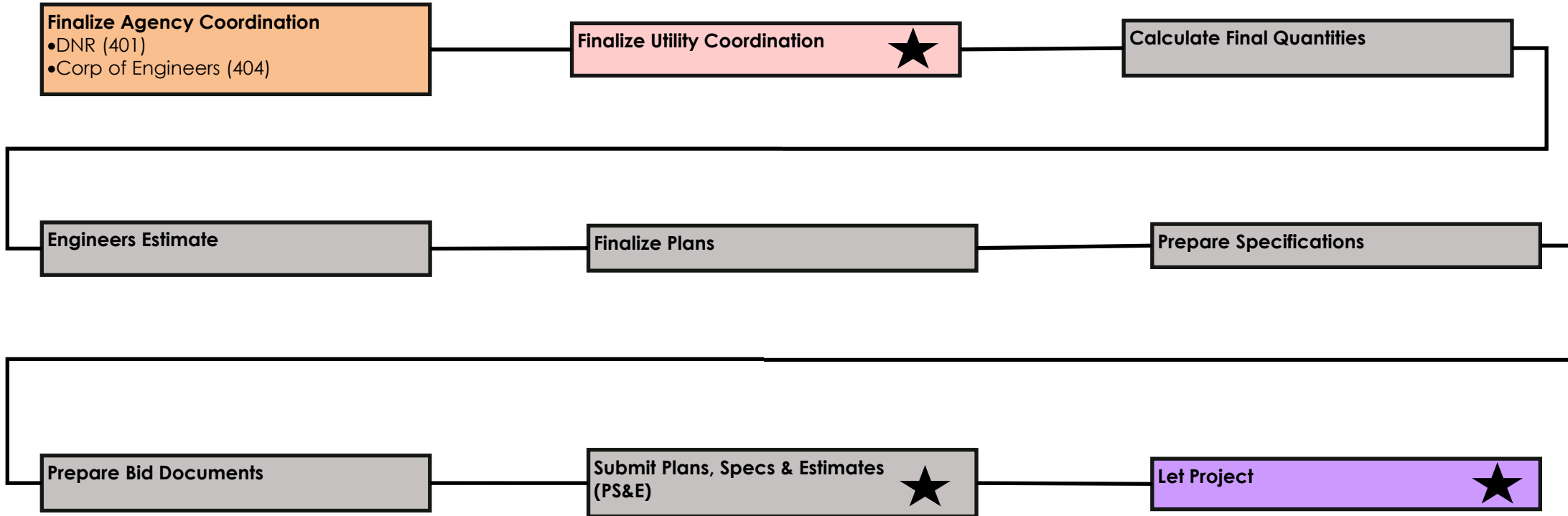
Normally 3-6 Months



60% Plans Specifications & Estimate



90% Plans Specifications & Estimate



Normally 3-6 Months



**What is
involved in
the plan
development
aspect of the
project?**

GEAC



Project Plan Set

- The plans will have to meet WisDOT standards and specifications
 - 2 Levels of “Standards”
 - Design Standards = How the project has to be constructed
 - Plan Set Standards = How the data files (CAD models) and project documents are formatted and organized for the DOT
 - WisDOT standards and specifications are available in the [Facilities Development Manual](#) on the WisDOT website

Project Plan Set

- Engineer needs to know the existing conditions of the project area
 - For FFY2022 projects – grades and widths *should* remain the same, minimal to no environmental impact
 - If there are utilities (underground or above) – where/how does it impact pavement?
 - Where are manholes that will need to be paved around? Are power lines close to the roadway?
 - What is the volume and type of traffic that use the road?
 - What are the existing soil conditions?
 - Are there any other unique circumstances with your road?

**What is involved
in developing
project
“specifications?”**



Project Specifications

- WisDOT Standard Specifications
 - What work is included with each bid item
 - Material requirements
 - How to Measure
 - How to Pay
- Special Provisions
 - Modifications to standard bid items
 - Unique items that come up occasionally
 - Standardized format and numbering system for Contractors to follow

<https://wisconsindot.gov/pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/stndspeg.aspx>

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Project Specifications

- Additional Bid Package Documents ([Facilities Development Manual Chapter 19](#))
 - Plan Letter
 - Environmental Commitments
 - Contract Time for Completion
 - Governors Approval Form
 - Right-of-Way Certification
 - Utility Status Report
 - Certificate of Coordination of Railroad Work with Highway Construction
 - Contractor Data Packet (optional)
 - Estimate – coming next!

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**Please
explain the
process of
developing an
“estimate”.**



Estimate Creation



Estimates Typically Include Costs for These Services:

- Design = \$
- State Review for Design = \$ *Coordinate with WisDOT Region*
- Construction = \$
- Construction Engineering = \$ *Coordinate with WisDOT Region*
- State Review for Construction = \$ *Coordinate with WisDOT Region*

Note:

- FFY22 Design Costs will **not** be included in the application
- FFY23 Design Costs will be allowed in the application

Estimate Steps



- 1 Define project limits
- 2 Define scope of work
- 3 Identify project risk
- 4 Identify major quantities
- 5 Understand unit costs
- 6 Obtain unit costs
- 7 Apply a contingency

Estimate Steps

1 Define project limits

- Roadway: # of miles _____
- Bridge: Length of roadway approaches _____

2 Define scope of work

- Identify project needs



3 Identify project risk

- More risk = more design effort = more cost
- Considerations:
 - Real estate
 - Environmental concerns
 - Construction timeframe
 - Location, location, location

4 Identify major quantities

Estimate Steps

5 Understand unit costs

- Labor from state-certified contractors
- Materials from state-certified pits
- Review statewide costs/
trends, market conditions

6 Obtain unit costs

- Bid Express:
[Bid Express - Secure electronic construction bidding for government agencies and their vendors](#)
- WisDOT:
[Wisconsin Department of Transportation Local project tools \(wisconsindot.gov\)](#)

7 Apply a contingency

- Use 20% contingency
- Do not lowball estimate
- No opportunity to apply
for Change Management

**Please
summarize and
provide an
example of
federal
certifications
required in a
PS&E.**



State/Federal Approvals

- Environmental Document – Categorical Exclusion Checklist (CEC)
 - Identifies Project Purpose & Need
 - Document alternatives and impacts to determine preferred alternative
 - CEC process developed by WisDOT to meet National Environmental Protection Act (NEPA) compliance
 - Public Involvement also required
- Typical Items Requiring Review
 - Wetlands/Waterways
 - Endangered Species
 - Hazardous Materials
 - Archaeological site
 - Historical properties
 - Section 4(f)/6(f) Properties
- If impacts determined – commitments to avoid, minimize, or mitigate may be required
- Commitments may impact/limit alternatives, construction methods & schedule

State/Federal Approvals

- Design Study Report (DSR)- Overall Project Design Summary
 - Identifies Existing Conditions
 - Documents Design Decisions/Direction
 - Any Exceptions to DOT Standards Identified
 - Signed/Stamped by Professional Engineer
- Concurrence on Final Design Elements
 - Before Finalizing Plat
 - Before Acquiring Right-of-Way (ROW)
 - Before Finalizing Utility Relocations

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State/Federal Approvals

- Utility Coordination (Not bound by TRANS 220 Process)
 - Locate and contact all utilities along project
 - Identify conflicts
 - Arrange for relocations and have work completed prior to construction
 - Compensability complications if outside existing Right-of-Way (ROW)
- Right-of-Way
 - Locals pay for land and services 100%
 - Must be acquired prior to Plans Specifications & Estimate (PSE)
 - Can significantly affect timeline
- Railroads
 - Coordination required if within 1000' of project
 - Overpass structures or crossings require heavy coordination and will significantly affect timeline
- Projects Should Not Have these Complications for FFY22 Dollars
- Projects Should Avoid for FFY23; FY24 – 26 OK but increases complexity

**Please
explain the
letting
process and
the roles of
different
stakeholders.**

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Letting Process

- Comparison to Local Letting
 - WisDOT has major role
 - Time period from PS&E submittal to bid letting:
 - 3 to 5 months (state letting)
 - Quarterly PS&E; monthly lettings ([link FDM 19-1](#))
 - 3 to 5 weeks (local letting)
- Additional PS&E Review Steps
 - WisDOT plan checkers
 - Design consultant revisions, if necessary
 - Verify utility status cleared
 - Verify right-of-way cleared
 - Federal authorization
- Ad Period (5 weeks)
 - WisDOT advertises project
 - Possible addendum prepared by design consultant



Letting Process

- Bid Letting (2nd Tuesday)
 - WisDOT “opens” and reads electronic bids
 - Bid tabulation prepared
 - Low Bid exceeding 5% of estimate:
 - Consultant prepares Bid Justification
 - Town approves accepting “low” bid
- Contract Award and Execution (6 weeks)
 - WisDOT awards project to lowest bidder
 - WisDOT executes 2-party contract with contractor
- WisDOT Hires Construction Engineering Firm
 - Pre-construction conference scheduled
 - Contractor Notice-to-proceed issued



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**The let has
been awarded
and
construction is
about to begin.
What happens
during
construction?**



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Post Let/Award Process

- General Process
 - WisDOT selects construction engineer and negotiates contract
 - Engineer coordinates with contractor, WisDOT and Town to set preconstruction meeting
 - Town may wish to hold public information meeting
 - Contractor will hold project start meeting
- Contractor Role
 - Construct project according to plans and specifications
 - Request contract modifications, if warranted
 - Hold weekly project update meetings

Post Let/Award Process

- Town Role
 - Attend project meetings and provide guidance regarding issues and changes
- Construction Engineer Role
 - Assure contractor following plans and specifications
 - Eyes and ears for the Town
 - Coordinate with WisDOT
 - Make sure Quality Control tests are completed
 - Document all work and materials

Post Let/Award Process

- WisDOT Role
 - Provide overall direction on issues that arise
 - Approve pay applications
 - Review and approve final quantities and payment
 - Organize final documents for project audit (if Fed requests)



**Construction
has concluded.
What happens
during the
closeout
process?**

GC



Closeout Process

- Closeout Process will not occur for 1-2 years from end of construction
- STP is NOT a Reimbursement Program.
- DOT will bill the project sponsor at the end of the project.
 - After the project is complete – DOT will review all project costs.
 - Any costs not eligible for federal funding or any budget overruns will be billed to the project sponsor along with required 20% of eligible costs.
- May be billed during project for costs not eligible for federal funding.
- 20% match will be billed after project completion.