

Sponsor's Guide to Non-traditional Transportation Project Implementation

Transmittal #1

Date: June 6, 2011

To: Sponsor's Guide to Non-Traditional Transportation Project Implementation guide Users

From: WisDOT Bureau of Project Development

Subject: Revisions to Section 6.8, 8.3, 8.12,

6.8 Agency Coordination –

(last sentence 3rd paragraph) "Attach the permit to the Environmental Document when submitting." shall be replaced with the following:

To determine what specific permitting attachments you will need for your environmental document, please see below:

- 1) On projects with an environmental impact which will require a specialty permits (crossing a river, lake, wetland), the project sponsor should request a pre-application on-site meeting with the local DNR permitting person and then should document the results of that meeting (getting WisDNR initial concurrence with proposed actions) and this should then be attached to the Environmental document. This could be as simple as an e-mail follow up with a response by WisDNR.
- 2) On projects with minimal environmental impact, the project sponsor will provide a listing of anticipated permits that would need to be secured prior to draft request to Advertise (such as the standard grading permit if you are disturbing more than 1 acre). Please reference the permit wizard on the WisDNR website as noted above.
- 3) With reference to Endangered Species (Resources), each project is required to obtain DNR concurrence in one of the two ways noted below. *This is required to be completed prior to the final pER being submitted.*
 1. Standard DNR permits (NOI-NR 216, Chapter 30, etc.) screen for endangered species as part of the process. If your project requires any standard DNR permits, a list of anticipated DNR permits is required as an attachment to the pER. If DNR permits are not required, then...
 2. Please complete the endangered resources review (ERR) by following this link: <http://dnr.wi.gov/org/land/er/review/>. The link listed below describes what the ERR is, how to request it, etc. Please send in as soon as possible in order to assure that the information is received prior to submitting your environmental document.

Your project will be required to have all approved permits in place prior to submitting draft request to advertise (90% PS&E) as well.

Sponsor's Guide to Non-traditional Transportation Project Implementation

Transmittal #1

Section 8.3 Design Performed by Consultant

Insert the following as paragraph 3

Unless the contract qualifies as a small purchase, use of a Sponsor's created roster could be problematic. The creation of a sponsor's roster must also follow the QBS selection process, i.e. **advertise** for potential services that could be contracted for with the qualified firms selected for the roster. Most sponsor created rosters are generated in a way that does not include advertisement and therefore does not follow the QBS procedures (see 2nd paragraph from web-page below):

<http://www.fhwa.dot.gov/programadmin/121205.cfm>

"The Brooks Act requires agencies to promote open competition by **advertising**, ranking, selecting, and negotiating contracts based on demonstrated competence and qualifications for the type of engineering and design services being procured..."

Section 8.12 Final Design

Revise the second sentence to read

"The final project plans must be signed by the sponsoring agency and signed and stamped by a registered Professional Engineer (PE), Architect or Landscape Architect (LA).