

# SPONSOR'S CERTIFICATION FAQ'S

- **Are original signatures required on the form?**

It is preferred that the sponsor sign's the form and either sends a pdf or mails the original document to the LPPM. Typed signatures will not be accepted.

- **Why does the form have a signature line for consultants?**

This signature area is provided for consultants the sponsor currently has under contract to perform any administrative functions on behalf of the sponsor.

- **Will consultants be certified in the future?**

No, certification is only for the project sponsors as it is intended to ensure the sponsor understands they're the responsible party.

- **How long is the certification good for?**

Per the FHWA Stewardship Agreement certification is good for 3 years.

- **How often will a sponsor need to attend training?**

At a minimum, every 3 years unless they have shown they did not fully understand the process in delivering any previous projects, had a change in staff or significant changes has been made to the sponsor guide. BTLR will maintain a listing of sponsors that have attended training and will request from the region feedback prior to each training session on sponsors that should be required to attend training again.

- **What information needs to be included on the certification form?**

- **Quality Based Selection-Consultant Selection:**

This should provide some detail to the selection process in order to confirm the Sponsor understands the QBS process. Noting "in accordance with WisDOT/FHWA regulations" does not provide enough information. This can be done in bulleted form. An example is included below:

- *RFP sent out to WisDOT roster with the proposals coming back directly to the project sponsor and County's established roster (if there are other ways that you advertise – website, newspaper, etc), you could also indicate this here.*
- *Proposal evaluated by (insert name of committee) based on firms' past experience, staffing, familiarity with area, and workload (insert other generic evaluation factors) and top three firms are picked (if you then interview, you would also indicate here)*
- *Proposed firm forwarded to WisDOT for approval prior to commencement of contract scoping*

- **Organization Chart with Titles of Responsible persons**

This should include both names of the individuals and titles. This should be a recent organization chart and limited to the personnel that will be working on this (or this type of) project.

▪ **5 similar projects that the Sponsor has Administered/Let:**

- The projects do not have to be non-traditional WisDOT funded projects (TE, CMAQ, BFPF, SRTS, etc), although if you do have any, please include.
- The examples can be locally-let roadway projects, grading, etc since this will show their experience with the letting process.
- If they are non-traditional WisDOT projects, “WisDOT reference” should refer to your WisDOT Project Manager

▪ **Tracking of prevailing wages (Davis-Bacon), Equal Employment Opportunity (Title VI) and DBE:**

This section is intended to show how the Sponsor will ensure that the federal regulations are being followed. What WisDOT is specifically looking for is what practices the project sponsor has in place that assure that the Contractor is following the law (a couple of bullet points under each is fine). In the Sponsor’s Guide, referencing Section 5 will give some general guidance as far as practices as well. Specific examples:

- **Title VI:** Within FHWA 1273 (Link attached for ease of reference), it provides very specific requirements of the contractor regarding Title 6 (examples: Contractor has a non-discrimination policy in place, has an EEO Officer, disseminates the non-discrimination policy, etc). Please refer to this document for the specific requirements and then list what you as a project sponsor require to assure that this is occurring (some require an affidavit of compliance, copy of company’s policy, etc.). <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>
- **DBE:** This should expound on the multiple steps the project sponsor takes to ensure compliance. Examples include: inclusion within project manual, contractor getting DBE goals approved, sponsor assuring DBE is providing a commercially useful function – the DBE is the contractor doing the work assigned to them with their own workforce and equipment. This is done through verifying the DBE is onsite, through wage interviews, comparing payrolls, etc.
- **Wage rates:** This should expound on the multiple steps the project sponsor takes to ensure compliance. Examples include: including appropriate wage determinations within the project manual, job site board postings, receiving and comparing certified weekly payrolls, conducting on-site wage interviews (two per contractor), etc.