

**PRELIMINARY ENGINEERING CHECKLIST**

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| WisDOT Project ID Number | | Date Checklist Completed |
| Project Title | Hwy No/Letter | County |
| Project Limits | | Sponsor |
| Project Description | | Preparer/Title |

Complete this checklist and review with the Region at the beginning of the project. This checklist will help make sure the Plans, Specifications, and Estimates (PS&E) and other contract documents are developed in accordance with the program guidelines. **Send copy to the Region Local Program Project Manager (LPPM).**

1. **Does the proposed project involve construction activities (e.g. grading, paving, painting, structural improvements, landscaping, etc.)?**

**NO**

**YES** Plans, Specifications and Estimate must be completed and signed and sealed by a Professional Engineer, Architect, or Landscape Architect. Designs must comply with all applicable Federal, State and local standards and codes. Bicycle projects should conform to American Association of State Highway & Transportation Officials (AASHTO), Guide For Development of Bicycle Facilities and must conform to the Wisconsin Bicycle Facilities Design Handbook and the WisDOT Facilities Development Manual (FDM).

1. **For Safe Routes to School projects, has the pre-project/activity survey using the SRTS Parent Survey and Student Tally Sheets been completed and submitted to the National Center for Safe Routes to School at http://www.saferoutesinfo.org/data-central?**

**YES**

**N/A**

1. **Will consultant engineering or architectural services be utilized for project design or construction?**

**NO**

**YES** Selection process for contractual construction engineering or architectural services (as defined in ***23 CFR 172***) on all three-party contracts will be in accordance with the "Brooks Bill" (***Public Law 92-582, 86 Stat. 1278*** (1972), ***40 USC 541***). FDM 8 provides a discussion and a sample short form for federally funded contracts that can be used by the Sponsor and modified as necessary to fit the project.

1. **Does the proposed project involve the acquisition of Real Estate (e.g. land, easements, structures, etc.)? Reference:**  FDM 12 & 15 and Right of Way Acquisition Guide for Local Public Agencies.

**NO** A completed Certificate of Right of Way (form RE1899***)*** is required at draft PS&E. Note that regardless of land acquisition, the certificate must be submitted for each project.

**YES** Complete the ***Right-of-way (R/W)******and Real Estate (R/E) Checklist*** and appropriate documentation provided in the references above after the DSR has been approved. The checklist is found in Appendix B.

1. **Does the proposed project require adjustments to existing utilities? Reference:**  FDM 18

**NO**

**YES** Coordination must be made with the affected utility companies and development of appropriate documentation is required.

1. **Does the proposed project affect or come within 1,000’ of an abandoned or existing railroad right-of-way? Reference:**  FDM 17

**NO**

**YES Immediately contact the Region**. Coordination must be made with the affected railroad company to obtain their concurrence, acceptance of construction proposals and their cooperation in changing or adjusting railroad facilities in a timely manner to accommodate the proposed project.

1. **Will the proposed project be constructed in accordance with the WisDOT *Standard Specifications for Road and Bridge Construction* and/or WisDOT Standard Special Provisions? Reference:** WisDOT Standard Specifications for Road And Bridge Construction

**NO** Non-WisDOT specifications may be used for non-highway related work by incorporating them into the contract documents by reference as a special provision, provided they are national, State or industry recognized standard specifications and do not conflict with Federal laws or regulations. Part I of WisDOT Standard Specifications For Roads and Bridges is to be referenced in all contract language.

**YES**

1. **Will the proposed project specify proprietary products? Reference:**  FDM 19-1-5

**NO**

**YES** Propose a Proprietary Product Justification to the Region LPPM stating why the proprietary product is necessary, or incorporate language (generally list of 2 alternatives) allowing the use of approved equal materials into the contract specifications.

1. **Will the proposed project include the use of warranties in the contract?** Ref.: FDM 19-15-3

**NO**

**YES** Sponsor must work with the Region LPPM to determine & document compliance with industry standards.

1. **Will the proposed project involve work on State Trunk Highway (STH) right-of-way (R/W)?**

**NO**

**YES** Contact Region Maintenance Section to obtain a permit to conduct work on STH R/W.

1. **The Uniform Purchasing Procedure was followed for the purchase of the property for the project?**

**NO** What year was the land purchased?

**YES** It was purchased in what year?

**N/A** (If land was purchased more than 10 years before the Project Application was submitted)

1. **Will the proposed project involve any structures? (retaining walls, boardwalks, bridges)**

**NO**

**YES** Refer to STRUCTURES section, Section 10.5 of the Sponsor’s Guide for guidance.

1. **Does the proposed project involve any equipment purchasing?**

**NO**

**YES** Refer to the EQUIPMENT PURCHASING POLICY section, Section 10.14 of the Sponsor’s Guide for guidance.

1. **Does the proposed project still meet the project description in the State/Municipal Agreement?**

**NO** Contact the Region LPPM for approval of the change and updating the State/Municipal Agreement

**YES**

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| --- | --- | --- |
| By signing below, I hereby certify that the above information is true and correct to the best of my knowledge. | | |
| Signature of Sponsor’s Representative | Title | Date |
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