

WisDOT Local Programs Change Management Policy and Process

Policy

Local program project funding limits are established and approved based on estimates provided during the application process. These project estimates could change once the design process is underway. Project changes may increase the design costs, oversight costs, and/or construction costs of the project. Many requests for cost increases are not made until the project is at or near PS&E or letting, which limits flexibility to fund the increase and places projects at risk. Program Change Management requests should be submitted *as early as possible* to maximize use of fund resources and to allow local governments time to consider alternatives. If the current project estimate is above the approved funding amount, the region and local project sponsor must examine whether costs can be reduced or request a cost increase if the estimate remains above the approved amount.

Process

WisDOT region and/or project sponsor identify a potential need for a project or schedule change. A formal request is required for any additional funding in excess of the amount originally approved and contained in the State Municipal Agreement (SMA). If the original approved estimate differs from the amount in the SMA, the greater of the two is the approved funding amount.

WisDOT region, in consultation with the local sponsor submit a Change Management form that contains a description of the change requested and a detailed justification of the cost increase. The approved estimate is the amount of funding approved on the project. As stipulated in the SMA, costs in excess of the approved limit are the responsibility of the local sponsor.

The review process below applies to all projects. Projects with SMAs that predate the implementation of a policy or requirement will be reviewed based on the pre-existing SMA and the process below.

Design Phase

- As Needed
 1. WisDOT regions submit change request forms for cost increases, substitutions, schedule changes, scope changes, or other changes to DTIM local program managers in coordination with local project sponsors.
 - Schedule changes within the same quarter or into/within the 2nd or 3rd quarter of the same fiscal year are considered preapproved and no form is necessary.
 2. Change Management requests should be submitted as early as possible to manage and maximize our program fund resources, and allow local governments to consider alternatives.
 3. DTIM Local Programs & Finance reviews and approves, denies, or proposes an alternative to the request.

- Process
 1. WisDOT region, in coordination with the local project sponsor, identifies a potential need for a project or schedule change.
 2. WisDOT region determines whether the change is appropriate considering the existing scope of the project, available delivery resources, and concurrence with program policy.
 - A formal request is required for any additional funding in excess of the amount originally approved through the program and contained in the SMA.
 - If the original approved estimate differs from the amount in the SMA, the greater of the two is the approved funding amount.
 - Expansions of scope or enhancements to the project that are not necessary to meet state or federal requirements, or exceed the Replacement-In-Kind policy for Local Bridge, are not eligible for program funding unless supported by an engineering justification.
 3. A less than or equal to five percent differential between the project estimate at PS&E and the low-bid at Let does not require approval from DTIM for the contract award to be updated in FIIPS. However, if the approved funding in the SMA is below the estimate submitted at PS&E, or below the low-bid more than the five percent differential, the Region LPM must notify the project sponsor that their

- project cost share has increased and either consider submittal of Change Management or assume a higher cost share.
4. WisDOT region, in coordination with the local sponsor and MPO (if applicable), submit a change management form with:
 - project identifier details
 - a description of the change that is being requested
 - a justification for the change, and
 - any alternatives they wish to be considered.
 5. DTIM reviews and approves, denies, or proposes an alternative to the request.
 - Review decisions are based on available funding, original project scope, scheduling alternatives, and other factors.
 - DTSD Regions should carefully review any increase requests that are a result of project delivery before submitting to DTIM.
 6. WisDOT region informs project sponsor of the result of the request.
 7. Per WisDOT Change Management policy, sponsors may ask that requests be resubmitted at a later date.

Construction Phase

- As Needed
 8. WisDOT regions submit Change Management request forms for cost increases, scope changes, or other changes to DTIM local program managers in coordination with local project sponsors.
 - Schedule changes within the same quarter or into/within the 2nd or 3rd quarter of the same fiscal year are considered preapproved and no form is necessary.
 9. Change Management requests should be submitted *as early as possible* to maximize fund resources, and allow local governments to consider alternatives.
 10. DTIM reviews and approves, denies, or proposes an alternative to the request.
- Process
 1. WisDOT region, in coordination with the local project sponsor, identifies a potential need for a project change.
 2. WisDOT region determines whether the change is appropriate considering the existing scope of the project, available delivery resources, and concurrence with the program policy.
 - Change Management requests can be submitted during construction for significant items as related to the approved scope.
 - Plan errors should be addressed through the Errors and Omissions process
 - Contract mods during construction require a budget check to ensure increases are within approved funding limits or to determine the need for Change Management
 - A formal request is required for any additional funding in excess of the amount originally approved through the programs and contained in the SMA.
 - If the original approved estimate differs from the amount in the SMA, the greater of the two is the approved funding amount.
 3. WisDOT region, in consultation with the local sponsor and MPO (if applicable), submits a change management form with:
 - project details
 - a description of the change that is being requested
 - a justification for the change, and
 - any alternatives they wish to be considered.
 4. DTIM Local Programs & Finance reviews and approves, denies, or proposes an alternative to the request.
 - Review decisions are based on available funding, original project scope, and other factors.
 - DTSD Regions should carefully review any increase requests that are a result of project delivery before submitting to DTIM.