

Local Program Design Consultant Selection

Consultant Selection Processes for
Federal/State Funded Design Projects

2025

Letter of Award/Authorization

- Authorization date
- Local Program Project Manager (LPPM) contact information

Dear Sponsor;

SUBJECT: Authorization and SMA Approved by WisDOT

I.D.: **XXXX-XX-XX**

Title: CTH XX – STH XX (CTH X)

Limits: River Bridge P-XX-XXXX

EXAMPLE

The subject project has been authorized effective **10/21/2024**. Appropriate costs incurred, including our review of your plan development, will be eligible for Federal/State participation from the effective date.

As indicated on the “Project Agreement” executed, you will be responsible for all costs incurred which do not comply with the Wisconsin Facilities Development Manual (FDM) or applicable Federal/State requirements, and for all costs incurred in excess of Federal/State participation limit.


Before proceeding with your Local Bridge Project, please contact the assigned Local Program Project Manager (LPPM) John Smith at (608) 123-4567.



Document Approval Matrix

- Details delegation of duties for a Local Program project
- Links to documents, DT forms, essential information
- Supersedes WisDOT manuals

A=Approve
C=Concur
R=Review (provide comment and recommend approval)
For LPA approval, an LPA employee must provide signature
All documents shall be submitted to WisDOT for project file
Designations supersede WisDOT manuals



Task	Region PDS Chief	Region PDS Supervisor	Region CU Supervisor	LPA Project Manager	Local Public Agency	Other	Comments
DESIGN							
State Municipal Agreement (SMA)					A	P/A	Region system planning operations (SPD) prepares SMA LPA signs Authorized WisDOT representative approves.
Change Management request				R	P	A	LPA prepares. Region LPM or LPPM review/sign LPM submits CM to DTIM approval
Safety Certification Document (SCD)						A	See FDM 11.38.1.3.1.2.
Tribal Historic Preservation Office (THPO) Notification				R	P		LPPM emails the project notification to the THPO, copying the Regional Tribal Liaison.
Verification of Project on Tribal lands						A	LPPM emails the completed Native American Lands of Interest (NALI) Scoping Determination to the Regional Tribal Liaison.
Delegated DNR Design Concurrence template				A	P	R	Region Environmental Coordinator (REC) reviews/certifies for approval. LPPM provides signature approval. If the DDOC does not apply, refer to Line 12.
DNR Project Coordination Request for Roadway and Transit Projects template				R	P	R	REC and LPPM review LPA submits to DNR

Qualifications-Based Selection

What is Qualification-Based Selection (QBS)?

- Qualifications and experience of firms are key
- Costs cannot be considered during selection
- Documented trail demonstrating selection process

Why do we need to follow QBS?

- FHWA/WisDOT Stewardship & Oversight Agreement
- 23 CFR 172, 40 USC 1101-1104, the Brooks Act
- General consultant selection process: FDM 8-5-1
- Local design consultant selection process: FDM 8-5-20

When do we follow QBS?

- If federal or state funds are awarded to the design project ID
- Programs with state and/or federal funding include:
 - Local Bridge
 - Surface Transportation Program (STP)-Local, STP-Urban, STP-Rural
 - Transportation Alternatives Program (TAP)
 - Congestion Mitigation Air Quality (CMAQ)
 - Carbon Reduction Program (CRP)



Formalize scope/costs

8-5-20.1

1. Scope of project detailed
2. Construction costs estimated
3. Engineering fees estimated
4. Engineering fees estimated affect solicitation requirements



Consultant Solicitation/RFP

Solicitation – FDM 8-5-20.2

Guidelines for RFP – FDM 8-5 Attachment 40.1

The Local Public Agency (LPA) must announce a solicitation of interest for engineering services when using federal aid. The preferred option is:

- **WisDOT Roster of Eligible Engineering Consultants**

Other options include:

- WisDOT website
- Newspaper advertisement
- Local website
- All firms part of an established roster of eligible firms maintained by the LPA (minimum of 10 firms, notices sent to all firms on roster)
- Sole Source
- Small Purchase

WisDOT shall review RFPs prior to advertisement



Conflict of Interest

FDM 8-5-3.4

Conflict of Interest for Consultants:

- LPA cannot use their municipal engineering firm
- Firm cannot submit grant application, then do design without QBS
- If firm performed independent engineering study on a bridge, they cannot compete for design



Consultant Solicitation

Locally funded design projects

FDM 8-5-40.4, 8-5-45

No state or federal dollars in design

- QBS is the preferred method for consultant selection for non-federally and non-state funded contracts between the LPA and the consultant; however, an alternate selection process may be used when there exists a local ordinance which permits an alternate procedure.
- WisDOT strongly recommends use of WisDOT's Roster of Eligible Firms.
- Firm must be eligible to practice engineering in Wisconsin.
- Contracted design services to be reviewed by WisDOT to ensure federal/state funded construction project meets requirements



Consultant Selection Process by Contract Estimate

Design Fees	Under \$200,000	Under \$2,000,000	Nearing \$2,000,000 & Above
Solicitation process	<u>Selection Process as in FDM 8-5-20 OR Small Purchase Contracting: FDM 8-5-10</u>		<u>Local Design Selection Process: FDM 8-5-20</u>
Contact	<ul style="list-style-type: none"> Announce solicitation of interest to the WisDOT <u>Roster of Eligible Engineering Consultants</u>. A list of email addresses may be requested from the WisDOT Local Program Project Manager. <p>OR IF UTILIZING SMALL PURCHASE</p> <ul style="list-style-type: none"> Contact consultants capable of completing services At least three consultants capable and willing to complete the services must be ranked on the request Document and maintain all communication with firms 	<ul style="list-style-type: none"> Announce solicitation of interest to the WisDOT <u>Roster of Eligible Engineering Consultants</u>. A list of email addresses may be requested from the WisDOT Local Program Project Manager. 	
Selection ranking	<ul style="list-style-type: none"> Rank consultant qualifications based on established criteria 	<ul style="list-style-type: none"> Ranked by selection committee Interviews are optional 	<ul style="list-style-type: none"> Ranked by selection committee Interview panel must include WisDOT LPPM or Statewide Consultant Engineer



Selection Committee Requirements

- Requires a chair and at least 2 additional voting members
- Establishes objective criteria for evaluation of firms
- Responsible for evaluating NOIs, interviews, reference checks, etc.
- Develops short list of at least 3 eligible firms
- Must document all procedures
- Maintains records for 3 years after construction, then files with permanent project records
- [FDM 8-5-20.3](#)



Selection Committee Process

1. Selection committee

- Develops objective criteria
- Reviews all NOIs
- Develops short list of at least three qualified firms
 - Use of WisDOT's list of eligible consultants is **preferred**
 - LPAs may use their **regularly maintained** listing of at least 10 firms
 - May take into account the firm's previous performance with the LPA



2. Selection committee

- Brings in firms and holds interviews
 - Interviews are required for contracts nearing/exceeding \$2,000,000. Interview panel must include WisDOT LPPM or Statewide Consultant Engineer.
 - Develops questions related to ability to deliver project
- Completes the Consultant Interview Rating Sheet ([FDM 8-5 Att. 20.1](#))



3. Selection committee

- Ranks firms
- Prepares DT1515 Local Design Selection Approval checklist
- Submits to Regional LPPM for review.
 - LPPM submits to Consultant Services Supervisor
 - Consultant Services Supervisor reviews, submits to Central Office Consultant Services for approval



4. After WisDOT approval of selection, the Selection Committee

- Notifies successful firm
- Notifies unsuccessful firms
- Invites successful firm to begin negotiations

DT1515 Local Design Selection Approval Checklist

- Approved project information
- Selection committee
- Estimate of costs
- Objective criteria
- File location
- Method of solicitation
- Selection approval date

LOCAL PROGRAM CONSULTANT SELECTION APPROVAL CHECKLIST
Wisconsin Department of Transportation
DT1515 05/2022

State Project ID: [] Highway/Street: [] Estimated Consultant Contract Cost: []

Description of Work: []

Municipality Contact: [] Name: []

Title: [] (Area Code) Telephone Number: [] Email Address: []

Municipality Selection Committee (List at least 3 voting members in the selection process, including the chairperson)

Name	Title	(Area Code) Telephone Number
1 []	[]	[]
2 []	[]	[]
3 []	[]	[]
4 []	[]	[]
5 []	[]	[]

Program: Choose an item. Other []

Detailed estimate of hours and costs for the project was developed by:
☐ Municipality
☐ Central Office Office
☐ WisDOT Region
 Estimate Attached: ☐ Yes ☐ No

Were objective criteria developed and used in short-listing the preferred consultants? ☐ Yes ☐ No

A copy of the objective criteria can be found at the following location:
☐ Municipality Project File
☐ Central Office Office
☐ WisDOT Region Region project file

Solicitation Method:
☐ WisDOT Internet site for design solicitation
☐ Small Purchase Procedure (see [FDM 8-5-10](#))
☐ Municipal solicitation

Roster Used:
☐ Notifying entire WisDOT Eligible Roster of Consultants
☐ Notifying entire municipally maintained roster of interested and qualified firms (minimum of 10). Document in the project file.
 Number of firms contacted: []

Number of firms responding: []
☐ Less than three responding? Justified Sole Source (FHWA approval)

Were interviews held with the potential consultants?
☐ Yes, how many? [] ☐ No

Communication methods (check all that apply):
☐ Email ☐ Local Internet site
☐ Call ☐ Newspaper Advertisement
☐ Mail ☐ Other []

Final short list of consulting firms in order of rank in the project:
 1 []
 2 []
 3 []

Approval for selecting the following preferred consultant is requested: []

Municipality: [] Prepared By (name and title): [] Date (choose): []
 Date: []

WisDOT Use Only *CARS Required Values

*Contract Phase	Date of Request	Date
*Status Status	*Contract Function Function	
*Project Limits	*Program Code Program Code	
*County County List	*Federal Funding % %	
*Region/Bureau Region/Bureau	*DBE % Goal %	
	*DBE Good Faith Effort Request <input type="checkbox"/> Yes <input type="checkbox"/> No	

Selection for Design by Local Government Contract Approved by: [] See [FDM 8-5-20.5](#) Assigned Fixed Fee: [] %
 Contracts \$50,000 or more – [Statewide Consultant Engineer](#) / Contracts under \$50,000 – Region

Approval Signature (Brush Script font): [] Date (choose): []
 Date: []

For approval, submit form to [WisDOT Region Local Program Project Manager](#)



Negotiations

- Contract scoping meeting(s) is scheduled once selected consultant is approved. WisDOT LPPM shall be invited to all contract scoping meetings.
- Negotiation process begins after the scoping meeting(s) has been held and an initial scope has been agreed upon.
- Negotiations for estimated engineering services costs greater than \$2 million must include designees from WisDOT Local Program and Chief Statewide Consultant Engineer.
- WisDOT Local Program designee may assist with negotiations under \$2 million.
- Negotiation should be completed within 2 meetings, depending on project complexity.
- LPPM and/or Consultant Services designee will review contract scope for completeness.
- Contract negotiations are done in accordance with FDM [8-10-5](#). Locally let projects are negotiated based on FDM [8-5-20.7](#).



Contract Approval

Contracts <\$3000 require approval from:

1. Regional Consultant Services Supervisor
2. LPA
3. Consultant

OR

Contracts >\$3000 require approval from:

1. WisDOT Contract Manager
2. LPA
3. Consultant

After contract approval, WisDOT may send Notice to Proceed to consultant.

Services may not begin or incur costs until receipt of contract and written authorization.

Contracts are approved in accordance with FDM 8-5-20.8 and [FDM 8-20.9](#).
Contract amendments: [FDM 8-25-15](#), [FDM 8-5-20.9](#)



Additional Resources

- [Local Program contacts](#)
- [FDM 8-5-20 Securing Consultant Services: Local Design](#)
- [Local Program Document Approval Matrix](#)
- [Non-Traditional Local Program Document Approval Matrix](#)
- [WisDOT Roster of Eligible Engineering Consultants](#)
- [DT1515 Local Design Selection Approval Checklist](#)

