Local Public Agency (LPA) Project Design Scheduling Tool

June 2025

Design Scheduling Tool Use

- Scheduling Tool is **only an aid to provide a general design schedule**, specific schedules should be developed with the regional Local Program Manager (LPM).

- Work with the Region LPM if specific Construction Year is needed.

- Scheduling Tool is intended for Local Program design projects with federal funding being Let by WisDOT.
  - STP Rural, STP Urban, STP Local, Local Bridge Improvement, or HSIP

- Project Scheduling Tool should not be used for state funded reimbursement programs, transit programs, or procurement projects.
  - LRIP, ARIP, GTA, Connecting Highways, Emergency Relief

LPA Project Design Scheduling Tool Sample

LPA Project Design Schedule Tool

				Environment Complexity Checklist	Yes
Sponsor				Roadway/ Structure Widening	☐
County				Project to Impact Public Land	☐
Roadway/ Structure ID				Historical Property in Limits	☐
Project Limits				Archeological Site in Limits	☐
Project Length				Project to Impact Floodplain	☐
AADT Traffic Count/ Count Year				Hazardous Material Open Site	☐
Program Cycle (Start/ End Year)				Endangered Species Mitigation	☐
Project Type	Bridge Rehabilitation			Wetland or Waterway Impacts	☐
Fed funding in Design	No			Public Concerns with Project	☐
Real Estate	None			Other Project Concerns	☐
Curb Ramps	Yes				
Railroad	Signal or Crossing Work				
Utility Timeline	Bridge Rehabilitation				
Environmental Complexity	Low				
Minimum Project Timeline	**34**	**Months**	SMA to LET		
Design Timeframe	**31**	**Months**	Design Contract Authorized - PS&E		

Recommended Schedule	Deadline
SMA & Authorization Approved	4/1/2026
Consultant Selection (DT1515)	N/A
Design Contract Authorized	4/1/2026
Environmental Document Signed	8/1/2026
Design Study Report Signed	9/1/2026
Plat Recorded/ Real Estate Start	N/A
PSE	11/1/2028
Recommended Letting	2/1/2029
Construction Year	2029

User Instructions
Manual Entry for Blue Cells
Check Box in Gray Cells
Select from List for Orange Cells

Tool Breakdown: Project Information

- Blue cells are to be filled in manually with information available and do not impact project schedule.

- Orange cells are selected from a drop-down list and will change project schedule.

- Cells with no color are automatically generated from other cells and should not be changed.

LPA Project Design Schedule Tool		
Sponsor		
County		
Roadway/ Structure ID		
Project Limits		
Project Length		
AADT Traffic Count/ Count Year		
Program Cycle (Start/ End Year)		
Project Type		Resurfacing
Fed funding in Design		Yes
Real Estate		None
Curb Ramps		Yes
Railroad		None within 1000 ft
Utility Timeline		Resurfacing
Environmental Complexity		Low
Minimum Project Timeline	**30**	**Months**
Design Timeframe	**21**	**Months**

Tool Breakdown: Environmental Checklist

- Select Yes if item is present on your project.

- Each cell refers to different regulations and/ or processes.
  - Each "Yes" box will increase Environment Complexity rating.

Environment Complexity Checklist	Yes
Roadway/ Structure Widening	☐
Project to Impact Public Land	☐
Historical Property in Limits	☐
Archeological Site in Limits	☐
Project to Impact Floodplain	☐
Hazardous Material Open Site	☐
Endangered Species Mitigation	☐
Wetland or Waterway Impacts	☐
Public Concerns with Project	☐
Other Project Concerns	☐

Tool Breakdown: Recommended Schedule

- To create a Recommended Schedule, select desired Construction Year from drop down table.

- Schedule is set to provide a deadline for each critical process/deliverable as listed.

- Items run concurrently when possible.
  - Includes Real Estate, Railroad, and Utility coordination.

Recommended Schedule	Deadline
SMA & Authorization Approved	8/1/2026
Consultant Selection (DT1515)	11/1/2026
Design Contract Authorized	2/1/2027
Environmental Document Signed	6/1/2028
Design Study Report Signed	7/1/2028
Plat Recorded/ Real Estate Start	N/A
PSE	11/1/2028
Recommended Letting	2/1/2029
Construction Year	2029

Project Data

Project Type	Preliminary engineering	Utility Timeline Months	Design Contract	Months	Environmental Complexity	Months		Real Estate	Months	Railroad	Months
Bridge Rehabilitation		2	No	0	Low	4		None	0	None within 1000 ft	0
Bridge Replacement	12	2	Yes	6	Medium	6		Temporary Interests Only (	12	Near or in Project (w/in 1000ft)	12
Resurfacing	12	2			High	9		Permanent Interest (PLE, H	15	Signal or Crossing Work	24
Pavement Replacement	12	2			Extreme	12		Tribal Land Interest	24	Highway over railroad	36
Recondition	12	4						Relocation	24	Highway under the railroad	48
Reconstruction	12	5									
Expansion	12	6			Roadway/ Structure Wideni	FALSE	0				
Major Project	12	9			Project to Impact Public Lan	FALSE	0				
Signal/ Signage	12	2			Historical Property in Limits	FALSE	0				
Trail/ Pedestrian	12	3			Archeological Site in Limits	FALSE	0				
Other	12	3			Project to Impact Floodplai	FALSE	0				
					Hazardous Material Open S	FALSE	0				
Preferred PSE					Endangered Species Mitiga	FALSE	0				
May					Wetland or Waterway Impa	FALSE	0			Curb Ramps	
August					Public Concerns with Projec	FALSE	0			Yes	
November					Other Project Concerns	FALSE	0			No	
February											
					Complexity Scale	Low	0				

Schedule Tool Data Breakdown

- Schedule data is based on months and allow for easier adjustments.

- Data is broken down by each critical task and deliverable.

- Items and months are based on past project experience, the Facility Development Manual (FDM), LPA Guide, Local Program Real Estate and Utility Guides to meet federal and state requirements.

Questions

Contact Region Local Program Managers

https://wisconsindot.gov/Documents/doing-bus/local-gov/lpm/lp-contacts.pdf