

## FAQ's For Completing the Certification for Non-Traditional Project Administration and Delivery Form

- **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?**

The decision has been made that a certification form will be required on a per project basis. This will eliminate any need to track each sponsors certification and type of delivery model they have selected.
- **How often will a sponsor need to attend training?**

Once a sponsor has attend training, they will not be required to attended if they successfully receive projects in future program cycles unless they have shown they did not fully understand the process in delivering any previous projects, had high turnover or change in staff. 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 do the Administrative Functions included?**

A one page document has been created to further explain what the administrative functions included. This can be found on WisDOT Programs of Local Gov't web page under Other Aid, in the individual program links.  
<http://www.dot.wisconsin.gov/localgov/docs/sponsor-administrative.pdf>

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- **What types of responses a on the certification?**

- **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/FWA 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, BPPF, 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), Training, 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 4.6, 4.7 & 4.9 will give some general guidance as far as practices as well. Specific examples:

- **Title VI:** Within FHWA 1273 (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.).

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Insert

A-FHWA1273d.doc

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- **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 on-site through interviews, comparing payroll, etc.
- **Wage rates:** This should expound on the multiple steps the project sponsor takes to ensure compliance. Examples include: including appropriate wage rates within the project manual, posting on-site, receiving and comparing certified weekly payroll, conducting on-site interviews (how many, how often), etc.