

CERTIFICATION FOR NON-TRADITIONAL PROJECT ADMINISTRATION AND DELIVERY

SPONSOR INFORMATION

Name of Government Agency CITY OF LA CROSSE Located in LA CROSSE County

State Agency _____ Other CITY WisDOT Region SW

Project I.D. & Description: 5991-07-33/34 VIP TRAIL EXPANSION / EXTENSION

Sponsors Primary Point of Contact: GREGORY P. KOZELEK PE

Name		
CIVIL ENGINEER IV	400 LA CROSSE STREET, LA CROSSE, WI 54601	
Title	Address	
608 789 7365	608 789 7367	kozelekg@cityoflacrosse.org
Phone	Fax	Email

Sponsors Second Point of Contact: RANDY TURTENWALD PE

Name		
CITY ENGINEER	400 LA CROSSE STREET, LA CROSSE, WI, 54601	
Title	Address	
698 789 7569	608 789 7367	turtenwaldr@cityoflacrosse.org
Phone	Fax	Email

**Any changes to the points of contacts, Person designated as Responsible Charge, or information contained within the completed Certification at anytime during the project may require the Certification to be updated and resubmitted.*

***It is requested the Certification form be completed and submitted to the region Local Program Project Manager (LPPM) within thirty (30) days of attending certification training for new sponsors or concurrently with State Municipal Agreement (SMA) for repeat sponsors.*

SPONSOR'S CHOICE OF PROJECT ADMINISTRATION AND DELIVERY MODEL:

The Sponsor has been selected to benefit from the use of Federal Funds for the construction of a Non-Traditional Transportation project to be administered through a Local Letting Process. By accepting the use of Federal Funding the Sponsor acknowledges that they understand the applicable Federal and State requirements and accepts accountability to complete these requirements. Moreover, to attain Certification the Sponsor must explain the role, if any, that consultants will perform. However, even if using consultant support the Sponsor remains responsible for ensuring adherence to the Sponsor's Guide to Non-Traditional Transportation Project Implementation. **Note – whether performed by Sponsor Staff or by a Consultant, Federal funds cannot be used to pay for Administration Function costs described in this document. They are the sole responsibility of the Sponsor.**

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Check the Project Delivery Model Option that the Sponsor will utilize to administer and deliver this Non-Traditional Project:

1. The Sponsor is adequately staffed to administer a Locally Let Construction Project, and will also perform their own Project Design and Construction Oversight (*this option requires a Professional Engineer on Staff*).
2. The Sponsor is adequately staffed to administer a Locally Let Construction Project, but will utilize Consultants to perform Project Design and/or Construction Oversight. (*Requires Professional Engineer on staff or contracted*)
3. The Sponsor will retain a unique consultant for Project Administration and will utilize other consultant(s) for Project Design and/or Construction Oversight. (*Requires Professional Engineer on staff or contracted*)
4. The Sponsor will utilize a single Consultant for Administrative tasks and to perform Project Design and/or Construction Oversight. **This option is only available if 100% Sponsor funded for all consultant services.** (*Requires Professional Engineer on staff or contracted*)

QUALIFICATION BASED SELECTION

If Federal funding is planned to be utilized for Consultant Services, the Sponsor states that the Consultant will be selected based on the procedures set forth by WisDOT and FHWA for selection and approval process defined in WisDOT Facilities Development Manual (FDM) Chapter 8-5-20 and 23 CFR 172. Further, the Sponsor states that the use of the Consultant is in compliance with FDM Chapter 8-5-55 regarding Conflict of Interest in the role of a Consultant providing management services to a Sponsor. Typically, **Compliance with WisDOT procedures for consultant selection is required to be eligible for Federal Funding.**

If a Sponsor has or will select a consultant for Options 2 or 3 explain your Selection Process:

The City of La Crosse will solicit proposals from 3 – 5 design firms that we have worked with on past projects. The City will form a review committee consisting of qualified staff members to review consultant responses. A rating system will be used to rank each consultant and the top 3 firms will be placed on a “short list “ for interviews. The selection committee will interview the 3 firms and selected one of the firms based on qualifications. A scope of services and a fee will be negotiated with the selected consultant.

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DEFINITIONS

Administration: Overall management and implementation of the approved project to ensure compliance with all applicable state and federal regulations as explained and described in the Sponsor's Guide; required for project costs to be eligible for Federal reimbursement. The Sponsor is 100% responsible for all costs associated with administration; some activities may be performed by a consultant.

Oversight: The act of ensuring that the construction project is delivered consistent with federal and State Laws, Regulations and Policies. Oversight activities include review and approval actions pertaining to design, plans, specifications, estimates, right of way certification statements, contract awards, inspections and final acceptance.

Engineering/Inspection: All efforts/activities required to complete the four project phases: Design, Real Estate Acquisition, Letting and Construction

Responsible Charge – Assignment and Duties: Each Sponsor of a Federally funded project must designate one or more individuals who are public employees, who are accountable for the project, and therefore who are tasked with being "in responsible charge" of the project. The individual in Responsible Charge is not required to be an engineer, and the duties may be assigned to more than one individual. Per the FHWA August 4, 2011 Memorandum on this subject the individual(s) in Responsible Charge should be expected to be able to perform the following duties and functions:

- Administer inherently governmental project activities, including those dealing with cost, time, adherence to contract requirements, construction quality and scope of Federal-aid projects;
- Maintain familiarity of day to day project operations, including project safety issues;
- Make or participate in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
- Visit and review the project on a frequency that is commensurate with the magnitude and complexity of the project;
- Review financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
- Direct project staff, agency or consultant, to carry out project administration and contract oversight, including proper documentation; and
- Stay aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project.

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ADMINISTRATION BY SPONSOR

(Complete for _____ Option 1 or X Option 2)

Name and Title of Person in Responsible Charge: GREGORY P. KOZELEK PE
(Option 1 requires a Professional Engineer on sponsor staff - List Licenses or Credentials)

Has the Sponsor signed and returned the Sponsor's Guide Acknowledge Form?

X Yes _____ Date _____ No

Has this Sponsor successfully completed WisDOT Non-Traditional Project Training?

X Yes _____ Date _____ No

Does the Sponsor have a Public Works or Engineering Staff?

X Yes _____ No

Attach an Organization Chart with titles of responsible persons.

List up to five similar projects this Sponsor has Administered/Let. (List WisDOT projects first)

ID/Description	Year	Cost	WisDOT Reference
5991-05-07/77	2010-13	\$440 K	33 rd St-Bentwood to Solaris
5991-05-03/78	2010-13	\$950 K	Oak St-Palace to Enterprise
5991-05-04/74	2010-12	\$745 K	East Ave-Losey to Victory
5991-07-71	2010-12	\$2.0 M	Cunningham St Extension
5991-07-26/27	2008-10	\$1.1 M	Enterprise Ave-Oak to City Limits

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ADMINISTRATION BY CONSULTANT

(Complete for _____ Option 3 or _____ Option 4)

Selected or Anticipated Consulting Firm: _____

Name and Title of Primary Consultant Rep: _____

Name and Title of Person in Responsible Charge: _____

(Must be an employee of the Sponsor)

Is Firm on WisDOT Roster of Eligible Engineering Consultants? _____ Yes _____ No

Has this firm attended WisDOT Non-Traditional Project Training? _____ Yes _____ No

List up to five similar Projects this Firm has Administered/Let: *(List WisDOT projects first)*

ID/Description	Year	Cost	WisDOT Reference

Briefly describe the firm's qualifications pertaining to Administering this Project:

APPROVING AUTHORITY

The Sponsor must have an official approving authority for all WisDOT delegated project approvals. This Authority (e.g., Executive, Department Head or Policy Body) must officially approve each project step for which it is the approving authority, as identified in this certification.

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Please check the appropriate description of the approval Authority or completion of the task. If no choices apply, please describe the Sponsor's process.

ADMINISTRATIVE FUNCTIONS

The cost associated with the following Administration Functions are Federally Ineligible *unless otherwise noted*. Therefore they are 100% the responsibility of the Sponsor.

Project Application:

Includes the preparation and submittal of project application, including completing a cost estimate.

Drafted by:	TIM ACKLIN	Sponsor Staff	TIM	Consultant/Name	N / A
			KABAT		

Approved by:

	Director of Public Works / City Engineer / Commissioner / Other	
	Mayor/Executive/ President / Chairperson / Other	
	Resolution passed by legislative body	
	Committee	
<input checked="" type="checkbox"/>	Other	None needed for application

Approval of State Municipal Agreement/Project Agreement:

Includes the coordination between Sponsor and WisDOT, internal reviews and subsequent approval by sponsor of the agreement.

	Director of Public Works / City Engineer / Commissioner / Other	
	Mayor/Executive/ President / Chairperson / Other	
<input checked="" type="checkbox"/>	Resolution passed by legislative body	City Council
	Committee	
	Other	

Design and/or Construction Consultant Selection:

Includes all functions required for consultant selection and ultimate consultant contract. Functions include the preparation of RFP, solicitation, evaluation and selection and contract negotiations and execution. If federal funds will be utilized for consultant services, the Sponsor should be familiar with the selection process outline in the FDM as well as WisDOT's Conflict of Interest Policy.

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Solicitation Procedure:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Advertisement | <input type="checkbox"/> WisDOT Solicitation |
| <input checked="" type="checkbox"/> Sponsor's Current List | <input type="checkbox"/> Small Purchase Procedures (Only if <\$75,000) |
| <input type="checkbox"/> Other | |

Basis of Selection:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Evaluation | <input type="checkbox"/> Interview Shortlist |
|--|--|

Selection approved by:

- | | |
|--|--------------------------|
| <input type="checkbox"/> Director of Public Works / City Engineer / Commissioner / Other | <input type="checkbox"/> |
| <input type="checkbox"/> Mayor/Executive/ President / Chairperson / Other | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Resolution passed by legislative body | Board of Public Works |
| <input type="checkbox"/> Committee | <input type="checkbox"/> |
| <input type="checkbox"/> Other | <input type="checkbox"/> |

General Design Reviews: (e.g. Permits, Design Study Report, R/W Plat, PS&E etc...): Sponsors internal review of general design documents to ensure the design is in accordance of sponsor's expectations. Also referred to as sponsor's quality control/assurance.

- | | |
|--|--------------------------|
| <input type="checkbox"/> Director of Public Works / City Engineer / Commissioner / Other | <input type="checkbox"/> |
| <input type="checkbox"/> Mayor/Executive/ President / Chairperson / Other | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Resolution passed by legislative body | Board of Public Works |
| <input type="checkbox"/> Committee | <input type="checkbox"/> |
| <input type="checkbox"/> Other | <input type="checkbox"/> |

Real Estate Acquisition approval in accordance with the Uniform Relocation and Real Estate Acquisition Act:

Assumes real estate is not state or federally funded. If funded, some real estate functions may be reimbursable. Answer all questions even if real estate is not anticipated.

The Sponsors, by accepting Federal funding in any phase of a project, is agreeing to follow Federal, State and local laws that govern public project and program activities. Public Law 91-646, The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, or commonly called the Uniform Act, is the primary law for acquisition and relocation activities on Federal or federally assisted projects and programs. Wisconsin State Statute 32 – Eminent Domain must also be followed when using Federal or State dollars. The FHWA has an

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agreement in place with WisDOT that states WisDOT will oversee local programs and projects to ensure compliance.

Is Real Estate Acquisition Anticipated? X Yes _____ No

If Yes, Relocation Order and R/W Plat Approved by:

_____ Director of Public Works / City Engineer / Commissioner / Other _____
_____ Mayor/Executive/ President / Chairperson / Other _____
X Resolution passed by legislative body Board of Public Works
_____ Committee _____
_____ Other _____

Who will acquire Real Estate? X Sponsor _____ Other, describe:

Bid Advertisement:

Includes the placement and cost associated with placing the advertisement and obtaining an Affidavit of Publication. Drafting and placement of the bid advertisement can be considered part of design engineering services.

Drafted by: X Sponsor Staff _____ Consultant (Design)
Advertisement Placed by: X Sponsor Staff _____ Consultant (Design)

- Advertisement must be placed a minimum three weeks prior to Bid Opening Publications:
-

Approved by:

_____ Director of Public Works / City Engineer / Commissioner / Other _____
_____ Mayor/Executive/ President / Chairperson / Other _____
X Resolution passed by legislative body Board of Public Works
_____ Committee _____
_____ Other _____

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Acceptance, Opening and Approval of Bids, Award of Contract:

Includes the accepting, opening, reviewing, evaluating, and approving of contractors' bids, and awarding of Contract. Reviewing and evaluation of contractors' bids may be considered part of design engineering services.

Bids Received by: Sponsor _____

Bids Opened by: Sponsor _____ Consultant (Administrative/Design)

Bids Evaluated by: Sponsor Consultant (Administrative/Design)

Low Bid Accepted by:

_____ Director of Public Works / City Engineer / Commissioner / Other _____

_____ Mayor/Executive/ President / Chairperson / Other _____

Resolution passed by legislative body _____ City Council

_____ Committee _____

_____ Other _____

Execution of Contract:

Includes the execution of the contract between the sponsor and contractor.

Contract to Be Signed By:

_____ Director of Public Works / City Engineer / Commissioner / Other _____

Mayor/Executive/ President / Chairperson / Other _____ Mayor, City Clerk & City Attorney

_____ Resolution passed by legislative body _____

_____ Committee _____

_____ Other _____

Contractor Payments:

Includes the sponsor issuing the payment to the contractor for work performed. The creation of the pay estimate, including determining quantities and total cost is considered a construction oversight duty.

Payment Approved by:

Director of Public Works / City Engineer / Commissioner / Other _____ City Council

_____ Mayor/Executive/ President / Chairperson / Other _____

_____ Resolution passed by legislative body _____

_____ Committee _____

Other _____ Construction Consultant

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Final Records Retention:

Records Retained by: X Sponsor

Address where Records will be stored:

ENGINEERING DEPARTMENT, 400 LA CROSSE STREET, LA CROSSE, WI 54601

Records must be available for review by FHWA and WisDOT as requested

Tracking of Prevailing Wages (Davis-Bacon), Equal Employment Opportunity (Title VI) and

DBE: *(Examples of Civil Rights and Labor Compliance policy may include requiring contractors to provide an Affidavit of Compliance, field reviews, review of certified payroll, EEO Hiring Policy...)*

Describe the Sponsor's policies in ensuring the contractor complies with the following:

In accordance with Title VI of the Civil Rights Act of 1964, the City of La Crosse does not discriminate in the selection processes of consultants or contractors for professional or construction services, respectively. The City prohibits any contracted services from such discrimination, and shall require contractors to have an Equal Opportunity Officer to ensure compliance with FHWA 1273, with review and record keeping by the City.
Title VI of the Civil Rights Act of 1964

Disadvantaged Business Enterprise (DBE)

The City of La Crosse concurs with WisDOT policy on DBE employment for construction services, and encourages similar use of DBE consultants for professional services. Bid documents for construction will include current documents for required DBE compliance levels.

Davis Bacon Prevailing Wage Rates (when applicable to the project)

The City of La Crosse includes prevailing wage rate materials with all of its construction bid documents, when appropriate, as part of its standard conditions. Prevailing wage rates shall be enforced, unless exempt by law, with the contractor and construction oversight consultant administering weekly reviews and conducting interviews to ensure compliance with Statutes and Administrative Code.

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Approval for Changed Conditions, Increased/Decreased Quantities:

Includes the review and approval of contract change orders at the sponsor's level. Consultant in this section refers to the administrative consultant.

Evaluation and Recommendation: _____ Sponsor Consultant (administrative)

Approval by:

_____	Director of Public Works / City Engineer / Commissioner / Other	_____
_____	Mayor/Executive/ President / Chairperson / Other	_____
<input checked="" type="checkbox"/>	Resolution passed by legislative body	Board of Public Works
_____	Committee	_____
_____	Other	_____

Local Force Account:

Does the Sponsor desire to request permission to perform any project work through a Local Force Account

_____ Yes No

If yes, the Sponsor acknowledges that they have read and understand the pertinent sections of the FDM and CMM relating to LFAs and understand the limitations associated with the use of LFAs.

_____ Sponsor's Initial

Cost Effectiveness Finding Drafted: _____ Sponsor _____ Consultant (design)

Approved by:

_____	Director of Public Works / City Engineer / Commissioner / Other	_____
_____	Mayor/Executive/ President / Chairperson / Other	_____
_____	Resolution passed by legislative body	_____
_____	Committee	_____
_____	Other	_____

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Federal Aid Billings: *(Includes the preparation and submittal of reimbursement requests. Consultant refers to the administrative consultant.)*

Invoices Prepared by: Title The Responsible Person (Greg Kozelek)
 Sponsor Consultant (administrative)

Costs Reviewed and approved for submittal by:
 Director of Public Works / City Engineer / Commissioner / Other _____
 Mayor/Executive/ President / Chairperson / Other _____
 Resolution passed by legislative body _____
 Committee _____
 Other _____ City Finance Department

DESIGN ENGINEERING

Will Federal Funding be utilized for Design Costs? _____ Yes No

Indicate whether these tasks will be performed by the Sponsor (S) or a Consultant (C) or N/A

- | | |
|--|--|
| <input type="checkbox"/> Update of Project Application | <input type="checkbox"/> Environmental Clearance |
| <input type="checkbox"/> Design Study Report (if required) | <input type="checkbox"/> Utility Coordination |
| <input type="checkbox"/> Relocation Order, R/W Plat | <input type="checkbox"/> Plans Development |
| <input type="checkbox"/> Draft Bid Advertisement | <input type="checkbox"/> PS&E Preparation |

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CONSTRUCTION OVERSIGHT

Will Federal Funding be utilized for Construction Oversight? X Yes No

Indicate whether these tasks will be performed by the Sponsor (S) or Consultant(C) or N/A

<u> C </u> Construction Staking	<u> C </u> Materials Testing and Inspection
<u> C </u> Materials Documentation	<u> C </u> Daily Diary
<u> C </u> Measurement of Quantities	<u> C </u> Estimates for Payment
<u> C </u> Time Charges	<u> C & S </u> Change Orders
<u> C & S </u> Final Acceptance	<u> S </u> Maintenance of Records
<u> C </u> Collect Contractor Payrolls	<u> S </u> Conduct field Interviews

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ON BEHALF OF THE SPONSOR

Signature

Date

Mayor
Title

Signature

Date

Title

Signature

Date

Title

CONSULTANT ADMINISTRATION ON BEHALF OF SPONSOR

N / A
Signature

Date

Firm and Title

ACCEPTED BY WISDOT

Signature

Date

Title

ATTACHMENT 1

Engineering Department Organizational Chart



