



# BIDDING YOUR TRI/TRIS/TRID PROJECT

MARK SERVI

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PALADIN PROJECT MANAGEMENT GROUP LLC

M&L CONSULTANT MANAGEMENT LLC



# LRIP GUIDELINES



- GUIDELINES GOVERN THE BIDDING OF ALL LRIP PROJECTS
  - ✓ TRI
  - ✓ TRI SUPPLEMENTAL (TRIS)
  - ✓ TRI DISCRETIONARY (TRID)
- GUIDELINES MUST BE FOLLOWED TO ENSURE REIMBURSEMENT UPON PROJECT COMPLETION
- THE FOLLOWING PROCESS SHOULD BE FOLLOWED!



# ADVERTISING YOUR PROJECT



- PLACE AD IN PAPER FOR 2 CONSECUTIVE WEEKS
  - ✓ MUST INCLUDE PROJECT LOCATION
  - ✓ MUST INCLUDE THAT LRIP FUNDING IS BEING USED ON PROJECT
  - ✓ AD MUST RUN 2 CONSECUTIVE WEEKS
- GET A COPY OF THE AD AND AN AFFIDAVIT OF PUBLICATION FROM YOUR NEWSPAPER.
  - ✓ THIS WILL BE NEEDED FOR YOUR REIMBURSEMENT REQUEST



# OPENING & AWARDING PROJECT TO CONTRACTOR



- “CONSIDERATION AND AWARD” MUST BE AN AGENDA ITEM IN OPEN MEETING
  - ✓ TOWN BOARD MEETING
- AWARD TO LOWEST RESPONSIBLE BIDDER
- MINUTES SHOULD CONTAIN ALL BIDS RECEIVED AND REASONING IF LOWEST BID IS NOT ACCEPTED. IF ONLY ONE BID IS RECEIVED, NOTE THAT IN MINUTES



# HOW CAN I WORK WITH THE COUNTY ON AN LRIP PROJECT?



- TWO VERY DIFFERENT WAYS OF WORKING WITH YOUR COUNTY ON AN LRIP PROJECT
  - ✓ PURCHASE OF HOT MIX MATERIAL ONLY
    - TOWN PURCHASES THE HOT MIX MATERIAL DIRECTLY FROM THE CONTRACTOR AFTER BIDDING IT OUT AS PER GUIDELINES
    - TOWN HIRES COUNTY TO TRUCK AND PLACE THE HOT MIX MATERIAL
  - ✓ 10% RULE
    - 10% RULE IS DESIGNED TO PROTECT TOWNS FROM EXCESSIVELY HIGH CONTRACTOR BIDS



# HOW TO IMPLEMENT THE 10% RULE



- BEFORE OPENING BIDS, DEVELOP AN ACCUTATE COST ESTIMATE FOR THE PROJECT AND PLACE IT IN A SEALED ENVELOP MARKED WITH THE PROJECT LOCATION AND INDICATING IT IS THE PROJECT ESTIMATE
  - ✓ YOU MAY DEVELOP THE ESTIMATE YOURSELF OR HAVE SOMEONE ELSE DO IT FOR YOU, BUT SOURCE MUST BE SHOW ON ESTIMATE.
  - ✓ ESTIMATE MUST BE IN SEALED ENVELOP AT THE TIME OF THE BID OPENING
- OPEN ALL BIDS FROM THE CONTRACTORS. DETERMINE WHO IS THE LOW BIDDER.
- CLOSE BIDDING PROCESS WITHOUT AWARDING THE PROJECT



# HOW TO IMPLEMENT THE 10% RULE



- OPEN THE PROJECT ESTIMATE AND COMPARE IT TO THE LOW BID.
  - ✓ IF THE LOW BID EXCEEDS THE SEALED PROJECT COST ESTIMATE BY AT LEAST 10%
    - YOU SHOULD CONTACT THE TWO LOWEST BIDDERS AND VERIFY THAT THERE ARE NO ERRORS IN THEIR BID (THEY UNDERSTAND THE PROJECT AND ALL ITEMS OF WORK ARE INCLUDED IN THEIR BID)
  - ✓ ONCE THE CONTRACTORS HAVE BEEN CONTACTED, YOU MAY THEN CONTACT THE COUNTY TO SEE IF THEY CAN DO THE PROJECT FOR AT LEAST 10% LESS THEN THE LOWEST RESPONSIBLE BID.
    - IF THE COUNTY CAN DO THE PROJECT FOR AT LEAST 10% LESS THEN THE LOW BID
      - REJECT THE CONTRACTOR BIDS AND AWARD THE PROJECT TO THE COUNTY. RECORD THIS IN THE MEETING MINUTES.
    - IF NOT, YOU MAY AWARD TO LOWEST CONTRACTOR OR REBID YOUR PROJECT



# WHAT IF NO RESPONSIBLE BIDS RECEIVED



- YOU MAY CONTRACT WITH THE COUNTY
- YOU MAY REBID YOUR PROJECT





## BIDDING PRIOR TO WISDOT ISSUING THE STATE MUNICIPAL AGREEMENT (SMA)



- AFTER YOU KNOW YOU ARE RECEIVING TRI, TRIS OR TRID FUNDS, YOU MAY ADVERTISE, BID AND AWARD THE PROJECT
  - ✓ SHOULD NOTE IN AD THAT NO WORK CAN BEGIN UNTIL SMA IS RECEIVED.
- YOU MAY NOT BEGIN ANY WORK ON THE PROJECT UNTIL THE TOWN RECEIVES A COPY OF THE SMA FROM WISDOT
  - ✓ THIS IS TO ALLOW THE TOWNS TO OBTAIN THE BEST PRICING BY BIDDING EARLIER IN SEASON AS SMA ARE TYPICALLY ISSUED APRIL 1 OR JULY 1.



# WHEN IN DOUBT, REACH OUT



- CONTACT YOUR FACILITATOR IF YOU ARE IN PILOT COUNTY
- CONTACT YOUR HIGHWAY COMMISSIONER IF YOU ARE NOT IN PILOT COUNTY
- BOTH ARE HERE TO ASSIST YOU WITH THE PROGRAM AND HELP YOU FOLLOW THE GUIDELINES SO YOU REMAIN ELIGIBLE FOR REIMBURSEMENT WHEN YOUR PROJECT IS COMPLETE



# THANK YOU



- QUESTIONS??