



COMMON ERRORS CTRIC Meetings



CTRIC – County Town Road Improvement Committee

- Open Meetings Law – CTRIC meetings are considered an open meeting under Wisconsin law.
- The committee appoints a chair, minutes are taken and should be forwarded to the County Highway Commissioner/Facilitator.
- No more than 5 town chairs/designees selected by all town chairs/designees.
- Project caps per county.
- Retention of minutes and other documents – treat like any other public document.
- County Highway Commissioners/Facilitators should only be providing technical assistance; selection of the projects is done solely by the CTRIC.
- Consider a motion that allows the CTRIC chair the ability to approve small corrections, scope changes, and other minor items.
- CTRIC needs to rank in order of PRIORITY the TRI-D/S applications within the County.



COMMON ERRORS Applications



- LRIP Web – Ensure you have access.
- Update the highway rating in WISLR. To be eligible for an LRIP project the highway must be rated a 1-6 (paved) or 1-3 (gravel).
- ADT – Average Daily traffic – update in WISLR.
 - Note – This may affect roadway standards (width of pavement/shoulders) – TRANS 204.
- Do you need an exception to standards.
- Project location (On/At)
- Estimates! (accuracy matters....).
- Highway Improvement plan (2-Yr – Towns/ 5 Yr – Counties/Cities/Villages)
- Improvement type – (Resurfacing/Recondition/Reconstruction).
- HMA (Hot Mix Asphalt) only.



COMMON ERRORS

Project preparation



- SMA – State Municipal Agreement – The project recipient must receive a SMA prior to starting construction.
- Project scope changes?
- Project substitutions?
- Counties – (CEF) Cost Effectiveness Findings – Required on any CHI/CHI-D/S projects in which the County is completing the work. CEF must be approved by the County Highway Improvement District Committee (CHIDC) *A CEF is not required if a county is going to perform the work on a HMA Only project and is requesting up to 50% reimbursement of the cost of the HMA Only purchase.



COMMON ERRORS Bidding



- Advertisement – Class 2 notice required. (Affidavit of publication)
 - “Insertion” when used to indicate the publication of a legal notice more than one time, means once each week for consecutive weeks, the last of which shall be at least one week before the act or event, unless otherwise specified by law.”
- The advertisement should state that it is an LRIP project.
- The advertisement should state the date and time in which bids will no longer be accepted.
- The advertisement should identify the location(s) of the project.
- HMA only -If the county includes local communities in their hot mix or warm mix asphalt paving bid, the bidding documents should specifically identify which project recipient(s) and locations are included in the county contract.



COMMON ERRORS Bidding.....cont.



- The contract must be awarded to the lowest “responsible” bidder pursuant to s. 86.31(2)(b), Wis. Stats. Responsible bidder means a person who is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract.
- The project recipient may readvertise the project if all the submitted bids are considered not “responsible” or if no bids are received.
- Towns, cities or villages may not use their own work force or equipment on LRIP projects pursuant to s.86.31(2)(b), Wis. Stats.
- 10% rule – Wis Stats 86.31 (6)(h) – (IMPORTANT – MORE TO COME IN THE NEXT PRESENTATION.)
- HMA Only Projects – Town board minutes approving the County to complete the work and accept the HMA bids.



COMMON ERRORS

Reimbursement



- Affidavit of publication – Advertisement.
- Engineering Certification – Projects greater than 65k.
- Board minutes – awarding the contract and confirming low responsible bidder.
- Contractor pay documentation. (i.e. check stub/pay voucher/board minutes approving final payment)
- Towns – HMA only – Ensure that the HMA supplier is billing direct for materials.
- Counties – CEF approvals for non-HMA only projects on which the County is performing work.
- Be organized! Keep a running file and ensure everything is in there.



COMMON ERRORS

General



- CTRIC Committee – Ensure you are ranking in order of County priority the TRI-D/S projects for consideration by the statewide selection committee.
- DO NOT start construction prior to receiving the state-municipal agreement (SMA).
- Remember your sunset dates.
- Follow the bidding laws.
- Ensure you have all necessary construction permits.
- Scope changes/project substitutions.
- Does the improvement meet the 10-year design life requirement.
- No substitutions on Discretionary/Supplement project.
- Timeline for the application/selection process.