

MANAGING YOUR TRI/TRID/TRIS PROJECT

TUESDAY APRIL 28, 2026

PALADIN PROJECT MANAGEMENT GROUP LLC

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STEPS TO A SUCCESSFUL LRIP PROJECT

- ▶ ADVERTISE FOLLOWING LRIP PROGRAM GUIDELINES
- ▶ RECEIVE AND AWARD BIDS
- ▶ CONSTRUCT THE PROJECT
- ▶ PAY THE CONTRACTOR
- ▶ ASSEMBLE THE DOCUMENTS FOR REIMBURSEMENT
- ▶ REQUEST REIMBURSEMENT



ADVERTISING TRI / TRIS / TRID PROJECTS

- ▶ NOTIFY DOT AT LEAST 7 DAYS PRIOR TO PLACEMENT OF AD
 - ▶ COMPLETE THE AD NOTIFICATION SPREADSHEET, ATTACH A COPY OF THE AD TO BE PLACED AND SUBMIT TO WISDOT VIA EMAIL
 - ▶ USING LRIP WEB, FIND YOUR PROJECT UNDER THE “ADD ADVERTISEMENT INFORMATION TO PROJECT” TAB
- ▶ PLACE AD IN THE NEWSPAPER FOR 2 CONSECUTIVE WEEKS
 - ▶ OBTAIN AFFIDAVIT OF PUBLICATION AND COPY OF THE AD
- ▶ WAIT AT LEAST 7 DAYS AFTER LAST DATE OF ADVERTISEMENT TO OPEN BIDS

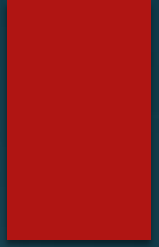


WisDOT LRIP Web page

- ▶ <https://wisconsindot.gov/Pages/doing-bus/local-gov/astnce-pgms/highway/lrip.aspx>
- ▶ <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/lrip/tas-faq.pdf>
- ▶ <https://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/highway/lrip/guidelines.pdf>



RECEIVE AND AWARD BIDS



- ▶ OPEN ALL BIDS RECEIVED, REVIEW AND AWARD PROJECT
 - ▶ BIDS SHOULD BE IN UNIT PRICES – MAY NOT BE LUMP SUM FOR ENTIRE PROJECT
 - ▶ EXAMPLES – TONS OF PAVING, TONS/CY OF GRAVEL, SY OF DOUBLE CHIPSEAL
 - ▶ RECORD ALL BIDDERS AND THEIR BID PRICE IN THE MINUTES
 - ▶ AWARD TO LOW BIDDER
- ▶ 10% RULE – CONSIDER IMPLEMENTING THE 10% RULE ON ALL PROJECTS AS A “SAFETY NET” IN RELATION TO COSTS EXCEEDING BUDGET ESTIMATES
 - ▶ DEVELOP OR OBTAIN A “PRE-BID” PROJECT ESTIMATE
 - ▶ SEAL THE PRE-BID ESTIMATE AND SUBMIT AT THE TIME OF THE BID OPENING
 - ▶ DO NOT OPEN THE ESTIMATE AT THE SAME TIME AS THE BIDS
 - ▶ CLOSE THE MEETING AFTER ALL BIDS ARE OPENED
 - ▶ AFTER THE BID OPENING MEETING IS CLOSED COMPARE THE BIDS TO THE ESTIMATE
 - ▶ IF THE ESTIMATE IS MORE THAN 10% BELOW THE LOWEST BID CONTACT THE LOWER BIDDER AND DETERMINE IF THERE ARE ANY ERRORS IN THE BIDS
 - ▶ IF NOT, THE TOWN CAN REJECT ALL BIDS AND SEEK PROJECT ESTIMATE FROM COUNTY OR REBID



CONSTRUCT THE PROJECT

- ▶ MAKE SURE YOU HAVE YOUR STATE MUNICIPAL AGREEMENT (SMA) PRIOR TO BEGINNING ANY WORK (ENGINEERING OR CONSTRUCTION)
 - ▶ ANY WORK COMPLETED PRIOR TO SMA IS INELIGIBLE PROJECT EXPENSE (NOT AN ELIGIBLE PROJECT EXPENSE)
- ▶ MAKE SURE TO HAVE A PAPER TRAIL IF THERE ARE ANY CHANGE ORDERS DURING CONSTRUCTION
- ▶ TOWN MAY NOT SUPPLY MATERIAL, LABOR OR EQUIPMENT ON ELIGIBLE PORTIONS OF A LRIP PROJECT. CONTRACTOR MUST PERFORM ALL ELIGIBLE WORK ON PROJECT.



CONTRACTOR PAYMENT

- ▶ REVIEW INVOICES TO MAKE SURE THEY ARE AN ACCURATE REFLECTION OF THE WORK COMPLETED.
 - ▶ MAKE SURE INVOICE SHOWS PROJECT LOCATION
 - ▶ REMEMBER – NO ENTIRE PROJECTS CAN BE LUMP SUM BID OR INVOICE
 - ▶ COPY OF INVOICE TO PROJECT FILE FOR REIMBURSEMENT
- ▶ ISSUE CHECKS OF PAYMENT TO CONTRACTOR
 - ▶ COPY OF CHECK OR CHECK VOUCHER TO FILE FOR REIMBURSEMENT
- ▶ HOT MIX PURCHASE ONLY
 - ▶ CONTRACTOR MUST BILL TOWN DIRECTLY FOR MATERIAL
 - ▶ TOWN WILL NEED COPY OF INVOICE / PAYMENT TO COUNTY FOR PLACEMENT OF ASPHALT



DOCUMENTS NEEDED FOR REIMBURSEMENT

- ▶ AFFIDAVIT OF ADVERTISEMENT AND COPY OF THE AD
- ▶ BOARD MINUTES OF PROJECT AWARD
- ▶ CONTRACTOR INVOICES
 - ▶ HOT MIX PURCHASE – CONTRACTOR INVOICE FOR MATERIAL
- INVOICE FOR INELIGIBLE WORK
- ▶ PROOF OF PAYMENT FOR INVOICES
 - ▶ ELIGIBLE AND INELIGIBLE
- ▶ PROOF OF PAYMENT FOR ALL INVOICES, PROJECT 100% PAID FOR
- ▶ ENGINEERS CERTIFICATION IF OVER \$65,000 PROJECT COST
 - ▶ ENGINEERING CERTIFICATION IS CERTIFICATION THAT THE COMPLETED PROJECT WILL HAVE A 10 YEAR LIFE
- ▶ DT2353 REQUEST FOR REIMBURSEMENT (IF NOT USING LRIPWEB)



REIMBURSEMENT REQUEST

- ▶ MAY BE SUBMITTED IN TWO WAYS
 - ▶ SUBMIT DIRECTLY TO THE LRIPWEB USING THE “REQUEST REIMBURSEMENT” TAB ON THE HOMEPAGE
 - ▶ COMPLETE EACH SECTION OF REQUEST, UPLOAD DOCUMENTS AS INDICATED
 - ▶ FACILITATOR OR HIGHWAY COMMISSIONER WILL REVIEW AND SUBMIT TO DOT
 - ▶ PROVIDE ALL REQUIRED DOCUMENTS TO THE FACILITATOR OR HIGHWAY COMMISSIONER. THIS STEP REQUIRES A COMPLETED AND SIGNED DT2353 REQUEST FOR REIMBURSEMENT FROM THE TOWN.



DT2353

To submit this request online, visit the [LRIP Website](#) for more information on how to access the Web-based LRIPWeb Application.



**LOCAL ROADS IMPROVEMENT PROGRAM
REQUEST FOR PROJECT REIMBURSEMENT - MUNICIPAL AGREEMENT**
Wisconsin Department of Transportation
DT2353 8/2018

Project Number: _____ County: _____ Municipality/County: _____

On Route: _____

Agreement

It is agreed that the municipality indicated above has declined to enter the Request for Project Reimbursement for this project into the LRIPWeb Application and has instead provided the required documentation for reimbursement to the County Highway Commissioner.

The municipality certifies that the work on the above described project was performed in accordance with all federal, state and local laws, rules and standards, and the terms and conditions of the "Local Roads Improvement Program State/Municipal Project Agreement." Work on the LRIP project is complete and reimbursement is requested.

X _____ (Date – mm/dd/yyyy)

(Head of Government/Designee – Signature)

(Title)

The County Highway Commissioner acknowledges that they have received the required documentation from the municipality and has agreed to enter the Request for Project Reimbursement into the LRIPWeb Application.

X _____ (Date – mm/dd/yyyy)

(County Highway Commissioner – Signature)

(Title)



PROJECT CHANGES/SUBSTITUTIONS

- ▶ TRI PROJECTS
 - ▶ CHANGES ARE ALLOWED
 - ▶ MUST BE APPROVED PRIOR TO REIMBURSEMENT
 - ▶ PROJECT SUBSTITUTIONS CAN BE MADE BEFORE ADVERTISING AND BIDDING THE WORK
 - ▶ COMPLETE DT2352 PROJECT CHANGE REQUEST OR USE LRIPWEB TO MAKE CHANGES TO THE PROJECT
- ▶ TRIS/TRID PROJECT CHANGES ARE LIMITED
 - ▶ CHANGES SHOULD BE MADE AS YOU DETERMINE NEED, BUT WILL NEED TO BE APPROVED PRIOR TO REIMBURSEMENT
 - ▶ NO PROJECT SUBSTITUTION ALLOWED



DT2352

To submit this application/request online, visit the [LRIP Website](#) for more information on how to access the Web-based LRIPWeb Application.



LOCAL ROAD IMPROVEMENT PROGRAM SUBSTITUTION/CHANGE/TRANSFER FORM

Wisconsin Department of Transportation
DT2352 9/2019

<input type="checkbox"/> Substitution	From Project	#		
<input type="checkbox"/> New Project Using Savings ((\$5,000 minimum to set up a new project)	From Project	#		
<input type="checkbox"/> New Project Using Forfeited Funds	From Project	#		
<i>(Complete all sections of the application for substitution, new project using savings and new project using forfeited funds.)</i>				
<input type="checkbox"/> Project Change(s)	For Project	#		
<i>(Complete applicable sections – change(s) allowed for improvement type, termini or estimated costs.)</i>				
<input type="checkbox"/> Transfer Savings ((\$3,000 or more minimum to transfer)	From Project	#	To	#
<input type="checkbox"/> Transfer Funds	From Project	#	To	#

(Complete Funding Section Only.)

<input type="checkbox"/> TRI	<input type="checkbox"/> MSILT	<input type="checkbox"/> MSIGT	<input type="checkbox"/> CHI	<input type="checkbox"/> CHID
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County of	<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		
Head of Government	Clerk	Treasurer	

Project Improvement

CHECK ONE IMPROVEMENT TYPE	<i>IN ADDITION, CHECK THE CORRESPONDING "PURCHASE HOT MIX ASPHALT ONLY" BOX IF THE LRIP REIMBURSEMENT WILL ONLY BE USED FOR HOT MIX ASPHALT MATERIALS PURCHASE.</i>
<input type="checkbox"/> Pavement Replacement	Purchase Hot Mix Asphalt – <u>ONLY</u> <input type="checkbox"/>
<input type="checkbox"/> Reconditioning	Purchase Hot Mix Asphalt – <u>ONLY</u> <input type="checkbox"/>
<input type="checkbox"/> Resurfacing	Purchase Hot Mix Asphalt – <u>ONLY</u> <input type="checkbox"/>
<input type="checkbox"/> Reconstruction	Purchase Hot Mix Asphalt – <u>ONLY</u> <input type="checkbox"/>

Yes No Does this improvement include new bicycle and pedestrian facilities?

If Yes:

Yes No Has the local municipality involved in the project adopted a resolution for these facilities?

QUESTIONS?????

- ▶ WORK CLOSELY WITH YOUR FACILITATOR OR HIGHWAY COMMISSIONER TO ACHIEVE A SUCCESSFUL PROJECT AND GET THE REIMBURSEMENT.
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