



**Waukesha**  
**C O U N T Y**  
Department of Public Works

DATE: October 20, 2016

SUBJECT: **Waukesha County Bridge Aid Program**  
**(Program Guidelines)**

- I. General - County bridge aid is available to towns for projects involving the repair or replacement of existing culverts, box culverts, and bridges meeting Waukesha County Department of Public Works (DPW) requirements. The County may participate in up to 50% of the project cost. Funding is subject to available funds.
  
- II. Background – This document is a Waukesha County DPW update of guidelines for use in the administration of the Bridge Aid funding program. This document supercedes Waukesha County Transportation Department guidelines dated November 15, 1989. The funding program is based on Wisconsin Statute s.82.08 (previously s.81.38) requiring county bridge and culvert aid to towns. The bridge and culvert aid can be extended to villages in accordance with Wisconsin Statute s.61.48.
  
- III. Eligible Costs:
  - A. Design
  - B. Land Acquisition
  - C. Construction (including minor approach work)
  - D. Construction inspection

(Non-eligible costs include aesthetic treatments and utility relocation.)
  
- IV. Funding:
  - A. Each project is funded with 50% county funds and 50% local funds, up to a Waukesha County expenditure cap of \$100,000.

- B. Funding is based on the cost estimate provided by the municipality at time of application. The project estimate should contain the cost of all participating items plus a 10% contingency.
- C. Funding applications can be made at any time. County funding allocation is based on the order the applications are received. However, funding application by April 30 is necessary for budget consideration in the next capital project programming cycle.
- D. The County Bridge Aid Program is funded through a capital project subject to approval by the Waukesha County Executive and County Board.

E. Reimbursement

- 1. County funds will be paid after completion of the project by the municipality and acceptance of the project by the Waukesha County Director of Public Works. Waukesha County DPW staff will final inspect the completed project site prior to acceptance by Waukesha County. We want to make sure that the structure was built per the plans that were approved.
- 2. The municipality may choose to proceed with the project prior to budget approval by the county board. Participation by the County shall be limited to funds provided to the Department of Public Works by the County Board.

V. Application Process:

- A. The municipality, or their representative, shall apply in writing to the Director of Public Works for county funding participation on an individual culvert or bridge project. Application may be in the form of a letter, concept definition report, or other simple report, but shall include the following:
  - 1. Project location and map.
  - 2. Discussion of project need (ie, what are the structure deficiencies?). For bridge structures, the application will be accompanied by the latest bridge inspection report, completed by a qualified inspector.
  - 3. Discussion of proposed project scope (ie, is this a structure replacement or repair?).
  - 4. Discussion of roadway design class that will be used in design of the structure. We want to assure that statutory standards for structure width and shoulder width are met.

5. Anticipated schedule for the project (include design and construction phases).
  6. Estimate of total project cost as well as requested county share of cost.
- B. DPW staff review of application and recommendation. This will include a site visit and inspection of the structure to verify that the proposed project scope is justified and appropriate.
  - C. Consideration and approval by the Director of Public Works. Waukesha County will respond in writing to the applicant, affirming any funding commitment, as well as timing of available funds.
- VI. Eligible Structures:
- A. Any culvert, group of culverts serving a single waterway, box culvert or bridge with a waterway opening exceeding 12 square feet in area.
  - B. City owned structures are not eligible for funding under this program.
  - C. Waukesha County will not participate in funding the local share of bridge projects that have secured separate Local Bridge Program funding (ie, federal funding).
- VII. Design – The design of the project shall be based on the approved project scope, and follow the Wisconsin Department of Transportation’s Facilities Development manual, and Waukesha County Requirements. It is not our program intent to dictate project designs. However, we want to assure that state statutes for road width are met, that appropriate environmental permits are obtained, and that the design is cost effective.
- A. Waukesha County may request review of preliminary plans or intermediate design reports. The complexity of projects built under this program can vary considerably. Following funding approval by Waukesha County, it is recommended that the municipality meet with DPW staff to review the anticipated design process and determine appropriate milestone reports for county review. These milestone reviews may occur at preliminary plan stage, hydraulic analysis and structure sizing, environmental documentation, design study report, etc.
  - B. Final plans and specifications will be reviewed and approved by the Department of Public Works prior to advertising the project for bids.
- VIII. Construction
- A. Bidding

1. Bidding by the municipality shall take place only after the Department of Public Works has approved final plans and specifications.
2. The county will participate in costs up to, but not exceeding 50% of the estimate contained in the initial funding request, and as approved by the Director of Public Works. Should the cost of the bid plus other participating items exceed the estimate, the additional cost is the responsibility of the municipality.
3. The County will participate in the cost of change orders provided the combined cost of change orders, the original bid, and engineering costs do not exceed the approved initial funding request estimate.

#### B. Materials

1. The contractor shall provide certification for materials which cannot be tested at the project site.
2. The municipality shall perform onsite testing of materials (such as concrete and crushed aggregate) in accordance with WDOT Construction Manual recommendations. These tests may include concrete cylinders for strength tests or sieve analysis of aggregates.

#### C. Inspection

1. The municipality shall provide construction inspection on a regular basis. The inspector shall be experienced in bridge and road construction and have a knowledge of current testing procedures and standards.