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**From:** Schaeffer, Jason - DOT <Jason.Schaeffer@dot.wi.gov>  
**Sent:** Monday, August 14, 2023 6:36 AM  
**To:** larrabeeclerk@gmail.com  
**Cc:** Kelbley, Jordan D - DOT; Richardson, Bree L - DOT  
**Subject:** Waupaca Co/ project 6887-02-00/70/T Larrabee, Buckbee Road/S BR Pigeon River Road/ design authorization

**Flag Status:** Flagged

Sharon,

Congratulations on receiving a project in our 2024-2026 Local Bridge Improvement Assistance Program to design and construct a bridge replacement over the South Branch of the Pigeon River. The design project has been authorized, there is an approved State-Municipal Agreement in place and I am available to help guide the county through the project delivery process.

The project is scheduled to be let for bids on January 13, 2026 with construction that same year. Because of the length of time needed to get plans ready, WisDOT has scheduled your design effort to begin as early as August 2023, and a design contract must be in place by June 30, 2024 or your design funding will be at risk. With that, we recommend the city start the process to solicit and select a design consultant soon.

The town must use a Quality Based Selection (QBS) process to solicit and select a design consultant. You can find a brief document explaining the consultant selection process at the WisDOT Local Program [Procedures and Tools](#) website, but if you have any questions let me know and I can help. In addition, I encourage you to visit WisDOT's [Federal Aid Project Delivery](#) website. In particular, the Local Program Document Approval Designation found there lays out responsibilities of the sponsor, the designer and WisDOT.

Sincerely,  
Jason

Jason Schaeffer  
WisDOT NC Region – Wisconsin Rapids  
Local Program Project Manager  
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