



**Highway Maintenance Manual**  
**Chapter 02 Administration**  
**Section 15 Agreements/Contracts**  
**Subject 20 Routine Maintenance Agreements**

**Bureau of Highway Maintenance**  
**May 2015**

### ***1.0 Authority***

The framework for how state highway maintenance shall be administered is found in three sections of the Wisconsin Statutes.

1. 84.07(1) Maintenance of state trunk highways, Routine Maintenance
2. 84.07(2) Maintenance of state trunk highways, Repayment for State Work
3. 83.015(3) County Highway Committee, Cost Accounting System

### ***2.0 General Policy***

Traditionally, the maintenance of state highways has been performed by county highway departments under annual calendar year contracts called the Routine Maintenance Agreement (RMA) document. Upon approval, the RMA document provides each County with a state highway maintenance budget and the approval for expenditure within that budget.

### ***3.0 Contract Document***

The Routine Maintenance Agreement (RMA) document is a department form that is computer generated. This contract document contains the following information:

1. An authorization statement for work to be done, standards for compliance, and directions for billing
2. A non-discrimination provision
3. A list of charging projects, their estimated cost and a grand total cost of work to be done
4. A disclaimer and addendum
5. Analytical information to assist in the decision making processes, including: (a) county labor, (b) county line item costs, and (c) state total costs
6. Signature space for state and county approvals
7. Work exceptions are listed for the county
8. A list of activity codes for charging
9. A list of bridge maintenance repairs to be made by the county
10. (Optional) a list of pavement maintenance repairs to be made by the county
11. (Optional) a list of roadside facility repairs to be made by the county
12. (Optional) a list of roadside vegetation betterments to be made by the county
13. (Optional) number of winter and summer patrol sections
14. A summary of county furnished materials
15. A summary of state furnished materials

#### **4.0 RMA Approval Process**

1. The Department shall submit Routine Maintenance Agreement (RMA) documents to each County for state highway maintenance work to be done. All RMA documents shall be for a specific calendar year.
2. The agreement between the County and the Department shall be signed as acceptable by each County Highway Committee (if appropriate), County Highway Commissioner, the appropriate Department of Transportation District Director and the Director for the Bureau of Highway Maintenance.

#### **5.0 RMA Approval Schedule**

1. The Department shall begin development of the annual work program for county services during the month of May, preceding the calendar work year.
2. The County Highway commissioner shall have received and reviewed the preliminary LOS budget allocations by October 1st.
3. The final RMA documents shall be executed into contract by January 1st.