

Northeast Region 2016



Field Construction Administration Guidelines

Including I-41, STH 441, and Local Program



Northeast Region 2016 Field Construction Administration Guidelines

The following instructions are provided for you to efficiently manage your WISDOT contract. ***You are required to read and follow all instructions.*** If you have questions, use the “Who to Contact” list.

Instructions specific to I-41 contracts will be noted in Green. All I-41 contracts are to use these guidelines as a supplement to processes outlined in the I-41 Corridors Project Construction Management Plan (CMP). The CMP should be the first resource for any procedure on the I-41 contracts. The CMP is provided to you at the I-41 Field Office.

Instructions specific to Local Program (LP) contracts are noted in Purple and outlined. All LP contracts are to use these guidelines as a supplement to processes outlined in the “Local Program Construction Management Users Guide 2016”.

Instructions specific to STH 441 contracts are noted in Orange. All STH 441 contracts are to use these guidelines as a supplement to processes outlined in the STH 441 Project Management Plan (PMP). The PMP should be the first resource for any procedure on the STH 441 contracts. The PMP is provided to you at the STH 441 Field Office.

Instructions that are both **Orange** and **Green** apply to both **I-41** and **STH 441**.

The PCLs are required to create the Project Binder prior to the Preconstruction Conference. The instructions and empty binders are at the NER Office with your project plans/proposals. For **I-41** and **STH 441** contact Lindsay Deswarte if you need assistance.

LP binders are assembled by the Management Consultant (MC).

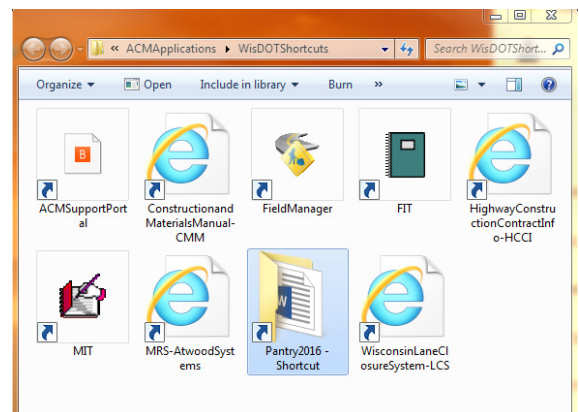
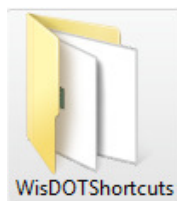
All computers that are used to administer contracts for the NER have a “WisDOTShortcuts” folder located on the desktop, please do not make changes.

Legend

 =Critical!
Don't forget to do this!

 = New this year

 = Updated this year



Have a great summer!



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Abbreviations




ACS	Area Construction Supervisor
AJR	Approval/Justification Record
CAS	Construction Administration System
CDMP	Contractor Designated Materials Person
CMJ	WISDOT Contract Modification Justification
CMP	Construction Management Plan
CMM	Construction & Materials Manual
ContMod	Contract Modification
COS	Construction Oversight Specialist
CS	Contract Specialist
CQA	Region Construction Quality Assurance Engineer
CQI	Construction Quality Index
DBE	Disadvantaged Business Enterprise
DQI	Design Quality Index
ECIP	Erosion Control Implementation Plan
FHWA	Federal Highway Administration
ERO	Equal Rights Officer (Labor Compliance Specialist)
FIT	Field Information Tracking
FM	FieldManager
IDR	Inspector's Daily Report
IHD	Item History to Date
LCS	Wisconsin Lane Closure System
LP	Local Program
LPPM	Local Program Project Management
MC	Management Consultant
ME	Material Engineer
MIT	Materials Information Tracking
NER	Northeast Region
NTP	Notice to Proceed
PCL	Project Construction Leader
PM	Project Manager
PMP	Project Management Plan
PoDI	Project of Division Interest
Spec.	Wisconsin Standard Specifications
SUP	Supervisor
WPMC	WISDOT Project Materials Coordinator

Websites



Denotes sites that are **NOT** accessible to consultants. If consultants need information from the dotnet sites, please contact construction services, your PM, or SUP.

General

Wisconsin Highway Construction Contract Information Website (HCCI)	http://roadwaystandards.dot.wi.gov/hcci
<i>Letting & Bidding Information. The statewide Finals Status Report is found under the contracting information.</i>	
Construction Contract Payment Viewing System (Current information on contractor payments)	http://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx
Roadway Standards FDM, CMM, Standard Specs	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/default.aspx
Weather Conditions	http://www.weather.gov/
Diggers Hotline	http://diggershotline.com/
Highway Operations manual library - Traffic & Maintenance	http://dotnet/dtsd/maintenance/manuals.htm
WISDOT FTP Site (public file Exchange site)	http://ftp.dot.wi.gov
 Weekly Construction Project Worksheet	http://dotnet/hwyconst/fieldoffices.htm
<i>List of active construction projects, staff, field office, and phone numbers.</i>	
I-41 Majors Mega Projects	http://us41Wisconsin.gov/
STH 441 Majors Mega Projects	http://projects.511wi.gov/wis441/
 Construction Award forms	http://dotnet/hwyconst/awards/nomination.htm
WDNR Spill Response Coordinators	http://dnr.wi.gov/topic/Spills/documents/coordinators.pdf
Field Information Tracking and Project Tracking	http://www.atwoodsystems.com/WisDOT/
Bridge Manual	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/bridge-manual.aspx
 Consultant Contract Documents	http://dotnet/consultants/contract.shtm
Contractor Online Registration/Civil Rights Compliance System	https://app.mylcm.com/WisDOT

Materials

Approved Products List (aka PAL or APL)	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/tools/appr-prod/default.aspx
Wisconsin Erosion Control Product Acceptability List (PAL)	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/tools/pal/default.aspx
FHWA Buy America	http://www.fhwa.dot.gov/programadmin/contracts/b-amquck.cfm http://www.fhwa.dot.gov/construction/contracts/buyam_ga.cfm
E-Guide Bid Items	http://www.atwoodsystems.com/biditems/
Create E-Guide	http://www.atwoodsystems.com/eguide
Materials Tracking (Atwood Systems)	http://www.atwoodsystems.com/prodlist.cfm

Traffic

Wisconsin Lane Closure System (LCS)	http://transportal.cee.wisc.edu/closures/
Travel Information and 511 System	http://wisconsindot.gov/Pages/travel/511/511.aspx
Wisconsin Freight Network Maps	http://wisconsindot.gov/Pages/doing-bus/freight/resources.aspx

Who to Contact

<u>IT & Field Program Support</u>			
DOT IT Service Desk	(800) 362-3050	DOTITServiceDesk@dot.wi.gov	Program/software related issues
Steve Nies	(920) 360-3610	Stephen.nies@dot.wi.gov	Construction Program Software, FieldManager, FieldBook, FieldNet, PC hardware, Printers, Cisco AnyConnect, LAN Dialup, Secure Id Cards
Leslie Ashauer	(920) 492-4133	Leslie.Ashauer@dot.wi.gov	MIT
IAP Coordinator Keith Lundin	(608) 220-8847	Keith.lundin@dot.wi.gov	MIT
Annette Czerneski	O: (715) 421-7319 C: (715) 459-4773	annette.czerneski@dot.wi.gov	Construction Systems Administrator, AASHTOWare Project & Atwood Systems software, contract related issues
Hill Farms BPD David Castleberg	(608) 264-7606	david.castleberg@dot.wi.gov	Construction Systems Administrator, AASHTOWare Project & Atwood Systems software
Atwood Systems	(800) 518-1920 (608) 848-6085	atwoodsystems@dot.wi.gov	FIT, MIT
<u>NER Construction Administration Support</u>			
Paul Butler	(920) 492-5699	paul.butler@dot.wi.gov	Contract Specialist, Notice to Proceed, ContMods, Blue book rates, Lettings, Site Times & Events, Prompt Payment, Liens
Krissy Van Hout	(920) 360-3973	Kristin.vanhout@dot.wi.gov	Construction QA Engineer, Final Records & Contract Submittal
Sara Schoenmann	(920) 492-2209	sara.schoenmann@dot.wi.gov	Contract Specialist, I-41 Final Records & Contract Submittal, Site Times & Events, Blue book rates, ContMods
Scott Van Calster	(920) 883-9094	Scott.VanCalster@dot.wi.gov	Contract Specialist, STH 441 Final Records & Contract Submittal, Site Times & Events, ContMods
Courtney Chlopek	920-468-4771	courtneychlopek@jt-engineering.com	Contract Specialist, LP Final Records & Contract Submittal
<u>Pantry Software</u>			
Marc Roesler	(920) 362-1632	marc.roesler@dot.wi.gov	Pantry Spreadsheets committee
Jennifer Zavada	(920) 492-5720	jennifer.zavada@dot.wi.gov	Pantry Forms committee
<u>Plans and Proposals</u>			
Linda Skaleski	(920) 492-5982	Linda.skaleski@dot.wi.gov	Plans & Proposals
Lindsay Deswarte	(920) 492-2222	Lindsay.deswarte@dot.wi.gov	STH 441 & I-41 - plans, proposals, construction binders
Courtney Chlopek	920-468-4771	courtneychlopek@jt-engineering.com	LP – plans & proposals

<u>NER Traffic Contacts</u>			
Josh Falk	(920) 492-7165	Joshua.falk@dot.wi.gov	LCS, NER Work Zone Traffic Engineer, Detours
Eric Sikorski	(920) 492-4161	eric.sikorski@dot.wi.gov	LCS
Kevin Lohff	(920) 606-0236	Kevin.Lohff@dot.wi.gov	I-41 LCS
Susan Paulus	(414) 460-3409	susan.paulus@lakesideengineers.com	STH 441 LCS
Rod Hamilton	(920) 492-5652	Rodney.hamilton@dot.wi.gov	OSOW, Long Truck Routes, Signing permits
Chris Blazek	(920) 492-5621	Christian.blazek@dot.wi.gov	NER Traffic Supervisor, speed regulation
<u>NER Labor Compliance Specialists</u>			
Jason Johnson	(920) 492-5728	Jason.johnson@dot.wi.gov	NER & Local Program
Teresa Rademacher	(920) 492-5657	Teresa.rademacher@dot.wi.gov	I-41 & STH 441
<u>NER Materials Contacts</u>			
Tony Allard	O: (920) 492-3510	Anthony.Allard@dot.wi.gov	Pavements Engineer
Neil Michaelson	O: (920) 492-7170 C: (920) 362-2811	Neil.Michaelson@dot.wi.gov	Soils Engineer, Frost Heave Locations, MSE Walls, Inclinometers
Leslie Ashauer	O: (920) 492-4133 C: (920) 362-1502	Leslie.Ashauer@dot.wi.gov	Materials Engineer, MIT/MTS, Material Credits, Atwood/E-Guide Help, Material Finals
Adam Johnson	O: (920) 492-4124 C: (920) 366-8096	Adam.Johnson@dot.wi.gov	Concrete & Aggregate, QMP/IA, Nuc Density Base Compaction, MITSCAN, Aggregate Sources, Concrete Plants
Brian Jandrin	O: (920) 492-5626 C: (920) 360-2200	Brian.Jandrin@dot.wi.gov	HMA QMP/IA, HMA Nuclear Density QV/IA
Jason Tucker	O: (920) 492-4121 C: (920) 360-6197	Jason.Tucker@dot.wi.gov	Structure QMP/IA, MSE Wall QMP/IA, Nuclear Density QMP/IA
Kim Heise	O: (920) 492-5985 C: (920) 362-6360	Kim.heise@dot.wi.gov	IRI Ride, Backup Materials Contact
Jamie Cynor	O: (920) 492-5677 C: (920) 366-8085	Jamie.Cynor@dot.wi.gov	Lab Coordinator, Sample Containers, Sample Room Access, Beam Guard Testing, Test Questions
Paul Pamperin	(920) 680-9629	paul.pamperin@dot.wi.gov	I-41 Nuc Density & Subgrade Inspection for MSE Walls
<u>NER FHWA Field Operations Engineer</u>			
Daniel Holt	(608) 829-7515	Daniel.holt@dot.gov	Unassigned PoDI
Greg Newhouse	(608) 829-7521	gregory.newhouse@dot.gov	I-41 & STH 441 PoDI
<u>NER Bureau of Project Development Liaison</u>			
Dave Buschkopf	O: (608) 264-9426 C: (608) 219-9635	David.buschkopf@dot.wi.gov	Construction Oversight Engineer, Blue book rates

<u>Survey</u>			
Cormac McInnis	(920) 492-5638	Cormac.mcinnis@dot.wi.gov	Survey Coordinator, bench mark forms
<u>Maintenance</u>			
(for county specific contacts see the map on page 8)			
Dale Weber	(920) 492-7161	Dale.weber@dot.wi.gov	Bridge Maintenance
Jim McDowell	(920) 492-7720	Jim.mcdowell@dot.wi.gov	Bridge Maintenance
Jason Lahm	(920) 492-5998	Jason.lahm@dot.wi.gov	Bridge Maintenance, Structure Forms submittal
Brady Rades	(920) 492-4152	Brady.rades@dot.wi.gov	Sign/Signal Bolting
Doug Wiegand	(920) 492-7739	Douglas.wiegand@dot.wi.gov	Highway/Construction Maintenance, Highway Maintenance Forms
<u>Communications Contacts</u>			
Mark Kantola	(920) 492-4153	mark.kantola@dot.wi.gov	Regional Communications Manager, Public Information, Media Relations, Communications, Weekly Advisories
Melissa Kok	(920) 492-5743	melissa2.kok@dot.wi.gov	Assistant Regional Communications Manager, Weekly Advisories
Jill Bartman	(920) 468-4771	jillbartman@jt-engineering.com	LP Weekly Advisories



2016 Construction Contacts

WisDOT Local Program Project Management - LPPM

Dave Schmidt

920- 360-0983 Cell

dave.schmidt@dot.wi.gov

Brown, Calumet, Door, Kewaunee,
Manitowoc, Marinette, Oconto and
Sheboygan Counties

Brian Edwards

920-360-2801 Cell

brian.edwards@dot.wi.gov

Fond du Lac, Outagamie and
Winnebago Counties

Management Consultant - MC

JT Engineering

1077 Centennial Centre Blvd.

Hobart, WI 54155

Office 920-468-4771

Fax 920-468-7135

Area Construction Supervisor - ACS

Craig Treadway

920-680-7290 Cell

craigtreadway@jt-engineering.com

Area Construction Supervisor - ACS

Paul Romenesko

920-680-7294 Cell

paulromenesko@jt-engineering.com

Construction Oversight Specialist - COS

Jeff Zlatohlavek

920-680-7260 Cell

jeffzlatohlavek@jt-engineering.com

Contract Specialist - CS

Courtney Chlopek

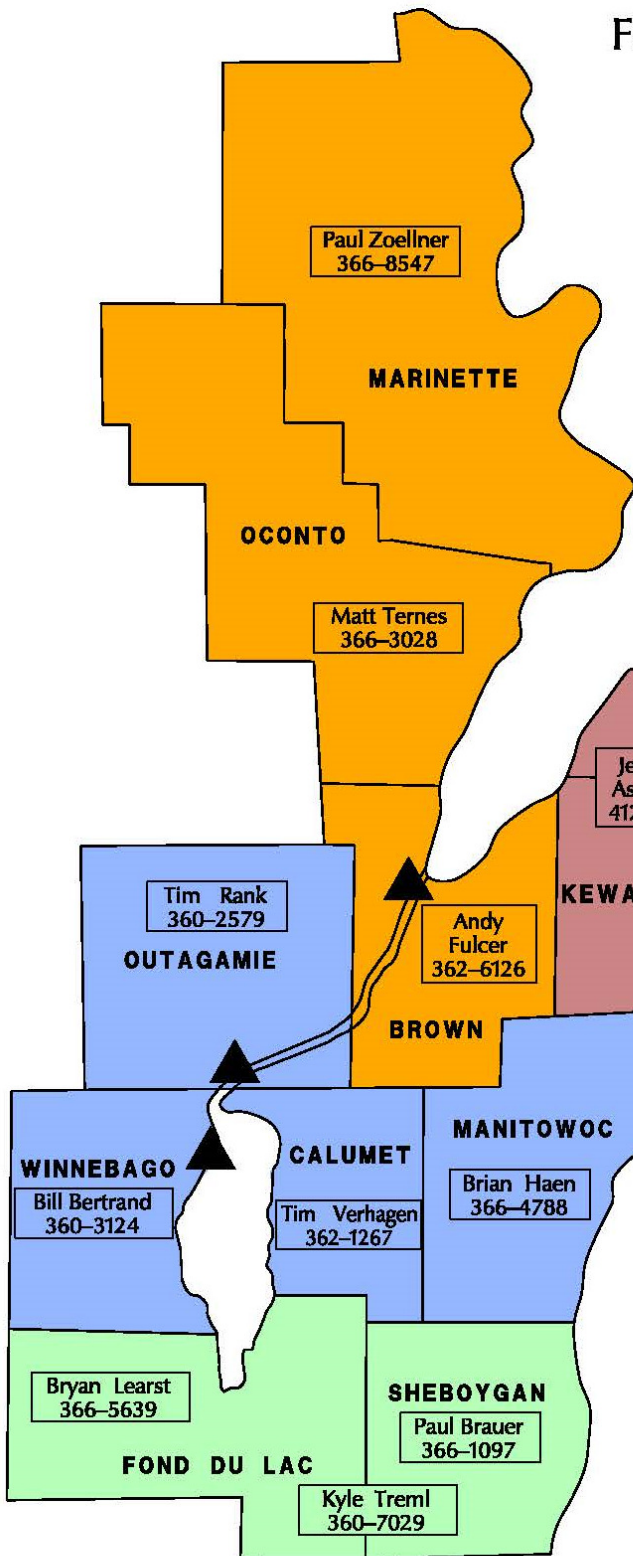
920-468-4771 Office

courtneychlopek@jt-engineering.com

NE REGION PROJECT DEVELOPMENT

CONTACT LIST

February 2016



All Phone Numbers have (920) Area Code

Dan Segerstrom
(PDS Supervisor)
327-8335

Chuck Karow
(PDS Supervisor)
461-2948

Jim Thompson
(Local Program & PDS Supervisor)
370-2642

Rob Wagner
(PDS Supervisor)
445-9925

Alan Rommel 360-4099
(NE Region Project Development Section 1 Chief)

Julie Fezatte 366-4975
(Consultant, ACM, & Program Controls Supervisor)

Krissy Van Hout 360-3973
(Construction Quality Assurance Engineer)

Jodi Marsh 492-4129
(Design Quality Assurance Engineer)

Tom Buchholz 360-6042
(NE Region Project Development Section 2 Chief)

Chad DeGrave 360-1085
(I 41 & WIS 441 Mega Projects Design Supervisor)

Scott Ebel 492-2240
(STH 441 Design Project Manager)

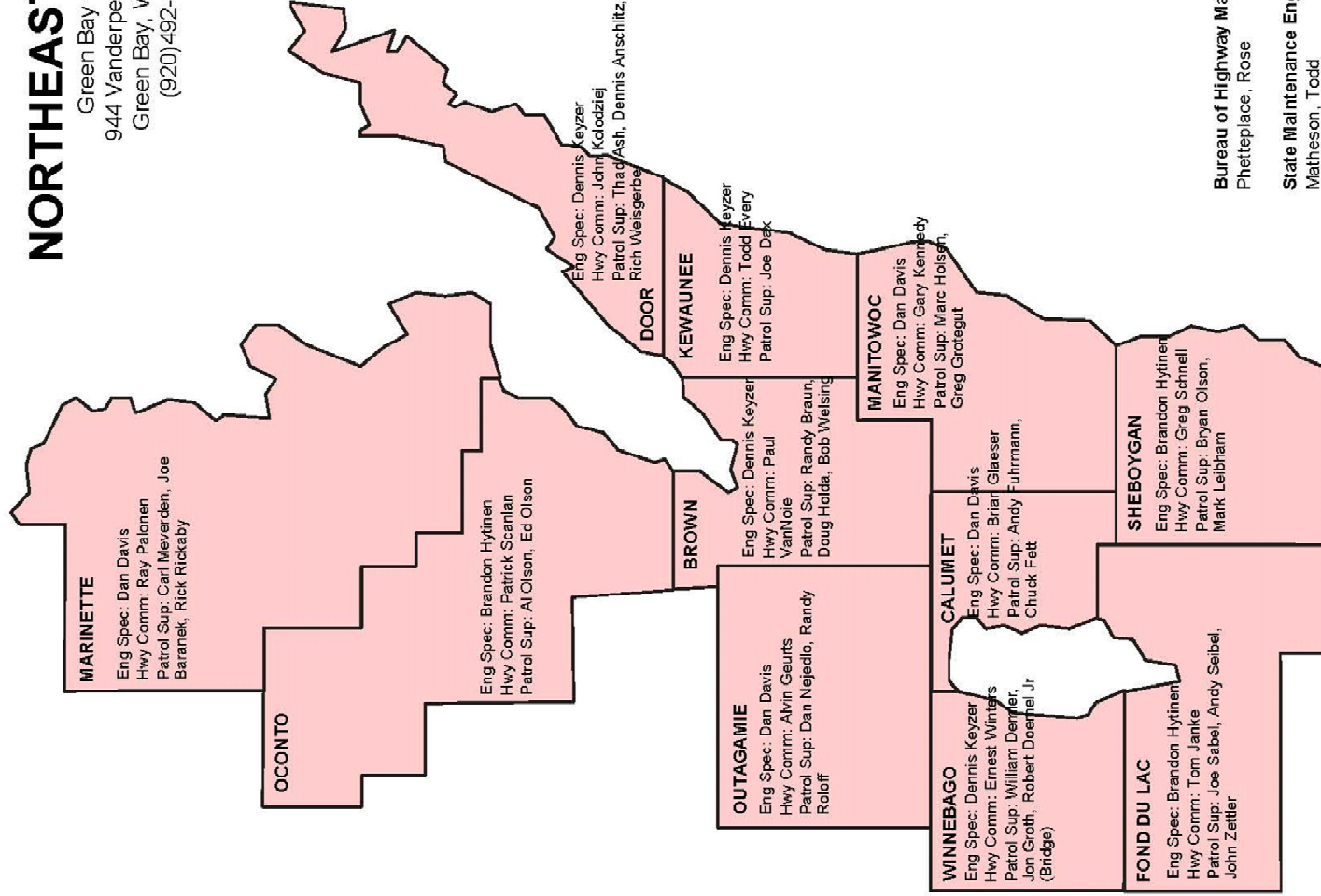
Kathleen Slattery 492-2243
(I 41 Design Project Manager)

Mike King 366-1624
(I 41 Mega Project Construction Supervisor)

Tammy Rabe 445-9072
(WIS 15 Design & WIS 441 Mega Projects Construction Supervisor)

NORTHEAST REGION

Green Bay Office
944 Vanderperren Way
Green Bay, WI 54304
(920)492-5623



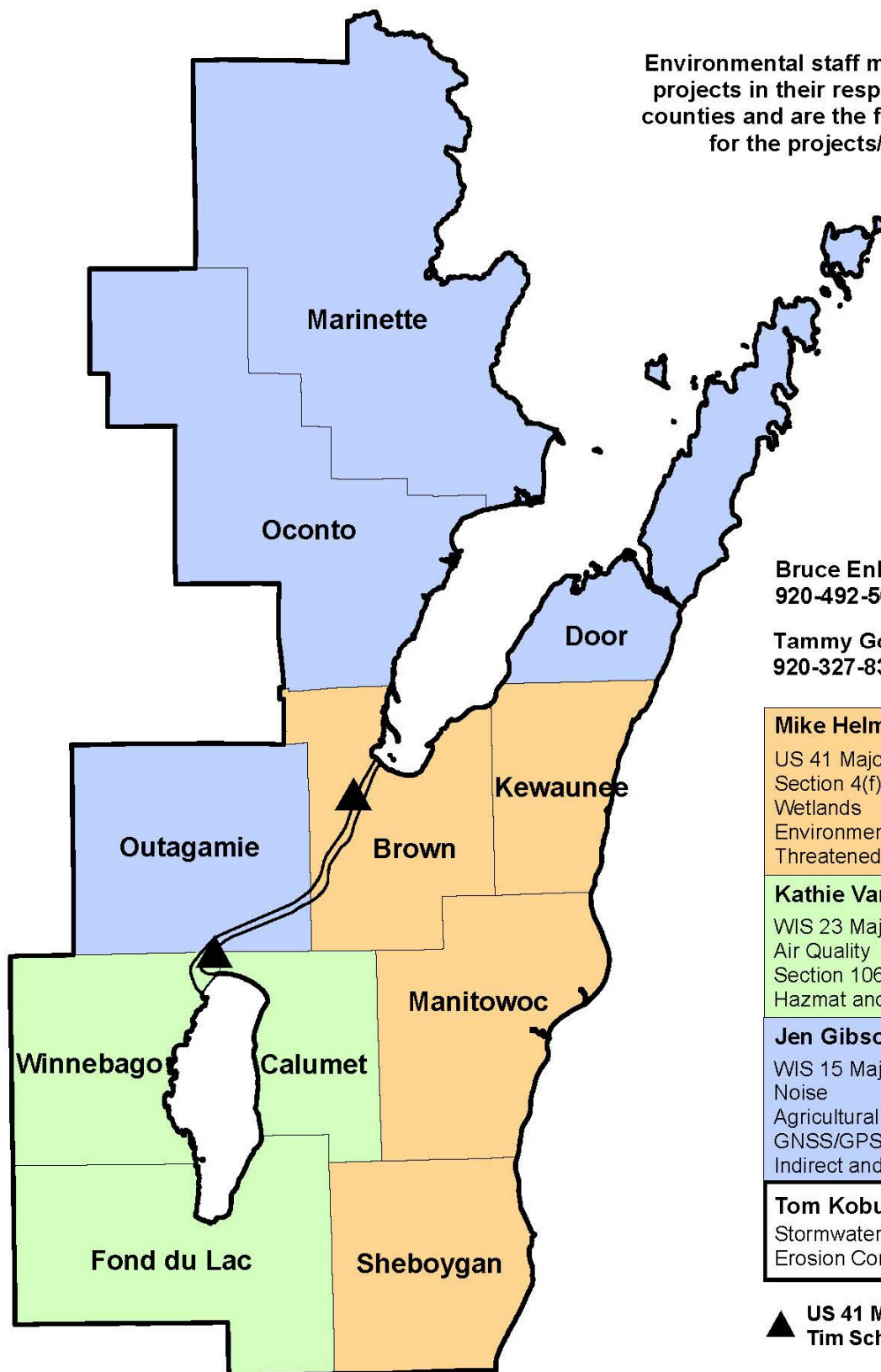
Bureau of Highway Maintenance Director
Phetteplace, Rose 608-267-8999

State Maintenance Engineer
Matheson, Todd 608-266-1202

Region Operations Manager Brock, Brian		
Maintenance Supervisor		
Wiranovsky, Kurt	920-492-5645	Call* 920-360-3993
Roadway Section		
Wiegand, Doug	920-492-7739	
Kirst, Doug	920-492-5672	
Engineering Specialists		
Davis, Dan	920-492-5979	920-366-0867
Hytinen, Brandon	920-492-5977	920-366-8034
Keyzer, Dennis	920-492-5680	920-360-0395
Traffic Safety Engineer		
Nelson, Scott	920-492-5651	
Bridge Section		
Lahm, Jason	920-492-5998	920-360-2374
McDowell, Jim	920-492-7720	920-373-4636
Rades, Brady	920-492-4152	
Weber, Dale	920-492-7161	920-366-6430
Office Manager		
Olejniczak, Margie	920-492-5644	
Outdoor Advertising		
Tilleman, RJ	920-492-5650	920-366-8044
Patrol Superintendents		
Anschiltz, Dennis	920-746-2506	cell* 920-493-0880
Ash, Thad	920-746-2504	920-493-2574
Baranek, Joe	715-854-2321	920-493-6874
Braun, Randy	920-662-2169	920-609-3395
Dax, Joe	920-388-3707	920-255-1069
Demler, William	920-232-1755	920-420-2155
Doemel, Robert (Bridge)	920-232-1713	920-420-2146
Felt, Chuck	920-849-1600	920-418-2318
Fuhrmann, Andy	920-849-1602	920-418-2320
Grotegut, Greg	920-683-4351	920-323-6505
Groth, Jon	920-232-1745	920-420-2145
Holda, Doug	920-662-2168	920-615-5693
Holsen, Marc	920-683-4346	920-973-6514
Leibham, Mark	920-459-3828	920-980-3994
Meverden, Carl	715-324-5312	715-923-6875
Nejedlo, Dan	920-832-5678	920-209-9810
Olson, Al	920-842-2280	920-604-1158
Olson, Bryan	920-459-3828	920-980-3995
Olson, Ed	920-842-2280	920-604-0395
Rickaby, Rick	715-854-2321	920-923-6890
Roloff, Randy	920-832-5679	920-209-9808
Sabel, Joe	920-929-3490	920-579-0014
Seibel, Andy	920-929-7606	920-579-0013
Weisgerber, Rich		920-493-2627
Welsing, Bob	920-662-2167	920-660-9609
Zettler, John	920-929-7605	920-579-0012

Northeast Region Environmental Contact Map

Environmental staff members coordinate projects in their respective color-coded counties and are the first point of contact for the projects/issues listed.



Bruce Enke, TSS Manager
920-492-5659

Tammy Gorzlancyk, Supervisor
920-327-8334

Mike Helmrick 920-492-7738
US 41 Major, US 10/WIS 441 Major
Section 4(f)/6(f)
Wetlands
Environmental Documents
Threatened/Endangered Species

Kathie VanPrice 920-492-7175
WIS 23 Major
Air Quality
Section 106
Hazmat and Asbestos

Jen Gibson 920-492-4160
WIS 15 Major
Noise
Agricultural Impacts
GNSS/GPS Equipment
Indirect and Cumulative Effects

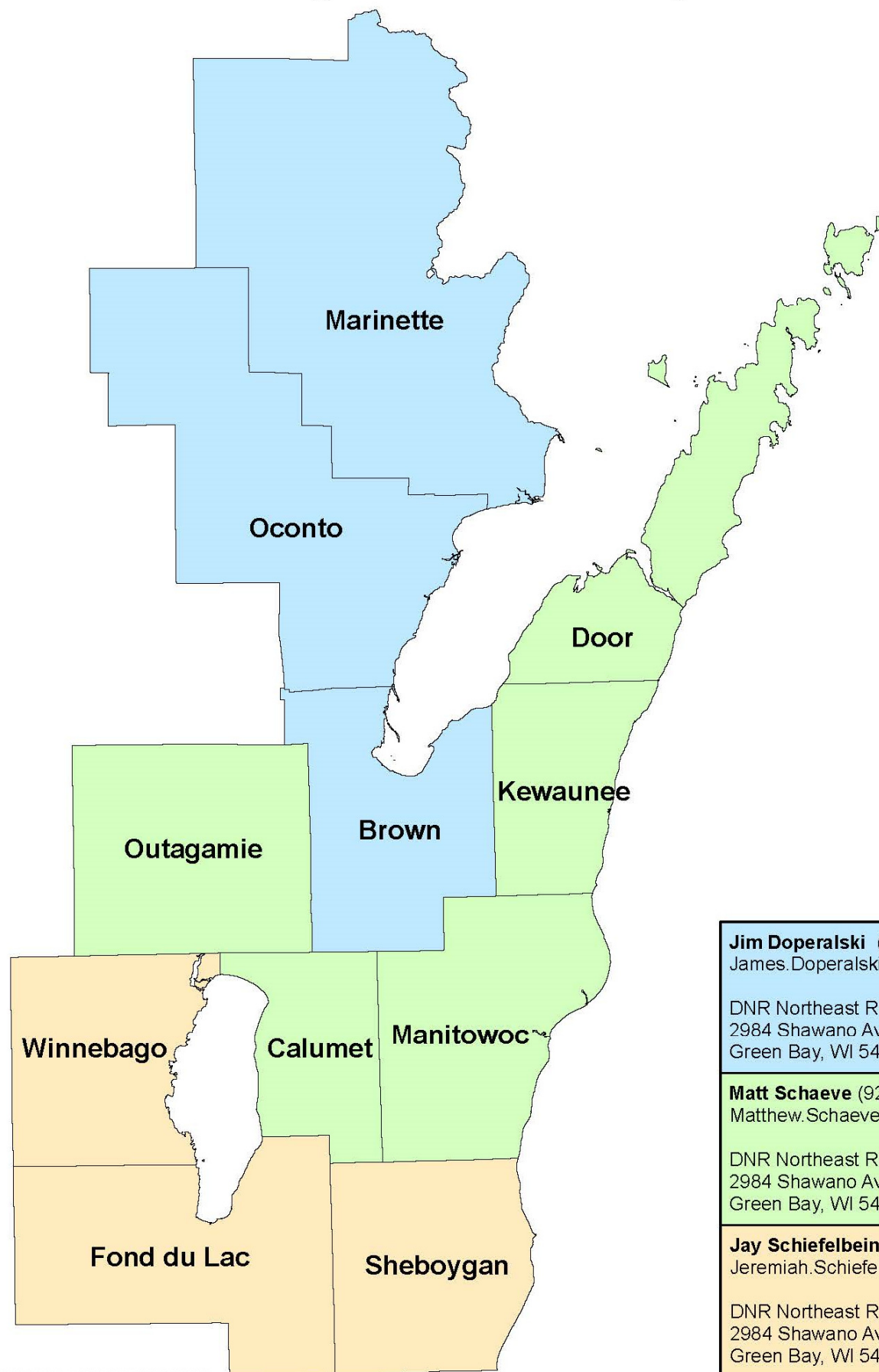
Tom Kobus 920-492-0143
Stormwater
Erosion Control

▲ **US 41 Major Construction**
Tim Schmitt 608-669-4406

▲ **US 10/WIS 441 Major Construction**
Adam Janz 920-360-5398

Revised January 2016

Northeast Region WDNR Transportation Liaisons



Jim Doperalski (920) 662-5119
James.Doperalski@wisconsin.gov

DNR Northeast Regional Headquarters
2984 Shawano Ave.
Green Bay, WI 54313

Matt Schaeve (920) 366-1544
Matthew.Schaeve@wisconsin.gov

DNR Northeast Regional Headquarters
2984 Shawano Ave.
Green Bay, WI 54313

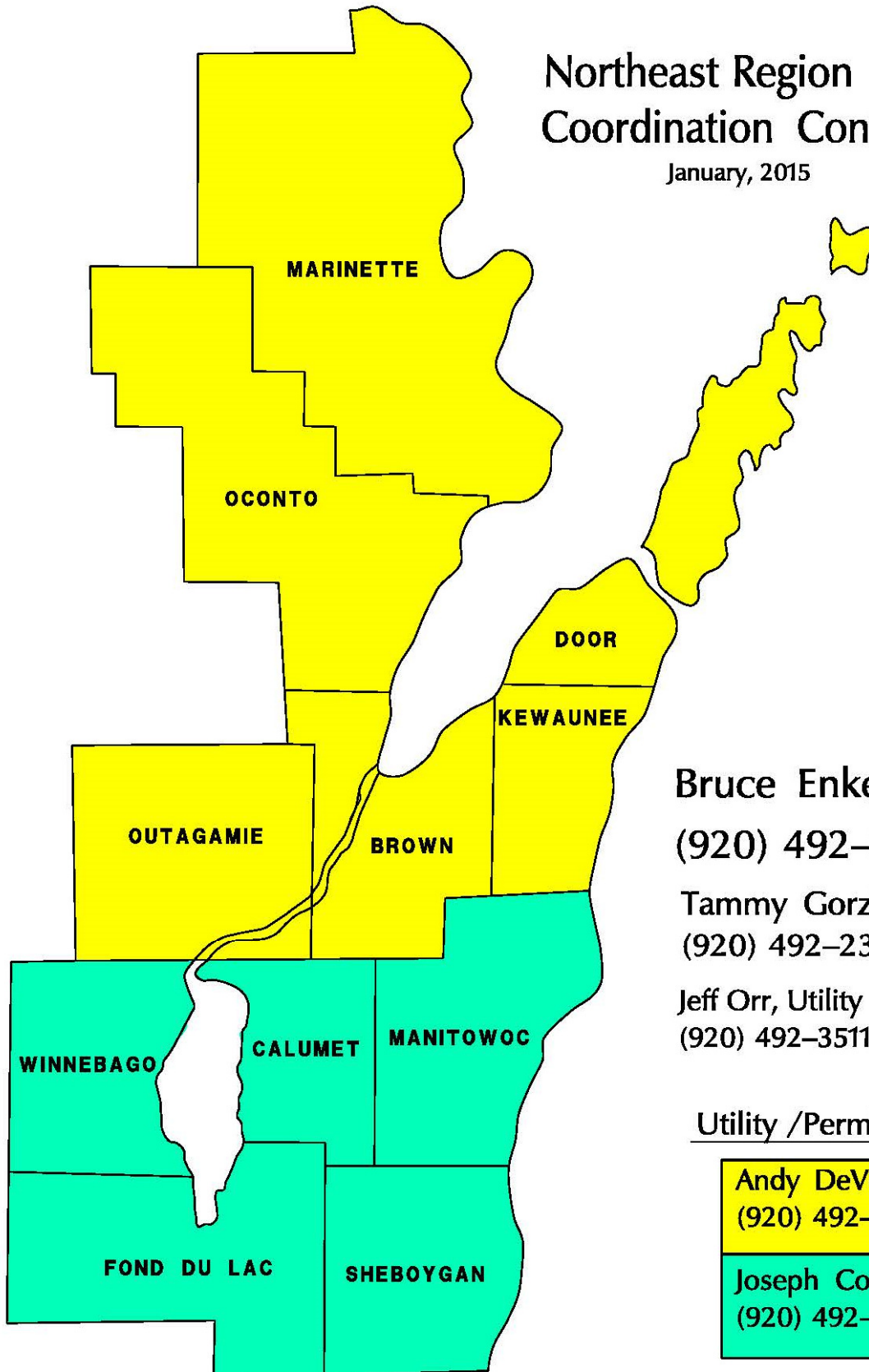
Jay Schiefelbein (920) 360-3784
Jeremiah.Schiefelbein@wisconsin.gov

DNR Northeast Regional Headquarters
2984 Shawano Ave.
Green Bay, WI 54313

Revised February 2016

Northeast Region Utility Coordination Contacts

January, 2015



Bruce Enke, Manager

(920) 492-5659

Tammy Gorzlancyk, Supervisor

(920) 492-2398

Jeff Orr, Utility Engineer (Majors)

(920) 492-3511

Utility /Permit Coordinators

Andy DeVos
(920) 492-5995

Joseph Coughlin
(920) 492-4101

GENERAL

411 Brown City Recep.	2222	Fax # SPD	5711	Materials Lab	5677
Ashwaubenon Creek CR	7391	Fax # TSS	0144	Paging	5700
Beaver Dam Creek CR	7392	Files	5669	Payroll	5718
DMV	(608)264-7447	Fox River CR	3506	Personnel	5635
DOT Help Desk	(800)362-3050	Green Bay CR	0130	Plat Area	5741
Duck Creek CR	7386	Hemlock Creek CR	7385	Reception	5623
Dutchman Creek CR	7384	Lake Butte DM CR	4108	Road Conditions	(000)000-0511
Electrician	5654	Lake Michigan CR	2391	Sheboygan River CR	5649
Elkart Lake CR	5996	Lake Poygan CR	5673	sign Shop	5653
Fax # 411 Brown Cty	5807	Lake Winnebago CR	4119	Sturgeon Bay CR	7724
Fax # BSS	5640	Lancaster Creek CR	7393	Surveys	5638
Fax # Lab	7731	Maintenance	5644	Utilities	5995
Fax # PDS	7707	Manitowoc River CR	5975	Wolf River CR	0147

Area Code + Prefix is (920) 492 unless otherwise listed.

EMPLOYEES

ABING, Christy	492-5713	EBENT, Anne	492-5694	JOHNSON, Adam	492-4124	MICHAELSON, Neil	492-7170	SIMMONS, Mason	492-5980
AHO, Kelsey	492-5625	EDWARDS, Brian	360-2801	JOHNSON, Janel	492-7383	MISKOV, John	366-6602	SIMMONS, Scott	492-2385
ALLARD, Tony	492-3510	EISCH, Jackie	492-7734	JOHNSON, Jason	492-5728	MITCHELL, Mark	492-4187	SKALESKI, Linda	492-5982
AMBROSIUS, Kristie	492-5706	ENIX, Darrell	492-4104	JOHNSON, Ruth	492-2386	MUELLER, Ann	492-5634	SLATTERY, Kathleen	492-2243
ANDERSON, Pam	492-4155	ENKE, Bruce	492-5859	JONES, Sgt. John	492-7162	NELSON, Ashley	492-2217	SLEZAK, Kimberly	492-5947
ANDERSON, Ward	492-5688	FALK, Joshua	492-7165	KAMPS, Tracy	606-3763	NELSON, Patti	492-7700	SMITH, Jenny	492-5622
ASHAUER, Jeremy	412-6381	FARRELL, Alan	492-4172	KANTOLA, Mark	492-4153	NELSON, Scott	492-5651	SOUFAL, Greg	492-4146
ASHAUER, Leslie	492-4133	FECHHELM, Brooks	492-3513	KAROW, Chuck	492-5997	NIELSEN, Dave	492-0148	SOWINSKI, Keith	492-4132
ASMAN, Randy	492-7719	FEZATTE, Julie	366-4975	KASSAB, Victoria	492-4131	NIES, Steve	492-5662	SPIELMACHER, John	492-0134
BATERL, Kenneth	366-2272	FOUST, Kim	492-4174	KAWLESKI, Jeanne	492-5691	O'DELL, Jeff	492-5654	TALCOTT, Matthew	492-5716
BARTZ, Bill	492-5718	FRERED, Mike	492-5853	KEYZER, Dennis	492-5680	OLEJNICZAK, Margie	492-3028	TERNES, Matthew	366-3028
BARTZ, Jeremy	362-6356	FULGER, Andy	362-6126	KING, Mike	366-1824	ORR, Jeffry	492-3511	THOMPSON, Jim	492-5670
BEHNKE, Josh	492-7723	GEURTS, Jason	492-2355	KING, Rebecca	492-5701	ORTMAN, Joel	492-7706	TILLEMANN, Tom	492-4135
BELANGER, Greg	492-7733	GIBSON, Jennifer	492-4160	KINZIGER, Jared	492-7713	PELEGRIAN, Kip	492-4142	TILLEMANN JR, Roy	492-5650
BERG, Matt	492-4147	GOFFARD, Crystal	492-5739	KIRST, Doug	492-5672	PETERS, Kurt	362-1157	TRENKL, Kyle	360-7029
BERTRAND, Bill	360-3124	GORZLANCYK, Tammy	327-8334	KOBUS, Tom	492-0143	PETERSON, Adam	366-8094	TUCKER, Jason	492-4121
BERTUCCI, Matthew	492-4158	GRASSE, Alex	492-7721	KOK, Melissa	492-5743	PILITCHOWSKI, Zach	492-4138	VAN HOUT, Krissy	360-3973
BEURKET, Mike	492-2216	GROLL, Cheryl	492-2395	KOZLOSKI, Pam	366-6436	PORKE, Steve	492-4175	VANEREN, Curt	360-3791
BLAZEK, Chris	492-5621	GUSKE, Patty	492-5714	LAHM, Jason	492-5998	PORTER, Steve	492-5632	VANOUDEHOVEN, Dawn	492-3509
BOHRTZ, Jeff	492-5631	GWIDT, Eric	366-8896	LAING, Sheila	492-5823	RABE, Tammy	492-5668	VANPRICE, Kathie	492-7175
BRAUER, Paul	366-1097	GWIDT, Natasha	492-4125	LANG, Joshua	492-4141	RADEMACHER, Teresa	492-5657	VEESER, Brenda	492-5744
BROCK, Brian	492-5740	HAELS, Matt	492-5702	LAURENT, Jackie	492-7709	RADES, Brady	492-4152	VERHAGEN, Tim	362-1267
BUCHHOLZ, Tom	360-6042	HAEN, Brian	366-4788	LAUX, Patrick	569-2098	RANK, Tim	360-2579	VERTZ, Julie	492-7382
BURKI, William	492-4149	HALADA, Matt	492-7725	LEARST, Bryan	366-5638	RESE, Becky	492-3504	VICKMAN, Garrett	492-2241
BUSCHKOPF, David	492-5699	HAMILTON, Rod	492-5852	LEVINE, Marvin	492-4114	RHODES, Dennis	492-7705	VISTE, Jay	492-7715
BUTLER, Paul	492-5698	HARDY, Barb	492-7701	LITMATT, Jennifer	492-5837	RICKERT, Brian	360-1494	WAGNER, Rob	492-5983
BYSTOL, Nick	492-5638	HARRIS, Colleen	492-5678	LIPKE, Bryan	492-5703	RICKERT, Jeff	492-5654	WALCZYK, Ben	492-5674
CALLIARI, Carol	492-5692	HARRIS, Karen	492-2381	LOHFF, Kevin	492-2204	RINGEL, Abigail	492-7708	WARPINSKI, Lynn	492-4169
CAMPBURE, Mike	492-7717	HART, Autumn	492-2382	LORENZ, Kelsey	492-0142	RISNER, Phil	492-4157	WASSERMAN, Andrew	492-7378
CARPENTER, Sandy	492-5681	HEBEL, Scott	492-4107	MALUEG, Ryan	492-4145	ROCKWEIT, Kim	366-8028	WEBER, Dale	492-7161
CAVANAUGH, Jenny	492-5986	HEISE, Kim	492-4985	MANSKE, Becky	492-4156	ROESLER, Marc	362-1632	WEYER, Derek	492-0139
CHLOPEK, Courtney	492-2254	HELMRICK, Mike	492-7738	MARETTI, Shannon	492-5835	RONNELL, Al	360-4099	WIEGAND, Doug	492-7739
CHON, Michael	492-2236	HERBEL, Jon	492-5741	MARKEWICZ, Matt	492-5654	ROOYAKKERS, Becky	492-2394	WILLIAMS, Geoff	492-7737
COUGHLIN, Joseph	492-4101	HERLACHE, Steve	492-3512	MARSH, Jodi	492-4129	SAMPSON, Carolyn	492-5695	WITTE, Kyle	492-5627
CREAPEAU, Quinton	492-2397	HIGLEY, Mark	492-2220	MARSH, John	492-2224	SANDERS, Todd	492-4159	WOODFILL, Leroy	360-0628
CYNOR, Jamie	492-5677	HILBERT, Jill	492-0136	MARTENS, John	492-2224	SCHUEBER, Brett	492-3502	WRANOVSKY, Kurt	492-5645
DANKE, Eric	492-5647	HNTB, Staff	492-7163	MARTIN, Scott	492-7174	SCHMIDT, Dave	360-0983	XIONG, Nou	492-2234
DAVIS, Dan	492-5979	HODGSON, Tammy	492-5679	MATTHESEN, Tanace	492-4143	SCHOENMANN, Sara	492-2209	ZAVADA, Jennifer	492-5720
DECLERNE, Jacob	492-3515	HOEFFERLE, Ed	492-7702	MAY, Matt	492-4128	SCHRAEDER, Kristin	492-7704	ZILLMER, Aaron	492-7380
DEGRAVE, Chad	360-1085	HOLLISTER, Brad	492-2380	MCCOSKY, Kim	492-4179	SCHUURMANS, Bob	492-5710	ZOELLNER, Paul	366-8547
DESWARTE, Lindsay	492-2222	HUBBARD, Chuck	492-5858	MCDOWELL, Jim	492-7720	SCHWAB, Jillian	492-5620		
DEVOS, Andy	492-5995	JANDRIN, Brian	492-5826	MCNICHOLS, Amanda	492-2257	SEGERSTROM, Dan	492-7718		
DORSEY, Will	492-5684	JANKE, Mark	360-5398	MEAGHER, Alicia	492-2387	SIEBERT, Luke	492-4144		
DUMS, Alex	492-5707	JENKS, Mickey	492-2258	MICHAELSON, Jill	492-5698	SIKORSKI, Eric	492-4161		

Northeast Region Cellular Phone Numbers

Aho, Kelsey.....	(920)362-0207	Hubbard, Chuck.....	(920)362-6029	Rommel, Al.....	(920)360-4099
Ashauer, Jeremy.....	(920)412-6381	Hytinen, Brandon.....	(920)366-8034	Rooyackers, Rebecca.....	(920)360-0962
Ashauer, Leslie.....	(920)362-1502	Jandrin, Brian.....	(920)360-2200	Schmidt, Dave.....	(920)360-0983
Asman, Randy.....	(920)360-3107	Janz, Adam.....	(920)360-5398	Schuurmans, Robert.....	(920)360-4749
Baierl, Ken.....	(920)366-2272	Johnson, Adam.....	(920)366-8096	Schwab, Jillian.....	(920)366-4477
Bartz, Jeremy.....	(920)362-6356	Kamps, Tracy.....	(920)606-3763	Schwarz, Randy.....	(920)360-0008
Behnke, Joshua.....	(920)366-5690	Kantola, Mark.....	(920)570-2402	Segerstrom, Dan.....	(920)327-8335
Bertrand, Bill.....	(920)360-3124	Karow, Chuck.....	(920)461-2948	Settersten, Craig.....	(920)366-4796
Bertucci, Matt.....	(920)360-1130	Kawleski, Jeanne.....	(920)366-1954	Siebert, Luke.....	(920)360-6620
Blazek, Chris.....	(920)366-6424	Keyzer, Dennis.....	(920)360-0395	Sikorski, Erik.....	(920)362-6350
Brauer, Paul.....	(920)366-1097	King, Mike.....	(920)366-1624	Simmons, Mason.....	(920)366-5680
Brock, Brian.....	(920)360-6081	Kirst, Doug.....	(920)362-0252	Slezak, Kimberly.....	(920)360-6413
Buchholz, Tom.....	(920)360-6042	Kobus, Tom.....	(920)606-8357	Soufal, Greg.....	(920)362-6172
Burki, William.....	(920)360-5813	Kok, Melissa.....	(920)362-6349	Survey/PDS GPS Unit #1	(920)609-5238
Bystol, Nick.....	(920)609-7538	Kozloski, Pam.....	(920)366-6436	Survey/PDS GPS Unit #2	(920)609-8138
Cavanaugh, Jenny.....	(920)360-6973	Lahm, Jason.....	(920)360-2374	Survey/PDS GPS Unit #3	(920)609-8538
Cohen, Mike.....	(920)360-1476	Lang, Josh.....	(920)362-6170	Talcott, Matt.....	(920)360-0849
Coughlin, Joseph.....	(920)360-4275	Laurent, Jackie.....	(920)412-0675	Ternes, Matt.....	(920)366-3028
Danke, Eric.....	(920)360-6382	Learst, Bryan.....	(920)366-5639	Thompson, Jim.....	(920)370-2642
Davis, Dan.....	(920)366-0867	Markiewicz, Matt.....	(920)445-4190	Tilleman, RJ.....	(920)366-8044
DeCleene, Jacob.....	(920)360-0320	Marohl, Todd.....	(920)366-5557	Tilleman, Tom.....	(920)362-6345
Degrave, Chad.....	(920)360-1085	Marsh, Jodi.....	(920)606-3759	Traffic Vacant.....	(920)366-5288
Deneys Kris.....	(920)366-6590	Martin, Scott.....	(920)362-6346	Traffic Vacant.....	(920)366-7691
Devos, Andy.....	(920)366-5638	Materials.....	(920)366-4750	Treml, Kyle.....	(920)360-7029
Dorsey, Will.....	(920)366-1209	McDowell, Jim.....	(920)373-4636	Tucker, Jason.....	(920)360-6197
Dums, Alex.....	(920)362-0479	McInnis, Cormac.....	(920)609-5638	Vacant.....	(920)360-6751
Edwards, Brian.....	(920)360-2801	Michaelson, Jill.....	(920)327-8394	Vacant.....	(920)362-6095
Electrician's Vacant.....	(920)621-3695	Michaelson, Neil.....	(920)362-2811	Vacant.....	(920)362-6173
Enix, Darrell.....	(920)412-6373	Miskov, John.....	(920)366-6602	Vacant.....	(920)366-1148
Enke, Bruce.....	(920)362-0389	Nelson, Scott.....	(920)366-2109	Van Hout, Krissy.....	(920)360-3973
Falk, Joshua.....	(920)366-8033	Nies, Steve.....	(920)360-3610	VanErem, Curt.....	(920)360-3791
Farrell, Alan.....	(920)360-0674	O'Dell, Jeff.....	(920)366-3099	VanPrice, Kathie.....	(920)366-5674
Fechhelm, Brooks.....	(920)366-1280	Ortman, Joel.....	(920)366-0920	Verhagen, Tim.....	(920)362-1267
Fezatte, Julie.....	(920)366-4975	PD Shared Pool.....	(920)366-3373	Wagner, Rob.....	(920)445-9925
Foust, Kim.....	(920)366-0633	PDS Construction Pool....	(920)366-3743	Weber, Dale.....	(920)366-6430
Frewerd, Mike.....	(920)366-6627	PDS Construction Pool....	(920)360-2191	Wiegand, Doug.....	(920)366-0230
Fulcer, Andy.....	(920)362-6126	PDS Construction Pool....	(920)366-5391	Woodfill, Leroy.....	(920)360-0628
Geurts, Jason.....	(920)366-3816	PDS Construction Pool....	(920)362-6169	Wranovsky, Kurt.....	(920)360-3993
Gibson, Jennifer.....	(920)360-6684	PDS Vacant.....	(920)360-5781	Zoellner, Paul.....	(920)366-8547
Gorzlancyk, Tammy.....	(920)327-8334	Peters, Kurt.....	(920)362-1157		
Grasse, Alex.....	(920)362-1732	Peterson, Adam.....	(920)366-8094		
Gwidt, Eric.....	(920)366-8896	Pilichowski, Zach.....	(920)362-6125		
Haen, Brian.....	(920)366-4788	Porter, Steve.....	(920)362-0482		
Hamilton, Rod.....	(920)366-4747	Rabe, Tammy.....	(920)445-9072		
Hardy, Barb.....	(920)362-6134	Rademacher, Teresa.....	(920)360-6273		
Harris, Colleen.....	(920)362-0746	Rades, Brady.....	(920)366-5684		
Harris, Karen.....	(920)360-7039	Rank, Tim.....	(920)360-2579		
Hebel, Scott.....	(920)360-4757	Rickert, Brian.....	(920)360-1494		
Heise, Kim.....	(920)362-6360	Rickert, Jeff.....	(920)360-6238		
Herlache, Steve.....	(920)366-0338	RIMC on call.....	(920)360-5792		
Higley, Mark.....	(920)366-8064	Rockweit, Kim.....	(920)366-8028		
Hollister, Brad.....	(920)362-0659	Roesler, Marc.....	(920)362-1632		

Contact Ann Mueller for changes or more information.

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Revised on 1/27/2016 1:44:34 PM

**UPDATED**

Region Office Notifications

When the following **CRITICAL** events occur you are **REQUIRED** to:

- **Contact your NER Contract Specialist:**
 - Paul Butler paul.butler@dot.wi.gov
 - **I-41 Sara Schoenmann** sara.schoenmann@dot.wi.gov
 - **STH 441 Scott Van Calster** Scott.VanCalster@dot.wi.gov
 - **Local Program contact ACS/COS and CS**
- **Make a diary entry in FM** (See page 33 for required dairy entries)
- **Send mail in FM and merge & send in FIT**

Notice to Proceed (NTP)

Work is not to begin prior to the contractor receiving written notification to begin work, as specified in [Spec. 108.3](#) and [CMM 2-22.1](#).

LP – Notice to Proceed is issued by MC

PCLs are to notify the CS prior to work starting. An Estimate will not process without the NTP.

If time is suspended or carried over or a conditional start notice was sent, a new NTP may be necessary.

Construction Started Date

Date the Contractor starts **ANY** onsite work on the project.

Work Suspended or Work Resumed

Suspension of work may be included in the contract special provisions or ordered by the PM.

Coordinate with your PM and CS to send a written order to suspend or resume work.

Make sure you are documenting any suspensions and resumptions under the **Site Events** tab in FM and in your diary. See [Spec. 105.1](#) and [CMM 2-48](#) for guidance. **DO NOT** use the suspension letter in Pantry.

Time Stopped/Substantially Complete

The PCL enters the Time Charges Stopped into FM and an automatic Substantially Complete email notice is sent.

Liquidated damages WILL automatically be assessed when an estimate is submitted if the PCL fails to enter the time charges stopped date into FM. Entering this date will prevent incorrect charges being assessed to the contractor.

LP – Send a copy of Punch List items to ACS/COS and CS for Substantially Complete letter.

Partial Acceptance

Partial Acceptance may be granted in order to relieve the contractor of maintenance responsibility for segments of work completed.

Coordinate with your PM and CS to issue Partial Acceptance.

Punch List Complete Date/Conditional Final Acceptance

Conditional Final Acceptance is granted in order to relieve the contractor of maintenance responsibility for completed work other than work under contract items with plant establishment periods.

When the Punch List Complete Date is entered in FIT, notify your Contract Specialist to issue Conditional Final Acceptance.

All Contract Work Complete

For contracts without plant establishment periods the Punch List Date should be the same as the All Contract Work Complete date.

For contracts with plant establishment periods the work complete date is based on the establishment period, and is October 15th following the final inspection.



Weekly Advisory

The NE region distributes a weekly advisory listing of active construction projects. PCLs are responsible for updating their individual projects.

1. After your first notification the previous week's release is emailed directly to the PCL.
2. Updates are due no later than close of business Wednesday; only include the words Weekly Advisory in the subject line of the email.
3. If you send an update after close of business Wednesday, only include the words Weekly Advisory Update in the subject line. Do not add additional wording or explanations.
4. Provide updates in red, whatever has changed needs to be noted.
5. Avoid using acronyms – neither I nor the public will know what they mean.
6. Dates should be from Monday to Friday.
7. If your computer is not working, call in your update however the requirement is to send by email. This is only for unique exceptions if a computer is inaccessible.
8. Send Advisory's to Mark Kantola at mark.kantola@dot.wi.gov / (920) 492-4153 and cc Melissa Kok at melissa2.kok@dot.wi.gov / (920) 492-5743;

LP - send to Jill Bartman at jillbartman@it-engineering.com / 920-468-4771

Examples:

November 2, 2012

Weekly construction update

(Green Bay) The Wisconsin Department of Transportation (WISDOT) NE Regional Office in Green Bay is providing a weekly update on region construction, which includes the counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan, and Winnebago.

Motorists are advised to use caution and remain alert when driving through any work zone.

Drivers are also encouraged to seek information about work zones and detours in the following ways:

- For statewide, recorded road construction information, 24 hours a day, call 511.

- For statewide road construction on the World Wide Web, visit www.511wi.gov

All work is weather dependent.

Leo Frigo Bridge, city of Green Bay/I-43

Schedule: May 2012 to July 2013

Length: 3.5 Miles

Cost: \$16.8 million

Location: I-43 over the Fox River

Description: Work consists of completing concrete deck surface repair and placing an asphalt or concrete overlay on I-43 over the Fox River, Atkinson Drive over I-43, and Military Avenue over I-43; replacing the bridge joints along I-43 over the Fox River and Military Avenue over I-43; painting of the steel girders within ten feet of the joint replacements, the box girders along the arch span, and all steel within the splash zone along I-43 over the Fox River; concrete pavement repairs along I-43 between Webster Avenue and Military Avenue and along with the ramps at Webster Avenue and Atkinson Drive; traffic cameras at I-43/Danz Avenue, I-43/University Avenue, and I-43/County JJ; dynamic message signs at I-43/Glenmore Road, I-43/Danz Avenue, I-43/Military Avenue, and I-43/STH 54/57; ramp gates at the Webster Avenue and Atkinson Drive on-ramps to I-43; temporary and permanent storm sewer; beam guard replacement; median concrete barrier wall; sign replacement; and pavement markings.

October 29 to November 2: Contractor removed the concrete barrier wall along I-43 northbound; they placed pavement markings along I-43; and they placed surface treatment on the concrete overlay along Atkinson Drive northbound over I-43.

November 5 to November 9: Contractor will continue to place pavement markings along I-43 and begin removing traffic control throughout the project.

Traffic Impacts: I-43 northbound and southbound is bi-directional along the I-43 northbound lanes. The on-ramp from Webster Avenue to I-43 northbound, the on-ramp from Atkinson Drive to I-43 southbound, and the off-ramp from I-43 southbound to Webster Avenue are closed to all traffic.

The week of November 12: I-43 will return to normal traffic operations with all four lanes of traffic open.

US 41 Orange Lane to Glory Road, Main Avenue (County G) Interchange

Schedule: March 2012 through June 2013. The Main Avenue (County G) interchange will be closed for 60 consecutive days beginning September 17, 2012.

Length: Mainline -3.5 miles (Orange Lane - Glory Road); Main Avenue (County G) - 0.5 miles (Spirit Way - Lawrence Drive)

Cost: \$57 million

Location: Town of Lawrence, city of De Pere, village of Ashwaubenon; Brown County

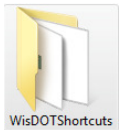
Description of project: This project will reconstruct US 41 Mainline between Orange Lane and Glory Road and the reconstruction of the Main Avenue interchange and replacement of bridges over Ashwaubenon Creek, Main Avenue, and Grant Street.

October 29 to November 2: The contractor will continue outside mainline grading, aggregate placement, sewer, wall work and structure work from Orange Lane to Glory Road both northbound and southbound sides. Asphaltic base will be placed on the east side of the north creek crossing. Structure work will include work on the west side of the bridge over north creek including deck construction and placement. Deck construction will also continue on the southbound bridge of the south creek crossing followed by a deck pour. Pile driving, abutment work and girder will continue on the rest of the bridge structures. The contractor will continue landscaping, placing concrete pavement and curb and gutter on County G and the ramps. Concrete and electric work will begin in the park and ride.

November 5 to November 9: The contractor will continue outside mainline grading, aggregate placement, sewer, structure and retaining wall work from Orange Lane to Glory Road both

northbound and southbound sides. Structure work will include placing roadway structure on top of the east side and waterproofing and grading the west side of the bridge over the north creek crossing. Pile driving, abutment work, pier work, girder placement and deck work will continue on the rest of the bridge structures. The work will continue on the walls associated with the bridge. On County G, the contractor will place barrier wall and continue placing concrete pavement and curb and gutter on County G and the ramps. Pavement marking will continue on County G and the ramps. Landscape work will continue. The park and ride will be paved and painted.

Traffic impacts: US 41 northbound and southbound shoulders closed from March 5, 2012 to June 21, 2013 from 1.5 miles south of Scheuring Road to Parkview Road. US 41 northbound and southbound lanes are restricted to 11 feet from 1.5 miles south of Scheuring Road to Parkview Road with speeds reduced from 65 mph to 55 mph within the project limits and north through the Mason Street Interchange project. Beginning on September 17 at midnight, the County G interchange will close for 60 days. The closure will include the north and southbound on/off ramps to US 41, as well as County G itself from just west of the Mid Valley Drive intersection to a point just west of the Lawrence Drive intersection.



Logging On to FieldManager (FM Users Guide 18.2.6)



In the “WisDOTShortcuts” folder, open **FieldManager**

FieldManager login

Enter User Information

Datasource: ☐ Set as Default

User ID: ☐ Set as Default for this Datasource

Password:

Use the pull down menu to select the correct Datasource, the Datasource is unique to the Region. If you have more than one Datasource you can set one as the default.

Enter your User ID and Password. (It is not recommended that you set a default for the User ID.)

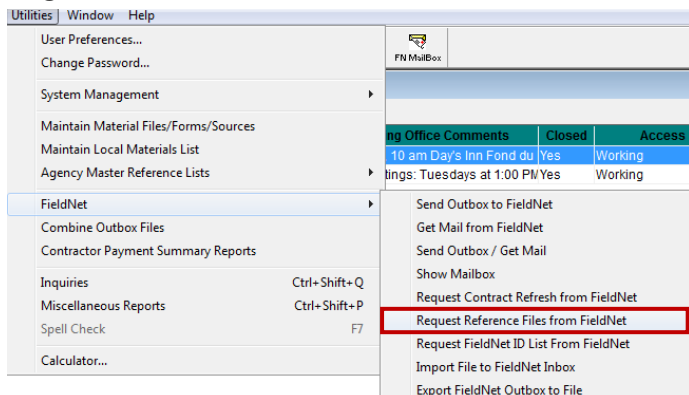
The PCL will need to enter users for all staff (see Adding Users to FM on page 18)

Requesting Reference Files (FM Users Guide 18.2.6)



This is required prior to beginning work in FM

The reference file updates contract information and Agency Master Reference List files from PrCA.



On the menu bar select **Utilities\FieldNet\Request Reference Files from FieldNet**

To complete the process, you must send mail in FM. Wait for 3 – 5 minutes, then get and process your mail in FM.

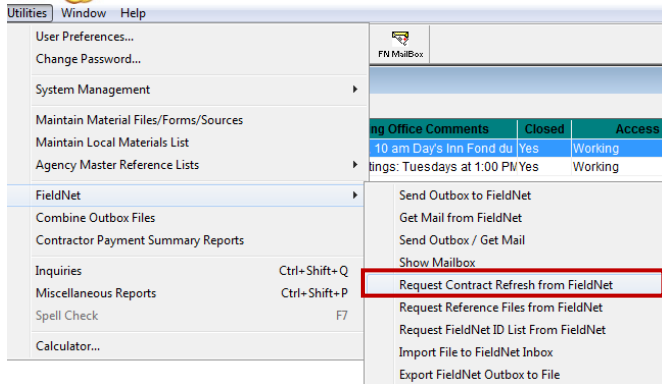
Requesting a Contract Refresh

(FM Users Guide 18.2.5)

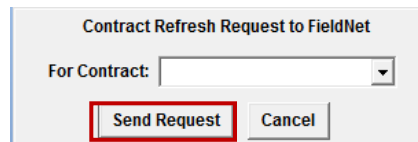
LP – The contract refresh is done by the CS prior to PCL receiving the contract. Do NOT request a contract refresh unless instructed to do so.



This is required prior to beginning work in FM



In FM select **Utilities\FieldNet\Request Contract Refresh from FieldNet**



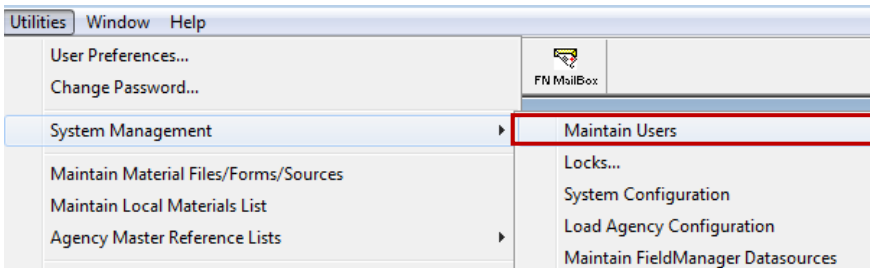
Use the pull down menu to select the desired Contract ID, click on **Send Request**.

To complete the process, you must send mail in FM. Wait for 3 – 5 minutes, then get and process your mail in FM.



DO NOT REQUEST A CONTRACT REFRESH AFTER THE 1ST ESTIMATE IS SENT. Once an estimate is sent you automatically receive the contract refresh.

Adding Users to FieldManager



All field staff that will be making entries must be added to the system.

Select **Utilities\System Management\Maintain Users**



Have AT LEAST 2 system administrators.

Click **Add**



* fill in all required fields

FieldManager User: Has read/write access to everything in the system except user information.

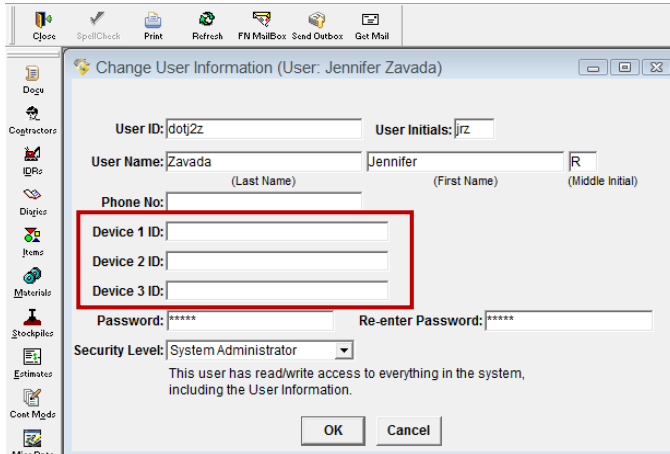
FieldBook User: Has read/write access to the FieldBook component's functionality and only read only access to the rest of the system excluding user information

System Administrator: Has read/write access to everything in the system including the user information

Assigning Inspector Device IDs

Info Tech Mobile Inspector users must follow these instructions to assign the Device ID in FieldManager.

The Device ID is provided by the Mobile Inspector app and is unique to each instance of Mobile Inspector. The Device ID must be assigned to the proper user (the Inspector using the mobile device) in FM for a Mobile Inspector device to work with FM.



Open the **Change User Information** window for the Inspector or **Add** the Inspector if they don't already exist in FM.

Enter the Device ID in the **Device 1 ID** field and select **OK**.

Device 2 ID and **Device 3 ID** can be used if the inspector is using more than one device.

A Device ID should not be assigned to multiple users in the same FM database instance.

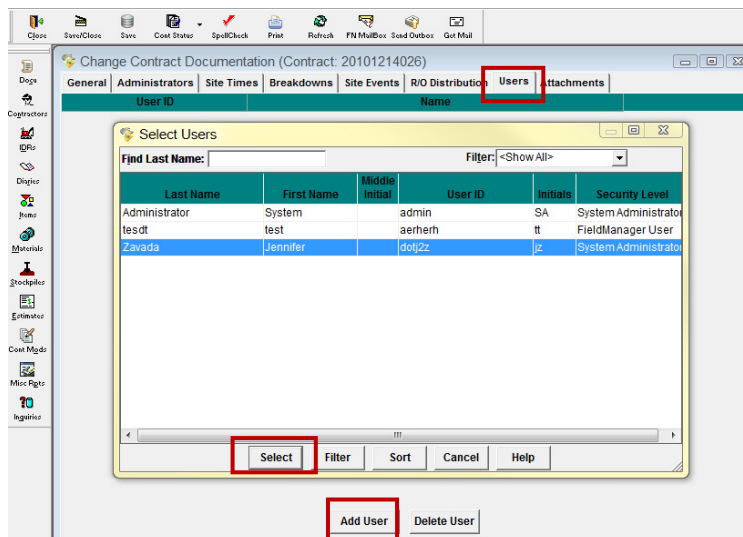
An inspector with multiple devices will not be able to share **unsubmitted** IDRs between devices.

Important notes when assigning Inspector Device IDs:

- ⚠ Use caution when removing or changing a user's Device ID. These actions will remove all contracts associated with this FM datasource from that device and any unsubmitted IDRs on that device will be lost.
- ⚠ A Device ID only needs to be assigned once to a FM user (Inspector) in a FM datasource. When this is complete, the inspector can be associated and disassociated to contracts as described in the next section.
- ⚠ A Device ID can be assigned in different FM datasources.

Associating Inspectors to Contracts

An Inspector with a Device ID assigned will receive contracts only if the user is also associated with one or more contracts in FM. This also allows the Inspector to receive contract data and submit new IDRs on that contract using their mobile device.



Last Name	First Name	Middle Initial	User ID	Initials	Security Level
Administrator	System	admin	SA		System Administrator
testd	test	aerherh	tt		FieldManager User
Zavada	Jennifer	dotj2z	jz		System Administrator

Double click on the contract, on the **Change Contract Documentation** screen, Select the **Users** tab.

Use the **Add User** and **Delete User** buttons to manage the users that are assigned to the contract.

Select the Users to be added and Click **Select**.

Click **Save** or **Save/Close**.

Repeat for each contract to be associated.

Important notes when associating Inspectors to contracts:

- 🚨 Use caution when removing a user from a contract. This action will remove the contract from that user's mobile device(s), and any unsubmitted IDR's on that device for this contract will be lost.
- 🚨 If the inspector changes devices, such as to replace a device, only the Inspector's Device ID needs to be updated, as the contract associations are tied to the user, rather than the Device ID.

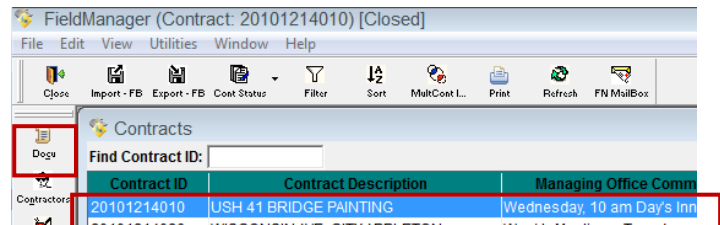
FieldManager Contract Setup

Login to FM, highlight the contract that you will be entering data in.

Click the **Docu** button

or

double click on the contract to edit.



General tab

These settings are configured for you. Do not change them.

Managing Office: Enter EXACTLY as it's listed below.

Northeast Region

I-41 enter - Northeast Region I-41 Brown County

STH 441 enter - Northeast Region STH 441 Winnebago County

LP enter - Northeast Region Local Program

Managing Office Comments: "Weekly meetings:" enter the day of the week, time, and location of weekly construction meetings.

Notice to Proceed Date: Populates from CAS (required prior to ANY work starting)

The contract time starts 10 days after the NTP or when controlling work starts whichever is first.

- Notice to Proceed 5/9/2015, Controlling work starts 5/12/15, Time starts 5/12/2015
- Notice to Proceed 5/9/2015, Controlling work starts 5/27/15, Time starts 5/19/2015

Construction Start Date: Date the contractor begins ANY onsite work on the project, including staking, traffic control, etc. This can and in most cases will be different from the Time Charges Start Date.

Closed To Traffic Date: Date the project utilizes lane closures or detour(s) begins

Open To Traffic Date: Date all lanes are open to the traveling public

All Contract Work Completed: Date the contractor actually completes the last work on the contract (all documentation and punch list). See page 30 to enter the “Punch List Complete Date” in FIT.

For projects with plant establishment periods, the “All Contract Work Complete” date is entered after the plant establishment period is complete and the work has been inspected. Staff should continue the next step in the finals process.

Traffic Comments: Field not required, but can be used for your information only.

Administrators tab



The following fields in FM automatically populate to corresponding fields in FIT. Fill out FM during your initial setup, prior to merging in FIT. ***Enter the names EXACTLY as they are listed below.***

Project Manager: Full Name of DOT Project Manager

Andrew Fulcer
Bill Bertrand
Brian Haen
Bryan Learst
Eric Gwidt
Jeremy Ashauer
Kurt Peters
Kyle Trembl
Matt Ternes
Paul Brauer
Paul Zoellner
Tim Rank
Tim Verhagen

Change Contract Documentation (Contract: 20101214026)	
General	Administrators Site Times Breakdowns Site Events R/O Distribution Attachments
Projects: 4075-17-71	
Awarded Cont. Amt.: \$5,742,485.70	Current Cont. Amt.: \$5,801,413.41
% Complete(awrd): 100%	% Complete(curr): 99%
Location: STH 96OUTAGAMIE COUNTY	
Route: 96	
Prime Contractor: VINTON CONSTRUCTION COMPANY	
Project Manager:	Charles Karow
Supervisor:	Becky Rooyakkers
Project Leader:	Steve Seymour

Craig Treadway-JT (Do not use spaces before & after the hyphen.)

Supervisor: Full Name of DOT Construction Supervisor

Charles Karow
Dan Segerstrom
Jim Thompson
Mike Frewerd
Mike King
Rob Wagner
Tammy Rabe

Brian Edwards
Dave Schmidt

Project Leader: Full Name of the PCL, this is the person in the field who is responsible for administering the contract(s).



BE CONSISTENT WHEN ENTERING YOUR NAME FROM YEAR TO YEAR.

Site Times tab

Time Charges Start Date: 10 days after the NTP or when controlling work begins, whichever comes first. [Spec.108.9 thru 108.10.3](#)



Time Charges Stop Date: The PCL stops time charges when:

- 🔔 The PM and PCL have completed a site walk through and a Punch List has been made.
- 🔔 All items and ContMod work has been completed except for the Punch List and items associated with plant establishment periods.
- 🔔 All lanes of traffic are open on a finished surface.
- 🔔 All signage and traffic control devices are in place and operating.
- 🔔 All drainage, erosion control, excavation, and embankments are completed. This excludes items that are mutually agreed upon, with the contractor, in writing.
- 🔔 All safety appurtenances are completed.

FieldManager (Contract: 20101214026)

Change Contract Documentation (Contract: 20101214026)

General | Administrators | **Site Times** | Breakdowns | Site Events | R/O Dist

Days Allowed: Original: 136 Auth: 150 Pending: 0

Days Charged: Diary: 143.50 Estimate: 144

Site	Site Type	Site Description	Time Charges Start Date
00	Working Day	136 WORKING DAYS CONTRACT 03/21/2011	

Time Charges Start Date: 03/21/2011

Time Charges Stop Date: 10/06/2011



For projects with a proving period, the start of the Finals Process ***should not*** be delayed in order to reach the end of a proving period. The PCL and the PM should grant Substantially Complete status if the above criteria are met even if the proving period is not complete. Issues with Contract Items that involve proving periods should be dealt with as outlined in the contract. [Spec. 646.3.3.4](#)

When the Time Charges Stop Date is entered in FM, a Substantially Complete email is automatically sent. After the PCL, in consultation with the PM, determines that the work under the contract has met the criteria for Substantially Complete status, the PCL:

- Provides a copy of the Punch-List to the contractor.

LP – also provides a copy of the Punch-List to ACS/COS and CS

- Enters the “Time Charges Stopped” date into FM

This data is required for all interim sites. If a site is not used or you have a completion date contract that will be exceeding the original contract time, you must contact the CS.

LP – also contact ACS/COS

Site Events tab

Use this for ANY type of contract suspension, if time is suspended on your contract you need to send an email to the CS. **ONLY** use suspend and resume actions.

LP - also contact ACS/COS

Change Contract Documentation (Contract: 20101214026)

General | Administrators | Site Times | Breakdowns | **Site Events** | R/O Distribution | Users

Site	Date	Action	Remark
00	03/13/2015	TR: TIME RESUMED	

Site: 00 - 136 WORKING DAYS CONTRACT (Available Da)

Action: TR: TIME RESUMED Date: 03/13/2015

Remark: Carryover work resumed

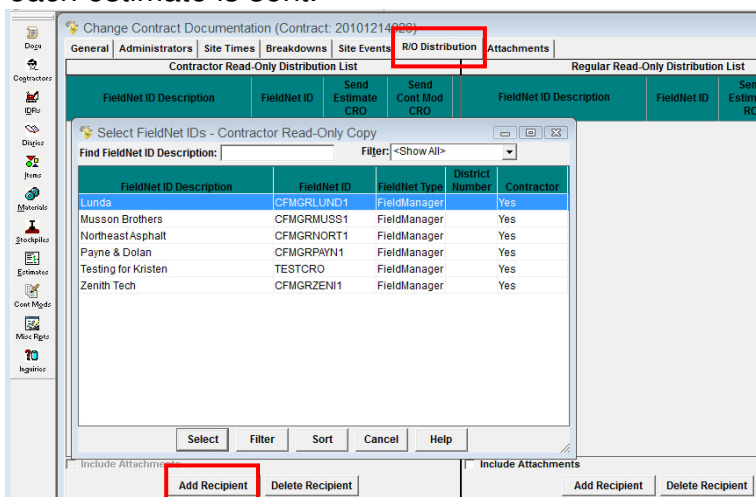
Add Event Delete Event

Use the site events tab:

- If you have a working day contract that has carryover work
- If you have any type of suspension in work

R/O Distribution tab

After completing this process, the contractor will automatically be sent a read-only copy after each estimate is sent.



Under the “Contractor Read-Only Distribution List” column, click **Add Recipient**.

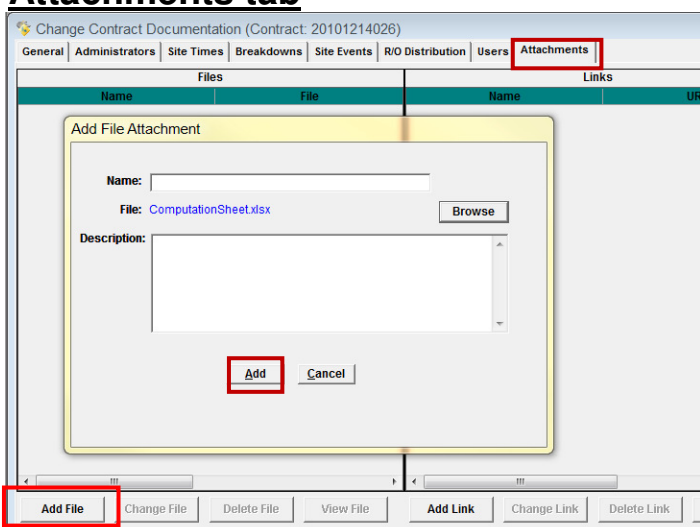
Highlight the contractor(s) to be added and click **Select**.

From the Window toolbar, click **Save/Close**.

Users tab

Use for Info Tech Mobile Inspector users to Associate Inspectors to Contracts. See page 19 for detailed instructions.

Attachments tab



Under the “Files” column, click **Add File**.

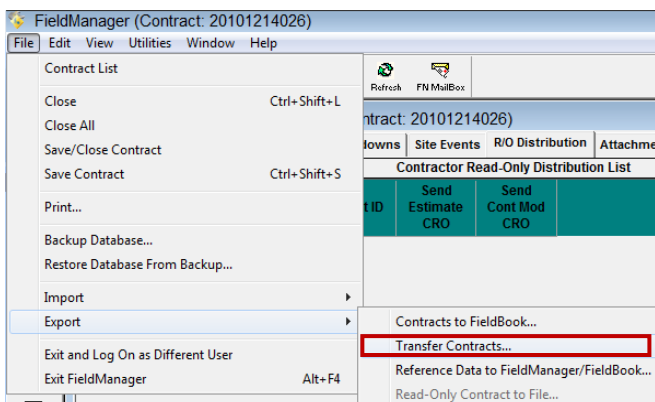
Browse to the location of the file to be attached, and enter the **Name** and **Description** of the file. Click **Add**.

When you are done adding files, on the Window toolbar click **Save/Close**.

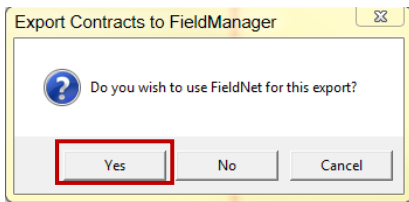
To print attachments see page 36.

Sending Contracts from FieldManager

A one time Read-Only copy may be sent to any agency with a FieldNet ID.

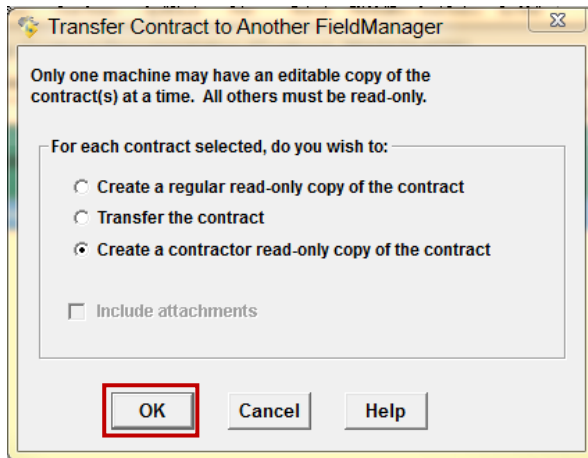
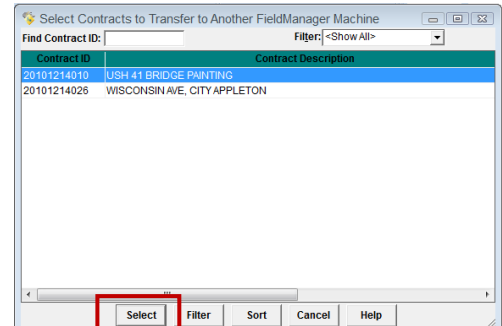


In FM select **File/Export/Transfer Contracts...**



Click **Yes** to “Do you wish to use FieldNet for this export?”

Highlight the contract to be exported and click **Select**.



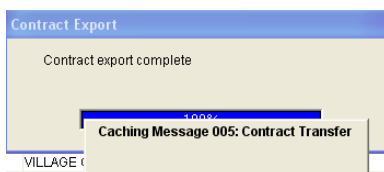
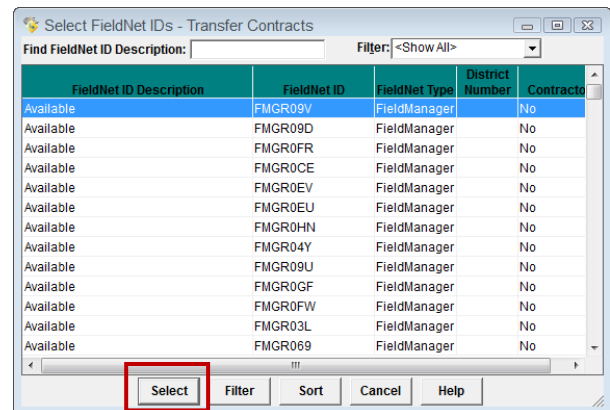
Create a regular read-only copy of the contract: To send a Read-Only copy of a contract, use the default selection.

Transfer the Contract: If instructed by office support to send the live contract, use this option.

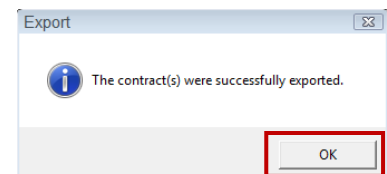
Create a contractor read-only copy of the contract: To send a one time only Contractor Read-Only copy of a contract, use this option.

Click **OK**.

Highlight the contractor or FieldNet User to receive the export and click the **Select** button.



Two windows will appear on your screen during processing. When the exported is complete, click **OK**.



Once this process is complete you need to send mail in FM.

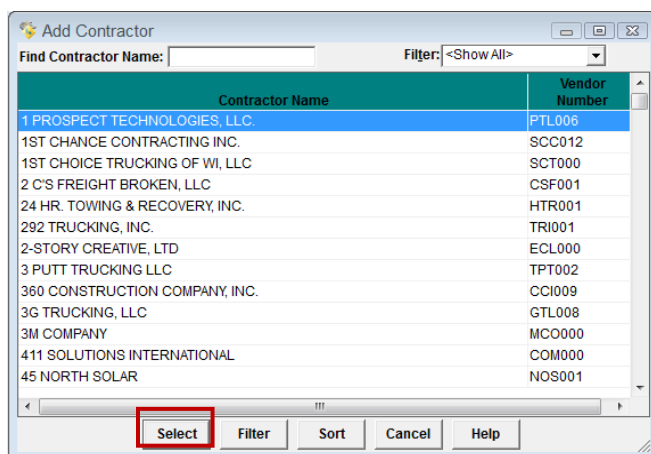
The reference files you request adds new FieldNet IDs for contractors that have this option.

Contractor Button

You are **REQUIRED** to add all contractors associated with your project and assign items to them.



Once you are in the contractor screen, click **Add** on the bottom tool bar.



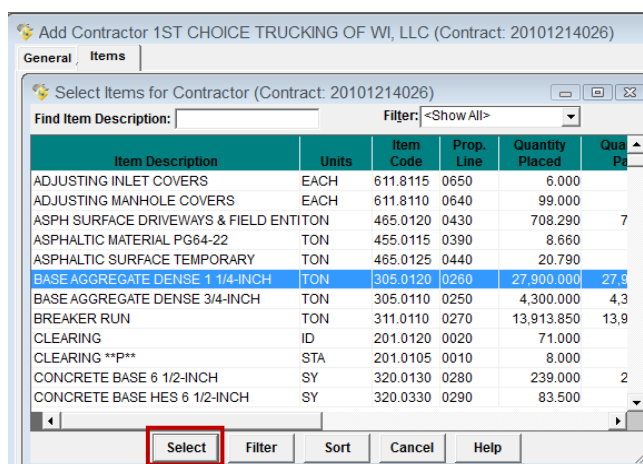
Use the **Find Contractor Name** option or scroll to find a contractor to add.

Click **Select**.

Use your request to sublet and assign items to the contractor.

Select each item individually or while holding the **Ctrl** key click on the contractor to highlight the items assigned to the contractor, then click **Select**.

Continue this process for all subcontractors.



You are required to have a request to sublet for all 1st tier subcontractors and any DBE subcontractors working on a contract and they are to be added in FM.

For more detailed instructions on entering contractors, refer to your FM Users Guide Chapter 5.

If a contractor is not on the available vendor list in FM you must request reference files. After you have updated your reference files, if a contractor is not on the list, then they are not registered in the WISDOT Contractor Registration System.

All contractors that work on WISDOT contracts are required to be registered on this site. In addition to registering on this site, they must also contact the regions ERO. Contractors are required to make any updates (phone, address, etc.). This is the only way it can be changed in our systems.

For contractor instructions and how to register, they need to logon to <https://app.mylcm.com/WisDOT>.

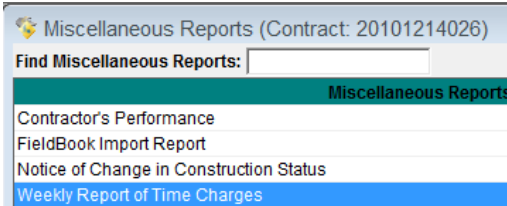


Weekly Reports Required on Working Day Contracts

Weekly reports MUST be completed for all working day contracts from the CONSTRUCTION STARTED DATE to the TIME STOPPED DATE.



Logon to **FM** and use the **Misc Reports** button located on the left tool bar.



Select **Weekly Report of Time Charges**

Click **Add**



Enter information for your project and save.

- 🔔 **Site:** Select site 00 for primary contract
- 🔔 **Week Ending:** Use Saturday ending date
- 🔔 **Author:** Project Leader
- 🔔 **Remarks:** Comments for the week
- 🔔 **% Complete:** Calculates automatically
- 🔔 **Open to Traffic Days:** DO NOT use this field

Refer to [Spec. 108.9.2\(7\)](#)

- (7) The engineer will prepare a weekly statement showing days charged for the preceding week and days remaining on the contract. The engineer will make this statement available to the contractor in a mutually agreeable location within 5 business days after the week covered in the statement. If the contractor disagrees with the time assessed, the contractor may give notice as specified in [104.3](#).

Keep a copy with your project records.

Processing Mail Messages in FieldManager

You need to separately send mail for each Datasource.

Once you've logged into FM, you do not need to select a contract to send mail. When you get and receive mail in FM it sends and receives messages for all contracts in the Datasource.



Use the **FN Mailbox** button on the tool bar to open the mailbox. Click on **Get Mail**



A message box will appear stating "Getting Message (#) of (#)". Make sure all messages are received.

If you receive any error messages document the exact error and call NER Construction Admin Support. The best practice is to email a print screen of the error message.



After messages are received in your mailbox, they must be processed. To do this either double click on each message one at a time or highlight the message and select **Process Message** on the tool bar.

There are two types of mail messages, informational messages or an update to your contract(s). Please read all windows and follow instructions on your screen.

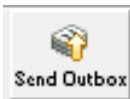


Process all messages in the order they were received, starting with the earliest date/time.

Sending Mail in FieldManager



You are required to send mail in FM when **any** dates are entered or changed or any time after you have generated contract information. Always send mail after an estimate, critical date entries or if a ContMod is generated or approved. **Do NOT confuse sending mail in FM with the merge & send in FIT.**



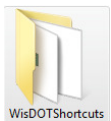
Click on Send Outbox to send mail in FM.

A message box will appear stating “Sending Message (#) of (#). Make sure all messages are sent.

If you receive any error messages, document the exact error and call NER Construction Admin Support. The best practice is to email a print screen of the error message.



Field Information Tracking (FIT) Requirements



In the “WisDOTShortcuts” folder, open **FIT**.

FIT information is to be entered prior to the work starting.

Always remember to **Save** or **Save and Exit**.



FIT

Contracts tab

Contract ID	Description	Supervisor	Work Completed	Highway	Route	Road System	Executed Date	Type	Blank / 'Y' Is Active	County
20101214010	USH 41 BRIDGE PAINTING	Becky Rooyakkers	07/21/11	41	41	NHS	02/15/11	LET	Y	FOND DU LAC
20101214026	WISCONSIN AVE, CITYAPPLETON	Becky Rooyakkers	11/14/11	96	96	STH	01/12/11	LET	Y	OUTAGAMIE

Enter the following:
 Project leader cell phone number.
 Project manager cell phone number.
 Contractor Materials person name.
 Contractor Materials person cell phone number.
 WISDOT Materials person name.
 WISDOT Materials person cell phone number.
 Project supervisor cell phone number.
 Project prime cell phone number.
 Traffic Company name.
 Traffic Company phone number.
 Field Office phone number.

OK

When you logon to the FIT system and select a contract you will receive this notice *until* you have entered and saved the contact information. Select **OK** to close the dialog box and use the following instructions to make your initial entries.

You will always receive the following prompt when you logon to FIT, select the appropriate option.

Yes, Merge Bypass Merge

Field Manager must be closed before running merge.

Prior to sending FIT data a merge with FM is required.



A merge and send in FIT is **REQUIRED** at minimum once weekly. DO NOT send FIT data more than once a day.

Staff/Field Office tab

Contracts	DQI	Field Reports	Acceptance	Structures	Staff / Field Office	Force Account	Warranty	Project Controls
<div>Add Edit Delete Print</div>								
Contacts / Staff List / Field Office								
Project Manager		Project Leader		Supervisor		Prime Contractor		Field Office Address

Add or Edit information as needed throughout the project.



Contacts tab

ALL FIELDS ARE REQUIRED!!

Staff and Field Office Reporting 20101214026

Project Leader, Manager and Supervisor should be entered in Fieldmanger then re-merged with FIT if they do not show here.

Contacts Field Office Location Staff Details

Save Print Close

Project Leader
Name: Steve Seymour
Email:
Cell Number: () -
Office Number: () -
☐ WisDOT Employee ☐ Consultant
Add Project Leader to Staff Listing

Prime Contractor
VINTON CONSTRUCTION COMPANY
Contractor Contact:
Email:
Cell Number: () -
Office Number: () -

Supervisor
Name: Becky Rooyakkers
Email:
Cell Number: () -
Office Number: () -

Project Manager
Name: Charles Karow
Email:
Cell Number: () -
Office Number: () -
☐ WisDOT Employee ☐ Consultant

Traffic Company
Name:
Emergency Number: () -
Search for Traffic Company

WisDOT Project Material's Coordinator
Name:
Email:
Cell Number: () -
Office Number: () -

The PCLs Office Number is the number of their home office.

Make sure that you only click once to "Add Project Leader to Staff Listing".

Consultants must click on the **Consultant** radio button and then select your firm from the list.

You can search by partial name or scroll down to find your firm and then click **Continue**.

Information Request - Select Company

Search by partial name

- 1 PROSPECT TECHNOLOGIES, LLC.
- 1ST CHANCE CONTRACTING INC.
- 1ST CHOICE TRUCKING OF WI, LLC
- 2 C'S FREIGHT BROKEN, LLC
- 2-STORY CREATIVE, LTD

Continue Cancel

Field Office Location tab

Staff and Field Office Reporting 20040607001

Project Leader, Manager and Supervisor should be entered in Fieldmanger then re-merged with FIT if they do not show here.

Contacts **Field Office Location** Staff Details

Save Print Close

REQUIRED FIELDS

Phone (608) 267 - 6892

Fax (608) 267 - 6893

TDD Phone (608) 222 - 6465

Address North Franklin St.

Directions North Washington south to North Franklin St. Field office located in the parking lot of Don's garage.

Actual address where the PCL will receive mail at the field office.

Please write clear directions to the Field Office.

I-41 will use a standardized address:

I-41 Project – Brown County Office
1940 West Mason Street
Green Bay, WI 54303

STH 441 will use a standardized address:

WIS 441 Tri-County Project Office
W6214 Aerotech Drive
Appleton, WI 54914

Staff Details tab

Staff and Field Office Reporting 20101214026

Project Leader, Manager and Supervisor should be entered in Fieldmanger then re-merged with FIT if they do not show here.

Contacts Field Office Location **Staff Details**

Add Edit Delete Save Print Close

Add Staff Information

Save, Add More Save and Exit Close

Contract ID: 20101214026 Project: 4075-17-71

* Staff Name

Select Name from List Create New Name

Office Phone () -

Cell Phone () -

Email

* Assignment Date 00/00/00

Departure Date 00/00/00

Duties / Remarks

* Required entry



All staffing fields are required. The only exception is if the information is unavailable.

If you are entering several staff at one time use the **Save, Add More** button. Remember to **Save and Exit** to retain information entered.



Do not enter the Assignment/Departure dates until they actually occur.

Once the staff has been entered if you need to make changes highlight the staff in the list screen and click on edit, and make sure you save your changes.

Enter the designated WisDOT Materials Coordinator in the Contacts tab. If you have more than one materials contact, Enter them in the Staff and in the Duties/Remarks field, list them as Materials Contact #2.

DQI tab

A DQI is required for each Project ID. Follow the instructions for the DQI on page 83.

Field Reports tab

Use the pull down menu to select the desired report; click **View** to query data. Once the information is on the screen, click **Print**.

NOTE: the reports will not print without selecting view.

Contracts DQI **Field Reports** Acceptance Structures Staff / Field Off

Select Daily Diary View Print

Explanation of Variation

IDR Summary&Index By Item&Category

IDR Summary&Index By Project, Category&

Supplemental Contract Agreement

Weekly Force Account

Acceptance tab



ALL FIELDS ON THE ACCEPTANCE TAB MUST BE COMPLETE PRIOR TO TURNING IN PROJECT FINALS

If the DNR has requested revisions to the ECIP but you have approval to work, make a note in the remarks.

Erosion Control Implementation Plan:

Plan Required: Yes or No. If yes, complete the following:

Plan Submit Date: Plan is to be received from the contractor 14 days prior to the preconstruction conference

DOT Approved Date: Date approved

DNR Concurrence Date: Date approved

*****If you have a revised plan make sure you enter the additional revision dates.***

Initial Completion of Planting Date: The date all planting is complete on your project. This applies to Landscaping items:



TREES, SHRUBS, and VINES ONLY.

Plant Estb Period (Years): This will be in the contract or refer to [Spec. 632.3.18](#)

Late Seeding: Enter Yes or No. Yes if seeding is completed after October 1st.

Late Paving (Cold Weather Paving): Enter Yes or No. Yes if Cold Weather Paving is used on the project.

Raised Paved Markers: Enter Yes or No

Paint Finished Date: Last day paint is applied on the contract.

Paint Proving Period (Days): Make sure the proving period entered applies to your contract; refer to [Spec. 646.3.3.4](#).

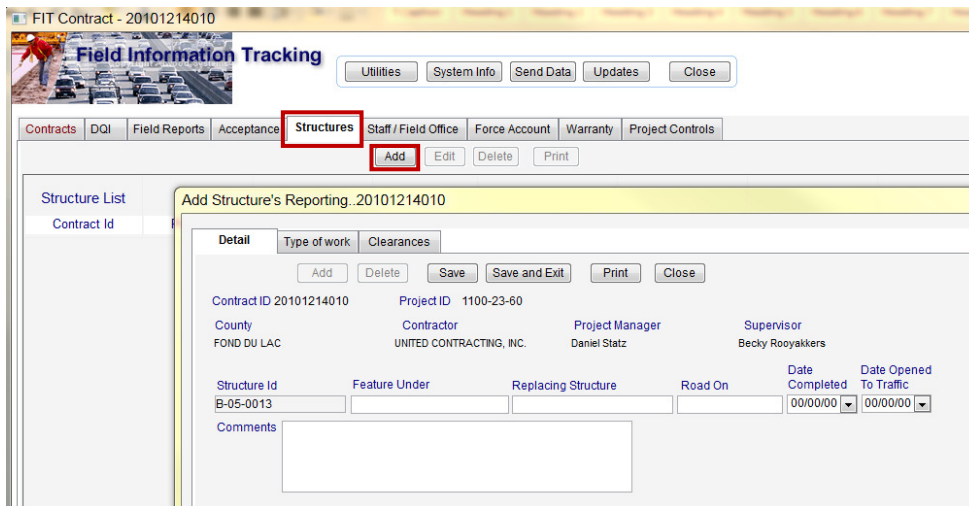


DO NOT CHANGE THE NUMBER OF DAYS TO GET THE APRIL 15 DATE.

Submission of Claim Date: If a claim(s) is filed while work is progressing, enter the date.

Punch List Complete Date: The date that the required contract documentation, minor corrective work, and cleanup work is complete.

Structures tab



Click **Add**

Select the project ID that the structure is under & click **Continue**.

Enter the Structure ID & click **Continue**.

You are required to enter all information under the **Detail** tab.



In addition, clearance and joint installations are to be submitted on the forms in Pantry. See page 73.

Force Account tab

Document a strict daily accounting of work performed, for detailed instructions see CMM 2-46.1.

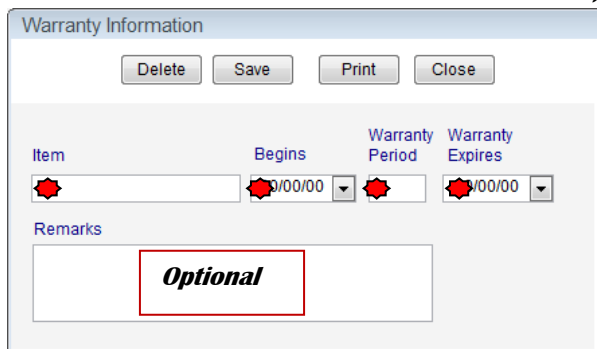
All force account information is to be entered in FM as a ContMod. Follow the NER procedure for ContMods. Include Work Period, Machinery and Labor.

For **I-41** & **STH 441** this may be handled at the Region office.

Contact Paul Butler or Sara Schoenmann for Blue Book Rates.

Warranty tab

IF YOUR CONTRACT HAS WARRANTY ITEMS, THIS IS REQUIRED!



★ Required fields

If your contract has a warranty item, it will be in the special provisions.



This does not include pavement markings or plant establishment periods.

Sending Data in FIT

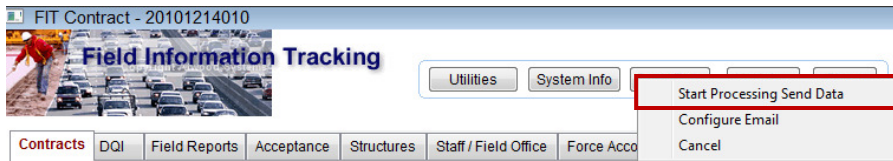


FIT sends are REQUIRED a minimum of once a week and when:

- 🔔 ECIP is approved.
- 🔔 Contract time starts.
- 🔔 ContMod is created/changed.
- 🔔 ContMod is approved.
- 🔔 Work is completed.
- 🔔 DQI report is completed.
- 🔔 An estimate is submitted.
- 🔔 A claim is submitted.
- 🔔 The punch list is completed.

On the main menu in FIT select

Send Data



Select **Start Processing Send Data**.

FIT Data Send

Merge with Field Manager data before sending if you have not merged the data recently.

1 - Enter / Review Contact Information

Name

Office Phone Number

Cell Phone Number

Email Address

2 - Select Send Option

☒ Direct Web Send ☐ Send Via eMail

Direct Web send is preferred. If sending from a WisDOT network use email send.

3 - Merge then Send (or Close)

Enter/Review Contract information.

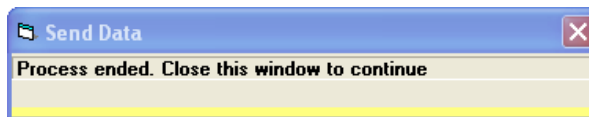
Consultants: select **Direct Web Send**
WISDOT: select **Send Via eMail**

Select **Start Data Send**

Allow the send to process

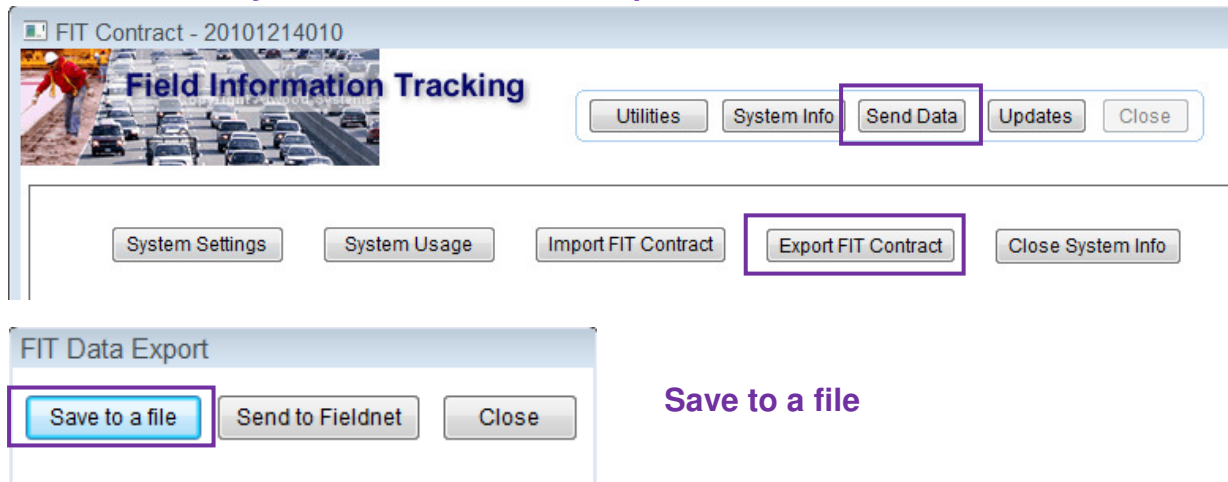


The following dialog box appears. Close and exit.



FIT Contract Export - LP Only

In FIT, Click on System Info, and select Export FIT Contract



Save to a file

Select your contract

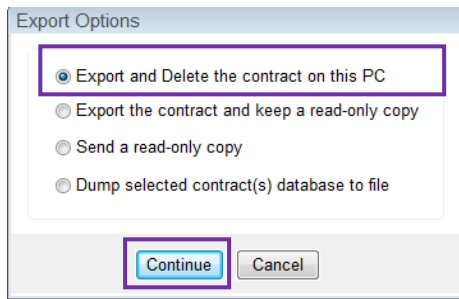
Press Continue

Select Contract(s)

Search for Contract ID

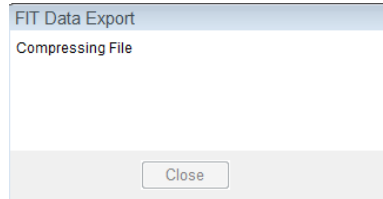
Only checked contracts will be processed.

Contracts	Processed
<input checked="" type="checkbox"/> 20101214010	<input type="checkbox"/>
<input type="checkbox"/> 20101214026	<input type="checkbox"/>

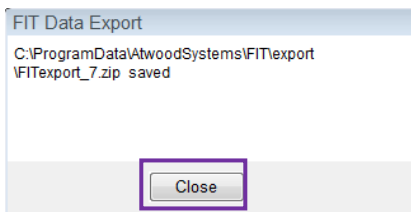
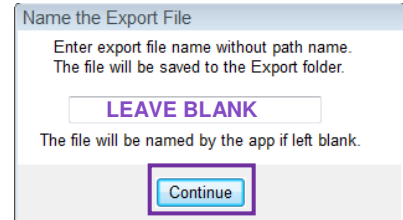


Export and Delete the contract on this PC

Select Continue



Once the file is compressed, you will be asked to Name the Export File. Leave this blank and continue.



A dialog box will come up that shows the location of the exported contract. Close this window.

Attach the .zip file to an email and send to your MC.

C:\ProgramData\AtwoodSystems\FIT\export\FITexport_7.zip



Project Diary

The PCL's diary is the primary record of the daily work performance of the contractor(s). You are required to read [CMM 1-60 & 1-60.1](#) for guidance on how to prepare your Diary.

In the NER the PCL is required to complete the diary in FM. Placing a note in the diary to "See Inspectors Daily Reports (IDR's)" is NOT ACCEPTABLE. The PCL is to keep all written contract documentation in the FM diary.

The PCL is required to bring in comments from the IDRs; the IDR information should not be edited within the diary. If changes are needed they are to be made in the IDR and brought back into the diary. Additional comments can be made by the PCL in the diary comments. A diary is needed every day, except if there is a gap in time, then the status of the contract needs to be explained.



The following Important contract status dates are to be clearly documented in the diary (FIRST LINE IN ALL CAPS):

- ✓ Environmental Commitments Reviewed
- ✓ Notice to Proceed
- ✓ Construction Started
- ✓ Time Charges Started or Stopped/Substantially Complete
- ✓ Punchlist Complete/Conditional Final Acceptance
- ✓ All Contract Work Complete
- ✓ Partial Acceptance
- ✓ Work Suspended/Resumed
- ✓ All other important dates also need to be documented



A diary is required to be generated for everyday, including weekends and when an IDR is made for “Postings Only”. This is for all contracts.

No work today (Saturday) – Contractors Choice
No work today – Holiday Restriction

The attachment feature is recommended if there is additional documentation. You must note that there is an attachment in the comments or posting remarks. See Attachments Tab, page 35.

Once your contract time is complete, daily diaries are only required if the contractor is working or additional contract documentation or postings are needed.



The diary is required to be printed in FM. Prior to printing the diary, be sure ALL diary entries have been generated. The printed diary is required to be placed in the soft cover binder provided with a “Construction Diary” label **and** a project label on the front.

Inspectors Diary (field book)

A detailed **Inspection Diary** or **Field Book** will be kept by the inspector for each major work operation. [CMM 1-60.2](#) gives guidance on what is required for inspector’s documentation. A complete summary of the inspection of work each day needs to be summarized in the inspector’s diary.

Inspector’s Daily Report (IDR)

Contact Steve Nies if you are interested in using FieldBook.

An IDR is to be added for every day the contractor is working on the project. You are required to record as accurately as possible, the weather conditions, men and hours worked, equipment, and postings.

There may be multiple IDR’s in a day depending how many inspectors are making entries. See [CMM 1-60.2](#) for information on requirements for inspector’s diaries.

Login to **FieldManager**, highlight the contract and click on the **IDR** button

General tab

ALL FIELDS ARE REQUIRED

FieldManager (Contract: 20101214026)

File Edit View Utilities Window Help

Close Save/Close Save Generate Cont Status SpellCheck Print Refresh FM MailBox

Add IDR (IDR: 02/20/2014, Jennifer Zavada) (Contract: 20101214026)

General Contractors Site Times Postings Attachments View

Date/Time Entered: 03/10/2015 Revised By: Jennifer Zavada

Entered By: Jennifer Zavada Revision Date: 03/13/2015

Sequence Number: 1 Revision Number: 1

Generated: No Origin: FieldManager

IDR Date: 03/10/2015

Inspector: jz Jennifer Zavada

Weather: sunny

Low Temperature: 65 ° F 18° C

High Temperature: 37 ° F 3° C

Comments: testing attachments

IDR Date: Today’s date

Inspector: Person inspecting project

Weather: Description of weather

Low & High Temperatures

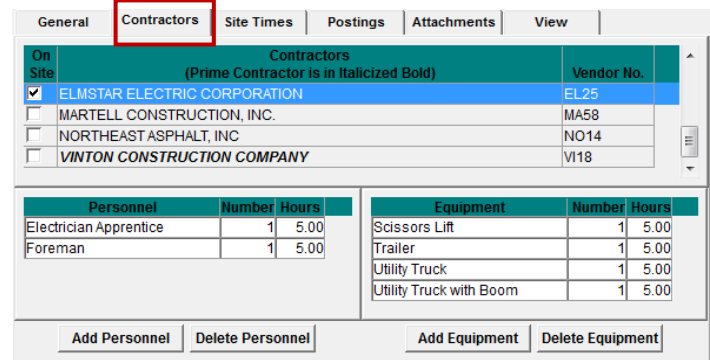
Comments: Comments should include the contractor’s work, problems encountered, concerns with materials and overall environment. If you attach documents to the IDR, make a note here.

Contractors tab

(FM Users Guide 8.1.2)

You are required to enter Personnel and Equipment, number of each, and hours worked for all contractors on the construction site, for every day of work on the contract.

Communicate daily to ensure accuracy of documenting the personnel, equipment, and hours worked. See page 71 for enter trucking personnel & equipment.



Postings tab

Category: Items may be in multiple categories, select the correct category from the pull down menu. This is critical so that the correct funding is utilized for payment of the item.

Quantity: Amount obtained from tickets, comp sheet, spreadsheet, field book, direct entry or other source document.

Station From: Start of where item was placed.

Station To: End of where item was placed.

Location: Location on the project where item was placed (i.e. NW Ramp Lt or USH 10 median). (Staff previously not on the project, need to fully understand location details.)

Attention: Flags the item in the estimate (contact your PM if you have a concern about an estimate)

Breakdown: N/A

Remarks: Refer to your source documents tickets, comp sheet, spreadsheets, field book, direct entry, etc. See instructions for Making the Right Remarks.

All supporting documentation for item postings, must be easily located for verification in the case of an audit.

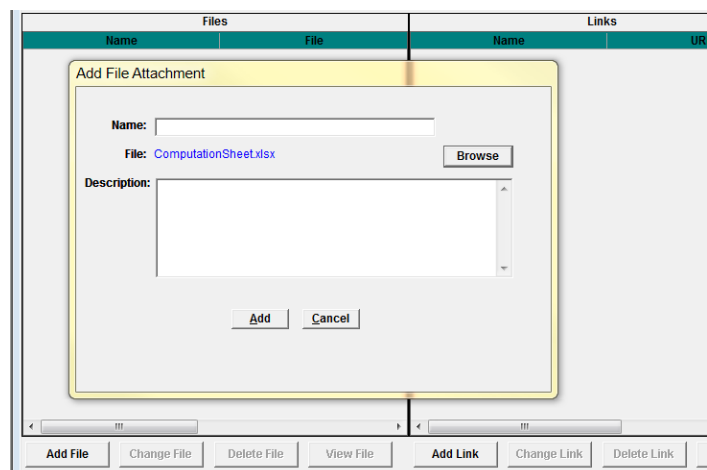
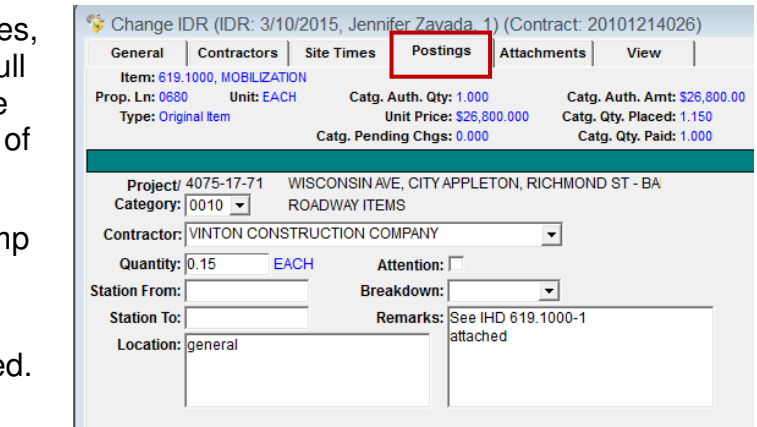
Attachments tab

Attached files do **NOT** import into the diary. You will need to print the attachment separately or follow the instructions for printing attachments in FM.

Under the "Files" column, click **Add File**.

Browse to the location of the file to be attached, and enter the **Name** and **Description** of the file. Click **Add**.

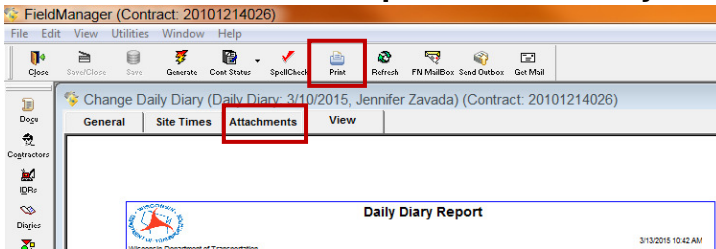
When you are done adding files, on the Window toolbar click **Save/Close**.



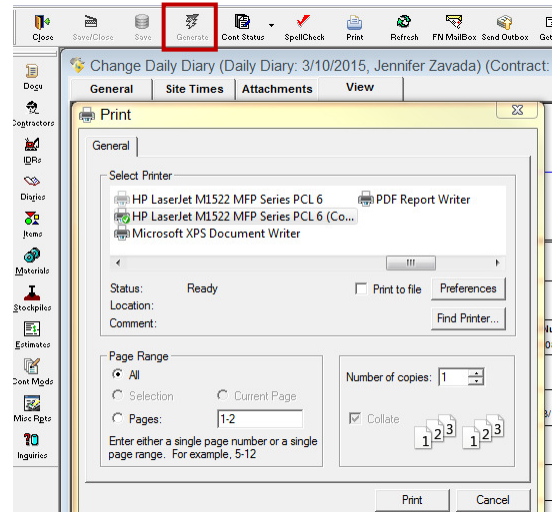
Printing Attachments in FieldManager

When you attach items to the IDR or Diary in FM, you must follow these instructions to print.

Attachments DO NOT import into the Dairy when you bring in comments from the IDR.

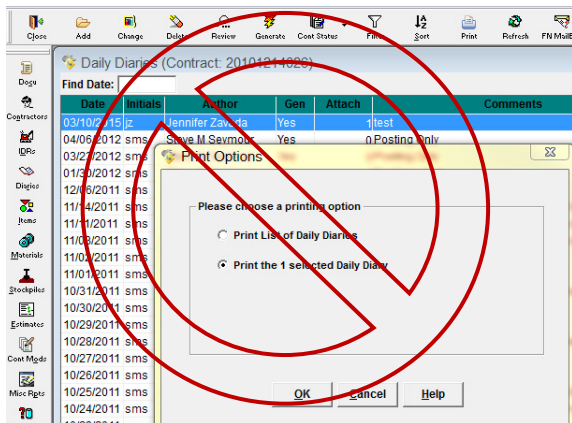


When you view your IDR or Diary, you will NOT see the attachment, but when you print from the View tab, the attachment **will** print.



OR

When you generate an IDR or Diary, you will be prompted to print. All attachments **will** print with the report.



ATTACHMENTS WILL NOT PRINT FROM THE LIST SCREEN!!!

If you need to print attachments, DO NOT print from the list view.

UPDATED

Making the Right Remarks

When entering quantities into FM postings, a critical part of the posting is the remark. The remarks will identify the source location of the quantities you enter. You will be held accountable for verifying all quantities that go into FM for payment. It is recommended that you use the simplest method for source documents. Another important guideline for entering quantities is to be consistent with the method you use.

A combination of the Diary, IDR's and Estimates is used to create IHD. The IHD Report is the required documentation that is submitted with all construction contracts statewide. If it is practical, the source documentation is kept behind the item page in the IHD Report. Additional documentation sheets should only be used if necessary or required - less is best. For contracts with multiple project IDs, only one IHD is allowed. If separate documentation is kept during construction be sure to number the sheets appropriately so they can be combined into one IHD prior to turning in your project records.

Remark Example Field Book

Standard field books can be referenced as source documents. Make sure to number your field books. It is extremely important that the remark in the posting is documented correctly. (i.e.: *See field book #3, page 6*)

Remark Example Weigh Tickets

There are several methods for tickets. Use the contractor computerized tickets if they are numbered consecutively and you have verified all the material was used on the project and equals the total on the last ticket. If they are not computerized tickets or consecutively numbered (i.e.: missing tickets), you must use the appropriate Pantry spreadsheets to check tares and net weights. If multiple items are being paid from the same bundle of tickets, make sure the breakdown is clearly reflected on the tickets and spreadsheets for each item are fastened to the tickets. (i.e.: *See asphalt tickets dated 5-10-2009*)

Remark Example Computation or Spreadsheet

Label computation or spreadsheets alphabetically after the item number. Place them in order behind the IHD report page for that item. (i.e.: *See computation sheet XXX.XXXX-1, 2, 3, 4, etc. or as necessary for additional supporting documents XXX.XXXX-1, 1a, 1b, etc.*)

Remark Example Estimate Only

Often entries are made based on estimated quantities. You must refer to any computations on how you estimated the quantity and where the estimate is documented to show how it is justified. Make sure that your posting reflects the correct location of the estimated item placement.

Items you may estimate include borrow excavation, concrete masonry, sidewalks, or other items installed over an extended period of time. For some of these items you may only be able to determine the actual quantities after the item is complete. The intermediate quantities are estimates of the work complete at the end of the workday, week or other point in time. You enter these intermediate estimated amounts into FM using the IDR Postings. (i.e.: *Estimate Only*)

When the item is measured or the unit is completed, then the final quantity can be entered and properly documented. You should subtract in full the existing estimated quantity and then make the item entry based on the final quantity. i.e.:

Negative accounting entry made to eliminate estimate amounts paid to date. See sheet.....

Remark Example Direct Entry

Direct Entry is an appropriate remark when individual quantities don't require measurement or any additional information from what can be entered as station/location or entire project (particularly LS and Each items). If the posting references any source document sheets, it is not a Direct Entry.

Stockpiles

See [Spec. 109.6.3.2.1 & 109.6.3.2.2](#) for contractor requirements for prepayment of stockpiled material. See [CMM 2-36.2.7](#) for additional guidance of stockpile items.

Use the instructions in the FM Users Guide Chapter 10 to add a stockpile. Use the wizard in FM to create a stockpile.

Use 75% of the original authorized quantity for the **recovery quantity**. The recovery factor will fill in automatically once you have added the recovery quantity. If payment has been made, use 75% of the remaining unpaid quantity to determine the **recovery quantity**.



Prior to sending your last estimate, verify that all stockpiles have been recovered. If you do not recover the items associated with the stockpile you need to follow FM Users Guide Chapter 10.5.2 to make a manual decrement prior to sending your next estimate.



Estimates

Use the instructions in the FM Users Guide Chapter 11 to create an estimate.

You are required to enter the following in the **Estimate Comments** field when creating an estimate:

- Fiscal year the work being paid on the estimate was completed (**MUST be the first line**)
 - “FY 2016” = July 1, 2015 – June 30, 2016
 - “FY 2017” = July 1, 2016 – June 30, 2017
- your name, company, phone number
- PM name
- **I-41** & **STH 441** also include deputy PM

Estimate Comments: FY 2016
Jennifer Zavada, DOT 920-492-5720
Bryan Learst

- **LP – first line of comments must be the date range that work was performed for this estimate**
 - “xx/xx/xx - xx/xx/xx”
 - **Your name & phone number**

Estimate Comments: 02/01/16 - 02/19/16
Jennifer Zavada, 920-492-5720

Once the estimate is created and generated, you need to send your mail in FM.



A merge and send is required in FIT after sending an estimate.

Receiving the contract data refresh message verifies that your estimate has processed.

The **status** of the estimate must indicate that it has been “Refreshed”. If the status remains “Exported” you need to contact NER Construction Admin Support.

DO NOT manually request a contract refresh in FM.

If you have an inquiry about payment or contract status, direct the prime or sub-contractors to <http://wisconsindot.gov/Pages/doing-bus/contractors/cntrct-pymts/default.aspx> to view the CONSTRUCTION CONTRACTOR PAYMENT VIEWING SYSTEM. This site contains contract payment and finals status information.

Tentative and Final Estimates

DO NOT send tentative or final estimates. This process is done by the region or **LP** office.

Prompt Payment (CMM 2-40)

2-40.1.1 General

Payment issues should be discussed at all pre-construction meetings.

November 2013 [ASP-4 \(ADDITIONAL SPECIAL PROVISION 4\)](#)

Payment to First-Tier Subcontractors

Within 10 calendar days of receiving a progress payment for work completed by a subcontractor, pay the subcontractor for that work. The prime contractor may withhold payment to a subcontractor if, within 10 calendar days of receipt of that progress payment, the prime contractor provides written notification to the subcontractor and the department documenting "just cause" for withholding payment. The prime contractor may also withhold routine retainage from payments due subcontractors.

Payment to Lower-Tier Subcontractors

Ensure that subcontracting agreements at all tiers provide prompt payment rights to lower-tier subcontractors that parallel those granted first-tier subcontractors in this provision.

Release of Routine Retainage

After granting substantial completion the department may reduce the routine retainage withheld from the prime contractor to 75 percent of the original total amount retained. When the Department sends the semi-final estimate the department may reduce the routine retainage withheld from the prime contractor to 10 percent of the original total amount retained. Within 30 calendar days of receiving the semi-final estimate from the department, submit written certification that subcontractors at all tiers are paid in full for acceptably completed work and that no routine retainage is being withheld. The department will pay the prime contractor in full and reduce the routine retainage withheld from the prime contractor to zero when the department approves the final estimate. This special provision does not limit the right of the department, prime contractor, or subcontractors at any tier to withhold payment for work not acceptably completed or work subject to an unresolved contract dispute.

All inquiries made regarding prompt payment must be reported to your CS.

Information required:

- Project ID
- Prime Contractor
- Date of Inquiry
- Sub-Contractor
- Contact Person
- Phone
- Information Given.

The first course of action is to contact the prime contractor. If the PCL determines there is a valid complaint, they should contact the Prime Contractor for quick resolution. If this cannot be achieved immediately proceed with the complaint procedure in the [CMM 2-40.1.2](#)

Claims and Liens ([Spec. 105.13](#))

If you foresee a claim on a contract or receive notice of a claim you are required to fill out the claim submittal form located in Pantry and email it to the BPD Oversight Engineer and cc the PM, Region Construction QA Engineer, and CS.



REMEMBER!! If a claim is submitted, enter it on the **Acceptance** tab in FIT. See page 30.

<http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/lien.aspx> is the informational WISDOT website for Subcontractors to obtain instructions for the process to file a claim/lien. Subcontractors should be aware that this process must be followed within one year from the date that work was completed on a contract.

Adding a Project or Category to Your Contract

If you are adding a project or category you need to contact your PM, they are required to go through the Programming Section to get the project id and/or category in the Financial Integrated Improvement Programming System (FIIPS) approved for charging.

Once it is in FIIPS the regional CS will enter the project and/or category in AASHTOWare PrCA (Construction Administration System).

The information to be submitted to the CS is

- **Existing Contract ID:**
 - **New Project Highway Number:**
 - **Type of Road:** (CS, CTH, I, STH, USH)
 - **Urban or Rural:**
 - **New Project County:**
 - **New Project Termini** (Description)
 - **New Category Number:**
 - **New Category Description:**
 - **New Category Work Class:** (Bridge Const, Misc Const, SHRM, Traffic & Maintenance, Utilities, etc.)
 - **Funding:**
 - **Funding Priority:** (only if there is multiple funding sources to be prioritized)
 - If there is local funding an **updated or new State Municipal Agreement** will be required.
- LP – ALWAYS requires an updated State Municipal Agreement.**
- **Dollar Amount to be encumbered:**
 - **Beginning and Ending Stationing:**
 - **Project Work Type:** (Asphalt Paving, Conc Paving, Painting, Pavement Marking, Structure, etc.)

Once the CS has entered the new Project and/or Category they will contact the PCL and instruct them to do a Contract Refresh. The PCL creates a ContMod adding the project, category, and bid items. Follow all requirements for adding a ContMod.

NER FHWA Contract Modification Process (PoDI)

FHWA approval is only required on projects that have been designated as a Project of Division Interest (PoDI). If your project is classified as PoDI by FHWA, all CMJs/**AJR**s must be approved by FHWA **prior to** executing the ContMod. The CMJ/**AJR** is signed and submitted by the PCL and then signed by the PM, then forwarded to the appropriate CS to obtain FHWA signature. Once it's approved by FHWA, you may proceed with executing the ContMod.

I-41 – Refer to the I-41 CMP for level of authority signature approval.

STH 441 – Refer to the STH 441 PMP for level of authority signature approval.

Contract Modifications not requiring a CMJ/AJR

To obtain required signatures, the PMs process and sign the ContMod and send to the appropriate CS to obtain FHWA approval.

Filing Returned Signed CMJ/AJR

The CS will distribute and file the CMJ/AJR once it is approved by FHWA, **I-41** & **STH 441** will file them at the time they distribute the executed ContMod.

WI-FHWA Contract Modification Approval Requirements on PoDI's

A separate CMJ/AJR form is required for each issue that changes the contract. An issue may involve/include multiple related bid items that will be included in one CMJ/AJR. Unrelated issues will require separate CMJs/AJR_s. If an individual CMJ exceeds \$50,000, you must obtain prior approval from FHWA before starting the work. All AJR_s require prior approval from FHWA before starting the work. A ContMod may include multiple CMJs/AJR_s. All CMJs/AJR_s shall be sent to FHWA at the time they are prepared. FHWA will review the CMJs/AJR_s and provide prior approval in accordance with the requirements stated below.

FHWA prior approval is based strictly on the dollar amount of each individual CMJ/ AJR and not the dollar amount of a ContMod which may contain multiple CMJs/AJR_s. ContMods should be submitted to FHWA close to the time when the work is taking place. Do not wait until the end of the project and submit one ContMod for work that took place throughout random timeframes of the project.

The requirements for CMJs/AJR_s that require Prior Approval are as follows:

1. If changes to the contract exceed \$50,000 and the contract is designated as a PoDI, you must obtain prior approval from FHWA before starting work.
2. Any change in the scope and/or intent of the project, involving a PoDI, regardless of the dollar amount.
3. Any CMJ/AJR involving non-conforming materials or work on a PoDI, regardless of the dollar amount.
4. The CMJ/AJR that will extend work from outside the project limits and add it to the current project.

Qualifying projects include the text "This plan is subject to Federal Oversight" on the proposal cover sheet. This is the only place the term "Federal Oversight" will be used.

NOTE: If a CMJ/AJR requires Prior Approval from FHWA and Prior Approval is not requested and approved; then FHWA reserves the right to **NOT PARTICIPATE** in the costs of the resulting CMJ/AJR and even the project as a whole. If there is any doubt on whether Prior Approval is needed on a CMJ/AJR, the FHWA Field Operations Engineer can be contacted and provide clarity (make sure you are working with your PM or SUP). FHWA's preference would be to address the question earlier, rather than wait and there be a chance of Federal Non-Participation due to lack of notification. Additionally, when emergency or unusual conditions justify, FHWA can give advanced verbal approval and ratify such approval with formal approval through a CMJ/AJR, as soon as practicable.

Time extensions need to be well explained and well documented showing verification as to why there needs to be a time extension on the contract. Per the Code of Federal Regulations, CFR, 635.120(c); *Changes in contract time, as related to contract changes or extra work, should be submitted at the same time as the respective work change for approval by the Division*

*Administrator. Furthermore, per the Code of Federal Regulations, CFR, 635.121(b); Contract time extensions granted by a State Transportation Department **shall** be subject to the concurrence of the Division Administrator and will be considered in determining the amount of Federal participation. Contract time extensions submitted for approval to the Division Administrator **shall** be fully justified and adequately documented. For all time extensions provide documentation that the item(s) are affecting the critical path identifying the controlling operations per [Spec. 108.4.2.1](#) Initial Bar Chart Progress Schedule. If unexpected conditions arise in the field that cause the need for a time extension on the contract, provide a clear descriptive narrative of why the time extension is justified and needed.*

Administrative ContMods on PoDI's or any ContMods not requiring a CMJAJR need to receive FHWA approval on the ContMod.

For the NER, all CMJs and ContMods for PoDI's should be submitted to the appropriate FHWA Field Operations Engineer. If you should have any questions regarding ContMod submittal on FHWA Oversight projects please do not hesitate to contact FHWA.



Contract Modifications (CMM 2-42)

I-41 should follow all system instructions listed here. For additional processing or forms, refer to the CMP. I-41 field staff needs to work closely with their PM and SUP for processing ContMods. All executed ContMods must go through Sara Schoenmann for correct tracking, processing, and distribution.

STH 441 should follow all system instructions listed here. For additional processing or forms, refer to the CMP. STH 441 field staff needs to work closely with their PM and SUP for processing ContMods. All executed ContMods must go through Scott Van Calster for correct tracking, processing, and distribution.

Local Program – ALWAYS answer “NO” to “Does This Require Supervisor Approval”

Contract Modification Policy

With the exception of LP, all ContMods **MUST** answer YES to “Does This Require Supervisor Approval”.

The PCL is required to document and post to any item placed in the field. When a ContMod is approved by the PCL the items will be included on the next estimate.

During the progress of work, the PCL should anticipate changes necessary to satisfactorily complete the project and furnish the details to the region in sufficient time to obtain prior approval without unnecessary delay to the contractor. Generally, changes should not be considered unless one or more of the following conditions are satisfied:

1. The project cannot reasonably be constructed as specified.
2. A substantially equal product can be furnished with a cost savings to the project.
3. A superior product can be furnished at the original contract price.

LP – Refer to the Local Program Construction Management User Guide – 2016 for level of authority signature approval.

PMs are given the authority to give **PRIOR APPROVAL**, on the job site, for ContMods totaling up to \$25,000. This limit is the minimum dollar value for all PMs and may be increased by your SUP. **PMs are required to receive prior approval from their SUP on ContMods over \$25,000 (or your approved limit) before work can begin. Contact your SUP to determine the prior approval method they prefer. WISDOT Project Development Chief is required to give prior approval on ContMods over \$50,000 before work can begin.**

Consult the plans designer to see if the proposed work had been considered but specifically not included in the plans. Once it has been determined that a ContMod is necessary you should discuss with the prime contractor an increase/decrease in the price for this work.

Before the contractor can proceed with the work, there must be agreement with the department on the basis of payment and the amount, except when "concept prior approval" is first obtained. Concept prior approval may be requested and extended for those situations in which work must be started at once, although agreement on the price of the change order has yet to be reached. The use of this procedure should be very limited. Contact the region office for prior approval.

Note in the project diary when the prior approval is made, and a brief description of work to be performed.

A CMJ/**AJR** is required for all ContMods requiring approval by WISDOT representative and contractor. It will explain why the work was needed, alternatives considered, justification of the price (including a summary of all negotiation), the consequences for not doing the work, and effect on contract time.

Note: Administrative items are considered a "change modification" in FM, not a "contract change order." Making these type of modifications to the contract do not need to be approved by the contractor. See [CMM 2-38](#) for a complete list of administrative items. When adding administrative items to the contract, be sure to indicate the following in the short description field "Contractor Approval N/A" than the item "xxx.xxxx" and "description".

Example: Contractor Approval N/A – 801.0905 Fuel Cost Adjustment.

When ContMods consist of only transferring existing items between categories or projects in FM, be sure to indicate the following in the short description field: "Contractor Approval N/A - Item Transfer Between Categories/Project IDs".

I-41 - follow the CMP and include the additional required documents. All ContMods for I-41 even if not requiring SUP approval need to be forwarded to Sara Schoenmann.

The ContMod should be concise and specific in detail. It should identify what respect the contract is to be changed (plans, special provisions, Spec., etc.) and clearly state any changes involved in method of measurement and basis of payment.





Do not generate your ContMod until it is ready to be submitted to the regional office. You are required to do a merge and send as soon as the ContMod is added to FM.

Always work closely with your SUP and PM when adding ContMods. If you have any questions, see [Spec. 104](#) and [CMM 2-42](#).

Contract Modification Processing

The following items must be submitted to the Regional office in order to process your ContMod:

- 2 copies of the ContMod signed & dated by the PCL
 **I-41 & STH 441** - also signed and dated by the contractor
- 1 copy of the CMJ (located in Pantry) signed and dated by the PCL
I-41 & STH 441 – 1 copy of the AJR
- 1 copy of the ContMod Cover Letter (located in Pantry)
 **I-41 & STH 441** - Cover Letter not required
- Copies of all ContMods must be retained in your project records.
I-41 & STH 441 – records retained by project controls

The ContMod is a legal contractual document and should read as such. The contractual changes should read just as they do in the Spec. and special provisions. Any item that is added that is not a standard bid item or does not have a standard special provision written for it should include the description, materials, construction, measurement, and payment level subsections. The justifications for the change should be documented on a CMJ and are to be used internally and not distributed to the contractor.

I-41 & STH 441 are to use the **AJR** (not the statewide CMJ), located in the **I41 & STH441** folders in Pantry.



ContMods for Supplemental Contract Agreement for Plan Quantity

[CMM 2-32.2.4](#) explains the use of Supplemental Contract Agreements.

NER has encouraged the use of paying for certain items of work by “**Plan Quantity**”. For items not included as pay plan quantity when the contract was let, follow the NERs ContMod procedure. This includes the common practice of paying plan quantity for Concrete Masonry Structures after verifying the quantity is within 1% of plan.

Before entering into an agreement with the contractor, approval must be obtained from the area PM or SUP.

DO NOT include quantities when writing a supplemental contract agreement. **Example:** See page 50



Addressing Time

All ContMods MUST address time except Supplemental Contract Agreements.

When you are preparing and negotiating contract change orders, the question of whether or not additional time will be allowed for the CCO work shall be addressed in the change order. The language concerning whether or not additional time has been granted shall be in the body of the ContMod and not the cover letter. You can restate it in the cover letter but for the language to be enforceable as part of the contract it must be in the body of the ContMod.

Thus, please include as the ***very first entry*** in the Description of Changes field on the General tab of the ContMod screen one of the following statements as it pertains to your ContMod. Do not include the *italicized* header language in the ContMod just the two sentences after the header.



If the punch list is not completed as defined in ASP6 or the Finals Closeout Process for LET Projects, time may resume. If additional time is granted, a time extension will be required.

1) For no additional time allowed and CCO work is excluded from calculation for time extension in [Spec. 108.4.2.4](#):

No additional time will be added to the contract by this Contract Modification. The department will not include the cost of the additional work from this Contract Modification in calculating additional time as provided in standard spec. 108.4.2.4 (2).

2) For no additional time allowed but CCO work will be included in the calculation for time extension in [Spec. 108.4.2.4](#):

No additional time will be added to the contract by this Contract Modification. However, the department will include the cost of the additional work from this Contract Modification in calculating additional time as provided in standard spec. 108.4.2.4 (2).

3) For additional time granted but CCO work is excluded from calculation for time extension in [Spec. 108.4.2.4](#) (modify the first sentence appropriately for your contract (working day or calendar day/completion date)):

An additional _____ working (or calendar) day(s) will be added to the contract by this Contract Modification. However, the department will not include the cost of the additional work from this Contract Modification in calculating additional time as provided in standard spec. 108.4.2.4 (2) since this contract modification addresses the necessary time extension required to complete this work.

The intent is to be clear on whether the ContMod is adding time to the contract and whether the department will or will not (i.e. clearing up the “may” in [Spec.108.4.2.4 \(2\)](#)) be including the cost of the work in adjusting the contract time as allowed by [Spec.108.4.2.4 \(2\)](#).

One of the statements above shall be included in every contract modification that is prepared on your project.

Special Provision Bid Items SPV.####

The special provisions bid items are those not contained or listed in the Spec. schedule of bid items or Standardized Special Provisions (STSP's). See Specs. for the schedule of bid items. For information on STSP's see page 61 ([FDM 19-15-85](#)). For additional information on SPV's see page 56 ([FDM 19-15-80](#)).

When SPVs are written for a specific project, they are numbered using an SPV.#### number format and a title of SPECIAL. See page 55 ([FDM 19-5](#), Exhibit 10.4) for a list of special provision bid item numbers, units of measure, and there descriptions.

Nonstandard SPV.#### Numbering and Description Policy

A nonstandard SPV.#### item number can be used more than once in a project if you have unique items with the same unit of measure. The correct SPV.#### item is selected based on the correct unit of measure needed. When using one or more of a nonstandard SPV.#### item number in a ContMod, a standard description of “**SPECIAL**” is assigned. A supplemental description must be used to further describe the item.

A supplemental description shall begin with a number (01., 02., 03., 04.,...). The number should be 2 digits (01., 02., 03., etc.) unless there will be more than 100 items for a specific SPV.#### number. If there will be more than 100 items, use 3 digits (001., 002., 003., etc.). Item numbers do not have to be in numerical order if additions or deletions are made.

The supplemental description needs to fit into the number of characters available in FM. Abbreviations are to be avoided whenever possible. It is **VERY IMPORTANT** that whatever format is used for a supplemental description it is maintained throughout the rest of the ContMod as not to cause any confusion.

For detailed steps in working with ContMods, see the FM Users Guide.

Examples:

As it should appear in supplemental description data field in FM:

Adjusting Hydrants **(use Mixed Case letters)**

As it should appear in Description of Changes data field in FM:

Adjusting Hydrants, Item SPV.0060.01.

Example: Adding a new nonstandard item to the original contract in FM.

The nonstandard SPV.#### item and the description of the nonstandard SPV.#### item and the required information for nonstandard SPV.#### items must be explained in the special provision and should be entered in the **Description of Changes** data field under the **General Tab** for **Add Contract Modification** in FM and appear as:

Change Contract Modification (Cont Mod No.: 27) (Contract: 20031209015)


General	Inc/Dec	New Items	Time Extensions	Attachments	View
Cont. Mod. Number: 27 Status: Pending Approval Approval Date: 01/06/2015					
Revision Number: Amount: \$4,500.00 Cont. Mod. Date: 01/06/2015					
Short Description: Adjusting Hydrants					
Description of Changes: No additional time will be added to the contract by this Contract Modification. However, the department will include the cost of the additional work from this Contract Modification in calculating additional time as provided in standard spec 108.4.2.4 (2). Adjusting Hydrants, Item SPV.0060.01. A Description This special provision describes height adjustments for existing hydrants in accordance with the attached details and as hereinafter provided. This item will also include replacing all below ground bolts on the hydrant head, valves, and tee connections.					

NOTE: Alternate method would be to include the description of the new nonstandard item in an attachment to the ContMod. When choosing this method you are required to make reference to the fact that the special provision is attached to the ContMod. You would make reference to any and all attachments in the **Description of Changes** field.

Example: All work shall be done in accordance with the standard specifications, the attached special provisions, and as directed by the engineer in the field.

Change Contract Modification (Cont Mod No.: 27) (Contract: 20031209015)

General Inc/Dec **New Items** Time Extensions Attachments View

Item: 

Supplemental Description:

Item Type:

Unit Price: Unit:

Reason:

Section: 0001

Contractor: RELIANCE JOINT VENTURE

Project	Catg.	Category Description	Proposed Quantity	Quantity Placed
1490-14-71	0010	ROADWAY ITEMS		
1490-14-71	0020	NON-PARTICIPATING ITEMS		
1490-14-72	0010	STRUCTURE B-42-88 ITEMS, STA 37+07.69 (CTH		

When adding a new item to the contract by a ContMod, you are **REQUIRED** to select the new item by using the drop-down arrow next to the **Item** field. This will display the master item list. From this list select the item to add.

When adding a new item by a ContMod that has () in the title (e.g. 203.0200 Removing Old Structure (station)) or is a SPV item, you are **REQUIRED** to have something in the Supplemental Description on the first line provided and may continue to the second line if needed. ***(Capitalize the first letter of every word in item supplemental description fields with the exception of small words like “of”, “the”, and “a”...)***

Change Contract Modification (Cont Mod No.: 27) (Contract: 20031209015)

General Inc/Dec **New Items** Time Extensions Attachments View

Item: SPV.0060 SPECIAL

Supplemental Description: 01. Adjusting Hydrants

Item Type: Change Order

Unit Price: 1500.00000 Unit: EACH

Reason: PC - Existing hydrants needed to be adjusted in order to match new grade.

Section: 0001

Contractor: RELIANCE JOINT VENTURE

Project	Catg.	Category Description	Proposed Quantity	Quantity Placed
1490-14-71	0010	ROADWAY ITEMS	3.000	0.000
1490-14-71	0020	NON-PARTICIPATING ITEMS		0.000
1490-14-72	0010	STRUCTURE B-42-88 ITEMS, STA 37+07.69 (CTH		0.000

Reason Codes

You are required to enter a reason code for **each** individual item on the ContMod. This applies when adding new items, increasing or decreasing items, and adding a time extension.

Enter the Reason as the first entry into the **Reason** field followed by a space, a dash (-), another space, followed by a more descriptive reason (e.g. PC - Existing hydrants needed to be adjusted in order to match new grade line.).

Change Contract Modification (Cont Mod No.: 27) (Contract: 20031209015)

General Inc/Dec **New Items** Time Extensions Attachments View

Item: SPV.0060 SPECIAL

Supplemental Description: 01. Adjusting Hydrants

Item Type: Change Order

Unit Price: 1500.00000 Unit: EACH

Reason: PC - Existing hydrants needed to be adjusted in order to match new grade.

Section: 0001

Contractor: RELIANCE JOINT VENTURE

Project	Catg.	Category Description	Proposed Quantity	Quantity Placed
1490-14-71	0010	ROADWAY ITEMS	3.000	0.000
1490-14-71	0020	NON-PARTICIPATING ITEMS		0.000
1490-14-72	0010	STRUCTURE B-42-88 ITEMS, STA 37+07.69 (CTH		0.000
1490-14-72	0020	STRUCTURE B-42-89 ITEMS, STA 713+85.15 (US		0.000
1490-14-72	0030	STRUCTURE B-42-90 ITEMS, STA 712+88.15 (US		0.000
1490-14-72	0040	STRUCTURE B-42-91 ITEMS, STA 840+25.98 (US		0.000

CR	Cost Reduction	Items to compensate the contractor for cost saving proposals as per Spec. 104.10 .
MI	Miscellaneous	Items not covered by other codes. Examples: On-the-Job training, time extensions, utility/railroad conflict, abnormal or poor weather conditions.
PC	Plan Change	Addition or deletion of items not originally contemplated or a changed condition not known during design but determined to be necessary or advisable to construct the project. Example: retaining wall, change in pavement type, extending the project limits, change in scope, change in actual ground compared to borings.
PI	Plan Inadequacy	Addition or deletion of items that are required to build the project, but were not included or portrayed inaccurately. Example: concrete flumes, EBS (Common).
RO	Request by Others	Post let items of work added by request from others. Example: request by a city, county, or town official or other agency.
SE	Safety Enhancement	Addition to contract to safely construct the project. Example: traffic control, barrier or sheeting.
SS	Change/Credit	Items modified in original contract due to negotiation of change or acceptance of items of substandard or different specifications. Example: defective material, change in plan to incorporate new standard details, change in asphalt specifications.

Fuel Cost Adjustment (ASP-5) Guidelines

Additional Special Provision 5 (ASP-5), Fuel Cost Adjustment, provides for cost adjustments on all contracts with an estimated fuel usage of 10,000 gallons or more, to be applied to partial and final payments for selected work items as a payment to the contractor or a credit to the Department.

Contracts which include ASP-5 Fuel Cost Adjustment, create a ContMod in FM to make the required Fuel Cost Adjustments. The PCL will compute the Fuel Cost Adjustment by project and category for the month as a credit or payment. Two new items will need to be added by ContMod to each of the appropriate categories.

Fuel Cost Adjustment, Credit, Item 801.0905.01 (i.e.: 801.0905.02, 801.0905.03, etc.)

Fuel Cost Adjustment, Payment, Item 801.0905.02

After the ContMod has been added, make postings to the appropriate item.

The following guidelines are provided to assist in the administration of those contracts that include ASP-5.

1. The Base Fuel Index (BFI) and Current Fuel Index (CFI) are determined in accordance with Item C of ASP-5. The BFI remains the same throughout the life of the contract, and the CFI is determined and distributed by the Department each month.
2. Per Item D of ASP-5, the ratio CFI/BFI is computed each month, and if the ratio falls between 0.85 and 1.15, no fuel cost adjustment will be made for that month. (Example: Contract BFI = 0.9396 and December CFI = 0.9188)

December CFI/BFI = $0.9188 / 0.9396 = 0.9779$ (no fuel adjustment req.)

3. If the CFI/BFI ratio is less than 0.85 or more than 1.15, the fuel cost adjustment for that month will be determined in accordance with Item D of ASP-5 using the ACM Item Record Account System. (Example: Contract BFI = 0.9396 and January CFI = 0.7587)

$$\text{January CFI/BFI} = 0.7587/0.9396 = 0.8075 \text{ (fuel adjustment req.)}$$

4. Basis of Payment - Per Item E of ASP-5, a Fuel Cost Adjustment (Credit) to the Department will be deducted as a dollar amount each month from any sums due to the Contractor, and a Fuel Cost Adjustment (Payment) to the Contractor will be made as a dollar amount each month. This means the fuel cost adjustment determined for the month in question should be included in the next payment estimate submitted. (Example: Two payment estimates are submitted in January for work items, including some work items in ASP-5 that qualify for fuel cost adjustment. The PCL computes fuel cost adjustment for January and includes in the first payment estimate submitted after the end of January.)

See page 51 for an example of a ContMod for Fuel Cost Adjustment.

Trees, Shrubs and Vines Adjusted Price Payment

A ContMod will be required on all contracts containing trees, shrubs, and vines. The ContMod will modify the basis of payment for the above-mentioned items. The method of payment for these items is described in [CMM 2-38.2.6](#) as follows:

Use the standard 632.XXX item number with a supplemental description added for adjustment.

Example: bid item 632.0100 - Trees, Maple, 2-inch is a contract bid item, to pay for at 65%, a new bid item would be added with an adjusted price of 65% (i.e. 632.0100- Trees **Maple 2-inch Adjusted Price 65%**), must be coded in the supplemental description. If another adjustment is needed, another item will be added. At the end of a proving period these items are changed to a zero quantity and the original contract item is paid in full, if applicable.

The schedule of payment shall be in accordance with [Spec. 632.5.2](#) and [CMM 6-40.6.11](#). This method of payment will indicate the actual quantity in place.

See page 52 for an example of a ContMod for Adjusted Price Payment for Plant Materials.



Wisconsin Department of Transportation

Contract Modification

12/16/2014 9:58 AM

FieldManager 5.0a

Contract: 20060214024, CTH M BRIDGE & APPS

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
30		12/16/2014	\$0.00	\$494,696.14
Route M				Entered By Paul M Butler
Contract Location CTH M				

Short Description

Supplemental Contract Agreement

Description of Changes

Supplemental Contract Agreement

The engineer has reviewed the accuracy of the contract quantity of the item(s) identified below and on the basis of spot checks and random observations of the completed work, has verified that the contract quantity, as originally drawn or subsequently corrected or revised, is in substantial agreement with the quantity of work performed.

In accordance with standard spec 109.1.1, the contractor and engineer agree that compensation for the item(s) identified below will be based on the quantity set forth in the contract, as originally drawn or subsequently corrected or revised, without measurement. Increased or decreased quantities of the item(s) resulting from modifications ordered by the engineer will be measured in accordance with the applicable section of the standard specifications and the contract quantity will be adjusted accordingly to determine the final pay quantity.

ITEM NUMBER
625.1000

DESCRIPTION
Topsoil

UNIT
SY

Prepared By	Authorized By
_____ Signature	_____ Signature
_____ Date	_____ Date
Recommended By	Prime Contractor
_____ Signature	_____ Signature
_____ Date	_____ Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.	
___Approved ___Not Eligible	_____ (Signature)
___See Letter Dated _____	_____ (Date)

Contract: 20060214024

Cont. Mod.: 30

Page 1 of 1

**Contract Modification from FieldManager
(Supplemental Contract Agreement)**



Wisconsin Department of Transportation

Contract Modification

1/6/2015 7:52 AM

FieldManager 5.0a

Contract: 20031209015, STH 22 - STH 64, LE MERE RD - N CNTY LINE

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
26	1	1/6/2015	\$0.00	\$9,280,973.10
Route 141				Entered By Paul M Butler
Contract Location USH 141				

Short Description

Contractor Approval N/A - 801.0905 Fuel Cost Adjustment

Description of Changes

No additional time will be added to the contract by this Contract Modification. The department will not include the cost of the additional work from this Contract Modification in calculating additional time as provided in standard spec 108.4.2.4 (2).

Fuel Cost Adjustment.

Description. Fuel Cost Adjustments will be applied to partial and final payments for work items categorized in Section B of ASP-5 as a payment to the contractor or a credit to the department. ASP-5 shall not apply to any force account work.

Fuel Cost Adjustment (Credit), Item 801.0905.01

Fuel Cost Adjustment (Payment), Item 801.0905.02

New Items**Project: 1490-14-71, STH 22 - STH 64, LE MERE ROAD - NORTH COUNTY LINE****Category: 0010, ROADWAY ITEMS**

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
FUEL COST ADJUSTMENT 01. (Credit)	801.0905	2545	Change Order	DOL	-10,000.000	1.00000	\$-10,000.00

Reason: MI - Fuel Cost Adjustment made in accordance with ASP-5 of contract (Credit)

FUEL COST ADJUSTMENT 02. (Payment)	801.0905	2550	Change Order	DOL	10,000.000	1.00000	\$10,000.00
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Reason: MI - Fuel Cost Adjustment made in accordance with ASP-5 of contract (Payment)

Subtotal for Category 0010: \$0.00**Subtotal for Project 1490-14-71: \$0.00**

Prepared By	Authorized By
Signature	Signature
Date	Date

Contract: 20031209015**Cont. Mod.: 26, Rev. 1**

Page 1 of 2

**Contract Modification from FieldManager
(Fuel Cost Adjustment)**



Wisconsin Department of Transportation

Contract Modification

1/6/2015 7:59 AM

FieldManager 5.0a

Contract: 20031209015, STH 22 - STH 64, LE MERE RD - N CNTY LINE

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
3	12	1/6/2015	\$3,009.50	\$9,280,973.10
Route 141				Entered By
Contract Location USH 141				

Short Description

Contractor Approval N/A -Trees, Adjusted Price Payment

Description of Changes

No additional time will be added to the contract by this Contract Modification. The department will not include the cost of the additional work from this Contract Modification in calculating additional time as provided in standard spec 108.4.2.4 (2).

The department will pay the contract value of the work to the contractor as specified in standard spec 632.5.2.

New Items**Project: 1490-14-71, STH 22 - STH 64, LE MERE ROAD - NORTH COUNTY LINE****Category: 0020, NON-PARTICIPATING ITEMS**

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
TREES (SPECIES) (SIZE) (ROOT) 01. Maple Norway 3-Inch Cal B&B "Adjusted Price 65%"	632.0100	2345	Change Order	EACH	8.000	273.00000	\$2,184.00

Reason: MI - The department will pay the contract value of the work to the contractor as specified in standard spec 632.5.2.

TREES (SPECIES) (SIZE) (ROOT) 02. Maple Shantung 2.5-Inch Cal B&B "Adjusted Price 65%"	632.0100	2355	Change Order	EACH	5.000	165.10000	\$825.50
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Reason: MI - The department will pay the contract value of the work to the contractor as specified in standard spec 632.5.2.

Subtotal for Category 0020: \$3,009.50**Subtotal for Project 1490-14-71: \$3,009.50**

Prepared By	Authorized By
Signature	Signature
Date	Date

Contract: 20031209015**Cont. Mod.: 3, Rev. 12**

Page 1 of 2

**Contract Modification from FieldManager
(Adjusted Price Payment for Plant Material)**



Wisconsin Department of Transportation

Contract Modification

1/6/2015 9:27 AM

FieldManager 5.0a

Contract: 20031209015, STH 22 - STH 64, LE MERE RD - N CNTY LINE

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Net Change	Awarded Contract Amount
27		1/6/2015	\$4,500.00	\$9,280,973.10
Route 141				Entered By Paul M Butler
Contract Location USH 141				

Short Description

Adjusting Hydrants

Description of Changes

No additional time will be added to the contract by this Contract Modification. However, the department will include the cost of the additional work from this Contract Modification in calculating additional time as provided in standard spec 108.4.2.4 (2).

Adjusting Hydrants, Item SPV.0060.01.

A Description

This special provision describes height adjustments for existing hydrants in accordance with the attached details and as hereinafter provided. This item will also include replacing all below ground bolts on the hydrant, hydrant lead, valve, and tee-connection.

B Materials

- (1) Extension kit for stem and barrel to meeting hydrant manufacturer's specifications. Contractor to verify manufacturer for hydrant prior to ordering kit.
- (2) Underground bolts shall be stainless steel CorBlue T-bolts as manufactured by NSS Industries.
- (3) Crushed stone backfill shall meet the requirements of section 301 of the standard specifications for crushed stone, dense, ¾-inch.
- (4) Polyethylene Wrap shall meet requirements of AWWA C-105 or ANSI A-221.5. Wrap shall be 8.0 mil thick.

C Construction

- (1) The existing hydrant shall be adjusted either up or down to match the final grade as shown on the plans.
- (2) The existing hydrant barrel, lead, valve, and tee-connection to the watermain shall be excavated to expose and replace the existing underground bolts. The lead and all appurtenances shall be backfilled in accordance with the plan details and the pertinent provisions of section 607 of the standard specifications. All iron pipe and fittings shall be wrapped in polyethylene.

D Measurement

The department will measure Adjusting Hydrants as each individual hydrant acceptably completed.

E Payment

The department will pay for the measured quantities at the agreed unit price under the following item:

ITEM NUMBER	DESCRIPTION	UNIT
SPV.0060.01	Adjusting Hydrants	Each

Payment is full compensation for adjusting the hydrants and for furnishing all labor, materials, tools, equipment, and incidentals necessary for adjusting each valve in accordance with the requirements of the attached details and contract.

Contract: 20031209015

Cont. Mod.: 27

Page 1 of 2

**Contract Modification from FieldManager
(Special Provision Bid Item SPV.####)**



Wisconsin Department of Transportation

Contract Modification

1/6/2015 9:27 AM

FieldManager 5.0a

New Items

Project: 1490-14-71, STH 22 - STH 64, LE MERE ROAD - NORTH COUNTY LINE

Category: 0010, ROADWAY ITEMS

Item Description	Item Code	Prop.Ln.	ItemType	Unit	Proposed Qty.	Unit Price	Dollar Value
SPECIAL 01. Adjusting Hydrants	SPV.0060	2555	Change Order	EACH	3.000	1,500.00000	\$4,500.00

Reason: PC - Existing hydrants needed to be adjusted in order to match new grade.

Subtotal for Category 0010: **\$4,500.00**

Subtotal for Project 1490-14-71: **\$4,500.00**

Prepared By		Authorized By	
_____	_____	_____	_____
Signature	Date	Signature	Date
Recommended By		Prime Contractor	
_____	_____	_____	_____
Signature	Date	Signature	Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.			
___ Approved ___ Not Eligible		_____	
___ See Letter Dated _____		(Signature)	(Date)

Contract: 20031209015

Cont. Mod.: 27

Page 2 of 2

**Contract Modification from FieldManager
(Special Provision Bid Item SPV.####)**

TRNS •PORT NONSTANDARD ITEM NUMBERS

<u>Item Number</u>	<i>Unit</i>	<i>Description</i>
SPV.0005	ACRE	Acre
SPV.0010	AD	Arrow Day
SPV.0015	BBL	Barrel
SPV.0020	BD	Board Day
SPV.0025	CF	Cubic Foot
SPV.0030	CWT	Hundredweight
SPV.0035	CY	Cubic Yard
SPV.0040	CYMI	Cubic Yard Mile
SPV.0045	DAY	Day
SPV.0050	DD	Drum Day
SPV.0055	DOL	Dollar
SPV.0060	EACH	Each
SPV.0065	FA	Fuel Cost Adjustments
SPV.0070	GAL	Gallon
SPV.0075	HRS	Hours
SPV.0080	ID	Inch Diameter
SPV.0085	LB	Pound
SPV.0090	LF	Linear Foot
SPV.0095	LM	Linear Mile
SPV.0100	LOT	Lot
SPV.0105	LS	Lump Sum
SPV.0110	MBM	1000 Foot Board Measure
SPV.0120	MGAL	1000 Gallon Unit
SPV.0125	MI	Mile
SPV.0130	MKFT	Board Foot
SPV.0135	MON	Month
SPV.0140	NONE	None
SPV.0145	OZ	Ounce
SPV.0150	PD	Person Day
SPV.0155	SACK	Sack
SPV.0160	SD	Sign Day
SPV.0165	SF	Square Foot
SPV.0170	STA	Station
SPV.0175	STYD	Station Yard
SPV.0180	SY	Square Yard
SPV.0185	TD	Ton Day
SPV.0190	TM	Ton Mile
SPV.0195	TON	Ton
SPV.0200	VF	Vertical Feet
SPV.0205	WD	Working Day
SPV.0210	WEEK	Week
SPV.0215	YDMI	Yard Mile

Select Borrow.

Conform to the requirements of standard spec 208 and as hereinafter provided.

Material

Furnish and use material that consists of granular material meeting the following requirements: (enter the project-specific material requirements).

208-005 (20031103)

Landscape Planting Surveillance and Care Cycles.

If the care specialist fails to perform any of the required care cycles as specified in standard spec 632.3.19.1, the department will assess daily damages in the amount of \$ (the dollar amount for damages in that particular project) to cover the cost of performing the work with other forces. The department will assess these damages for each day the requirements of the care cycle remain incomplete, except when the engineer extends the required time period.

632-005 (20070510)

The next two examples are modifications that have resulted from regional experience and/or other facilities development procedures.

Base Aggregate Dense.

Amend the fracture requirement as specified in standard spec 301.2.3.5 for virgin aggregate, crushed stone or crushed gravel, as follows:

At least 80 percent, by count, of the number of particles of aggregate retained on the No. 4 and larger sieves, for dense aggregate base, shall have at least one fractured face.

Error! Bookmark not defined. **Concrete Driveway.**

Supplement standard spec 416.3.4 as follows:

Contraction joints, if necessary, are required to be sawed. Saw contraction joints at least one-third the depth of the concrete driveway and approximately 1/8-inch wide. Perform the sawing as soon as possible after the concrete sets sufficiently to prevent raveling during sawing and before shrinkage cracking occurs.

FDM 19-15-80 Special Provision Bid Items SPV

[October 22, 2012](#)

A non-standard bid item is identified by an item number that begins with "SPV" (for example, Item SPV.0060.01), is not contained or listed in the standard specifications' Schedule of Bid Items, (<http://roadwaystandards.dot.wi.gov/standards/stdnspec/ss-biditems.pdf>) and is not a .S item covered by one of the STSPs. See [FDM 19-15-85](#) for information about the department's STSPs. Examples of nonstandard bid items include items for sanitary sewer work, special lighting needs, special seed mixes and landscaping plants, or special architectural treatments to structures. Include articles in the special provisions document for ALL bid items in a contract that begin with the prefix "SPV."

The Bureau of Structures (http://dotnet/dtid_bos/extranet/structures/specials/specials-index.htm) maintains many articles, which are not STSPs, on their web page for nonstandard structure items. Some of the regions also maintain articles, which are not STSPs, for special items that are unique to their particular area. Articles for other nonstandard bid items must be written and typed specifically for that particular bid item and project. When writing special provisions for a specific project and using the general special provisions template, stsp-template.dotm, insert an article for a nonstandard bid item using this method:

1. Place the cursor at the appropriate location within the special provisions for that SPV item.
2. Type in 000-000, and press F3. A building block template will be added at that location; use it to write the SPV article for the project-specific item.

80.1 Assigning Numbers to SPV Items

Assign numbers for SPV bid items following this format:

- The first three digits are "SPV" followed by a period.
- After the first period, there are 4 numbers followed by a second period. These numbers correspond to how the special bid item is going to be measured. For example, if a special bid item is measured in linear feet, its bid item number would begin with "SPV.0090", and if a special bid item is measured by the unit, its bid item would begin with "SPV.0060." Refer to [FDM 19-5 Exhibit 10.4](#) for a list of special provision bid item numbers, their corresponding units of measure, and information on how to use them.
- The number following the second period, which is also the beginning of the item's supplemental description entered in Trns*prtTM, provides the special bid item with a unique bid item number. All supplemental descriptions begin with a number, such as 01., 02., 03., and 04., which aids in organizing the special provisions. The number should be two digits (01., 02., 03., etc.) unless there are more than 100 special bid items being measured in the same manner (in this case, the supplemental description should begin with three digits such as 001., 002., and 003.). If, for example, the contract will have three special bid items measured by the linear foot, then most likely the items will be assigned the numbers SPV.0090.01, SPV.0090.02, and SPV.0090.03. Item numbers do not have to be in numerical order, if additions or deletions are made. (Note: The word "SPECIAL" is automatically added to the end of the title for all SPV items in Trns*prtTM.)

80.2 Writing Special Provision Articles for Non-Standard Bid Items

Because most special provisions written for non-standard bid items are project-specific, they are written from scratch, and not used again on other projects.

80.2.1 Special Provision Bid Item Description and Title

Ensure that the item titles in the special provision articles match exactly the item titles as they are shown in the plan's EOQ sheets, the plan's Miscellaneous Quantities sheets, and the proposal's Schedule of Items. Generally, the word "Special" is NOT needed in the bid item's title of an SPV item; the fact that it is an SPV item makes it a special item in the contract. Use the word "Special" in the title only when, by adding that word in the item title, the bid item title of the SPV item is made distinguishable from the title of a standard bid item.

Keep the title of the item short with no punctuation. The established naming format for SPV item titles is: Actual Bid Item Name (for example, pole, manhole, culvert pipe), Materials Type, if necessary (for example, paint, epoxy, corrugated steel, aluminum), and Variable (for example, type, class, structure number, XX-inch, or XX-foot). Some examples of SPV item titles are: Parapet Concrete Type TX, Manhole 8-Foot, Concrete Curb & Gutter 24-Inch Type D, Junction Box 12x12x6-Inch, and Masonry Anchor Type S 1-Inch. Code the SPV item title into the supplemental description field of the SPV.##### item in Trns*prtTM. Look at the standard bid item titles for more examples of this naming format.

80.2.2 Special Provision Text

Whenever possible, write in the *active voice-imperative mood* style using commands to direct the contractor's work. When using active voice, do not use the words "the contractor shall"; instead, specify actions needed by the contractor to complete the work (for example, clean the pavement surface, assemble the sections, or replace the fuse). Often the sentence will begin with a verb. Do not use active voice if it may be confusing as to who is actually responsible for completing the work.

For all actions that will be undertaken by a party other than the contractor, use phrases such as "The department will..." or "The engineer will..." or "AT&T will relocate..." to clearly establish the responsible party under the contract for all actions. Use "the engineer" if it will be the responsibility of project personnel at the project site, and use "the department" if it will be the responsibility of a department employee in a region or bureau, or quality assurance person, or someone at an independent lab. See [standard spec 101.1](#) for general information on writing active voice text.

Avoid indefinite phrases such as "to the satisfaction of the engineer" or "meeting approval of the engineer." Not only are these sentences ambiguous, they make a proposal un-biddable, because a bidder does not know to what standard the work will be held. Also be careful about writing phrases such as "submit (item) for approval" or "(item) will be approved by the engineer," since the logic of the words does not allow the engineer's disapproval. For example, instead of writing "All lane closures shall be approved by the engineer," write, "Ensure that all lane closures have been approved by the engineer before using," or "Obtain approval from the engineer before closing the lane."

Avoid writing phrases and sentences that can be interpreted to have more than one meaning. For example, consider the sentence "Furnish nuts and bolts of stainless steel." This specification can be interpreted two ways, only the bolts must be made of stainless steel OR both the nuts and the bolts must be made of stainless steel.

Avoid repetition. Do not repeat verbiage that is stated elsewhere in the special provisions, the standard

specifications, or in references. Do not repeat what is already shown on the plan details or standard detail drawings. Often it is more effective to show dimensions, tolerances, and layout in plan details, and then to direct the contractor to the plans by writing in the special provision article "...as the plans show" or "in accordance to the plan details."

Be careful when using *lists of materials or requirements*, and, if using a list, ensure that it is complete. A contractor may assume that his obligation is to perform ONLY the work that is specifically enumerated on the list, and may not perform work that the designer had assumed was also part of the work, but did not specifically add to the list.

When *cross-referencing* another article in the special provisions, a standard detail drawing, or another bid item, refer to them by their title, not their number. When standard detail drawings are updated, they are given a new number, bid numbers are sometimes changed, and the numbering of articles within special provisions often change during the PS&E review process.

Capitalize bid item names; little else in the special provisions is capitalized. Do not capitalize standard specifications, section, engineer, contractor, special provisions, plans, contractor, work, or department.

Avoid explanations; specifications provide requirements and directions, they do not explain. Consider this sentence: "Use a sheepsfoot roller to compact the clay subbase." By adding the words "to compact the clay subbase", a contractor may decide that he does not need to use a sheepsfoot roller if he performs a soil analysis and determines that the soil technically does not classify as a clay, or he may decide to use a different piece of equipment that in his opinion compacts clay better than a sheepsfoot roller. Both of these interpretations are fair, and most likely would result in the contractor using a piece of equipment other than what the designer had intended. The designer should have stated instead "Use a sheepsfoot roller."

80.2.3 Writing an SPV Article using a Five-Part Format

Use only these first-level section titles when writing articles for SPV items:

- A Description
- B Materials
- C Construction
- D Measurement
- E Payment

Do not include additional first-level subsections such as Equipment. Instead, include those requirements under section B Materials, or section C Construction, or both. When choosing whether to place specifications in the Materials or Construction section, place actions that are completed at a plant or other off-grade location under B Materials and place actions completed with on-grade equipment under C Construction.

If there are no requirements under one or more of these five first-level sections, retain the 5-part format by providing a space holder. For example, if the special bid item is Salvaging Cabinet, and there is no need to write specifications under B Materials, replace B Materials with B (Vacant) as follows:

- A Description
- B (Vacant)
- C Construction
- D Measurement
- E Payment

Make use of subsections, if subsections will help clarify the special item's requirements. For example, suppose the contractor needs to furnish a control unit that has several components. Some general specifications may pertain to all of the controller's components, while more specific requirements pertain to each component. In this case, section B Materials may be subdivided into the following subsections:

- B Materials
- B.1 General
- B.2 Component A
- B.3 Component B
- B.4 Component C

If there are two different types of controls in a complex control unit, and each type has the same general requirements, section B Materials may be subdivided as:

- B Materials
- B.1 General Requirements for Type 1 Control
 - B.1.1 First Component of Type 1 Control
 - B.1.2 Second Component of Type 1 Control
- B.2 General Requirements for Type 2 Control

- B.2.1 First Component of Type 2 Control
- B.2.2 Second Component of Type 2 Control

The following outline is an example of how section C may be subdivided for specifying how various components of a complex control system is installed. Subsection C.1 may include general requirements that govern how to install the entire system. Subsequent subsections may include installation and testing requirements for each of the components.

- C Construction
 - C.1 General
 - C.2 Component A
 - C.2.1 Installing Component A
 - C.2.2 Testing Component A
 - C.3 Component B
 - C.3.1 Installing Component B
 - C.3.2 Testing Component B

Use bulleted lists instead of complicated compound sentences to clarify series. For example, if a contractor needs to provide several items, state "... provide the following:" or "... provide all of the following:" If the contractor can choose providing one of several items, use an "or" series and write "... provide one of the following:" Remember that it is important to ensure that each listing used is complete.

80.2.3.1 A Description

In this introductory section, give only a brief description of the work. Typically, this is a sentence or two that lets the reader know if they are reading the right special provision. Do not include usage guidance or bid items. Do not include requirements for materials, construction, or a breakdown of what is paid for under each item.

80.2.3.2 B Materials

Provide information on materials to be used in the work item. Detail the properties of each material required, and the methods used for testing and sampling the materials' properties. Do not reference specific update years in ASTM, AASHTO, or other references; [standard spec 101.2\(2\)](#) states: "Unless specified by year or date, cited publications refer to the most recent issue, including interim publications, in effect on the bid closing date."

Do not specify proprietary items, unless a Proprietary Product Justification has been written to, and approved by, the Design Oversight Engineer assigned to the region. All approvals of proprietary products should be resolved prior to the PS&E submittal. On the justification, specify the item by brand and model if necessary. Refer to [FDM 19-1-5](#). If proprietary products need to be specified in the article, and no Proprietary Product Justification has been submitted for the proprietary products, provide the contractor with the choice of using a minimum of three different proprietary items (from three different companies) that are equal to each other functionally. Also, do not write specifications that can only be met by one proprietary product.

80.2.3.3 C Construction

Describe the sequence of construction operations and the end product. Detail the requirements necessary to complete the work, but be generic in method to allow and encourage the use of improved equipment and the application of new and advanced construction methods.

Do not repeat what is already provided in the standard detail drawings or other plan details. Dimensions, tolerances, and layout are often most effectively communicated using drawings. Information can be specified to indicate, "...as the plans show."

Clauses which require warranties or guarantees are not allowed except in unusual circumstances. Ref. 23CFR 645.413. See [FDM 19-15-3](#).

80.2.3.4 D Measurement

Use the following boilerplate statements in section D Measurement:

For all units of measure except Each, LF, and LS: The department will measure (Bid Item Name with Capital Letters on First Letter of Each Word) by the (unit of measure) acceptably completed. For example,

The department will measure Architectural Surface Treatment by the square yard acceptably completed.

-OR-

The department will measure Concrete Sidewalk 6-Inch Red in area by the square foot acceptably completed.

Each: The department will measure (Bid Item Name with Capital Letter on First Letter of Each Word) as each

individual (bid item) acceptably completed. For example:

The department will measure Stone Ditch Check Temporary as each individual ditch check acceptably completed.

Linear Foot (LF): The department will measure (Bid Item Name with Capital Letters on First Letter of Each Word) in length by the linear foot acceptably completed. For example,

The department will measure Curb and Gutter 36-Inch Type J in length by the linear foot acceptably completed.

Lump Sum (LS): The department will measure (Bid Item Name with Capital Letter on First Letter of Each Word) as a single lump sum unit for each (bid item) acceptably completed. –OR– The department will measure (Bid Item Name with Capital Letter on First Letter of Each Word), completed in accordance to the contract and accepted, as a single complete unit of work.

The department will measure Expansion Device Modular Structure B-05-01, completed in accordance to the contract and accepted, as a single complete unit of work.

Do not provide metric equivalents for bid item units.

80.2.3.5 E Payment

Begin section E Payment with the following phrase: “The department will pay for the measured quantity at the contract unit price under the following bid item.” Add a table without borders that has three columns and the following three headings: ITEM NUMBER, DESCRIPTION, and UNIT. Begin the second paragraph of E Payment with the words “Payment is full compensation for.” After these words, list the key elements of work that were required under sections B Materials and C Construction. Do not add requirements that were not previously mentioned in the article. For example,

The department will pay for the measured quantity at the contract unit price under the following bid item:

ITEM NUMBER	DESCRIPTION	UNIT
SPV.0060.01	Stone Ditch Check Temporary	Each

Payment is full compensation for furnishing and placing the stone; maintaining the ditch check; removing the ditch check when it is no longer necessary; and for properly disposing of all materials.

Do not provide metric equivalents for bid item units.

80.2.4 Writing Articles for SPV Items That Do Not Require a 5-Part Format

It is not necessary to use the 5-part format for a special item, if that special bid item will be furnished, constructed, measured and paid for in the same manner as a corresponding standard bid item. For example, if a city requires a special curb section to match their existing curb and the new dimensions are provided in a construction detail, an appropriate article may look like:

Concrete Curb and Gutter 30-Inch Type X, Item SPV.0090.04.

Construct the concrete curb and gutter in accordance to section 601 of the standard specifications and in accordance to the plan details.

80.3 Using Numbers in Technical Documents

In general, spell out the numbers zero through ten and use figures for larger numbers. There are many exceptions, including:

- Always spell out a number that is at the beginning of a sentence regardless of what the number is. For example, 40 is typically written in numerals but at the beginning of a sentence it would be written as a word, i.e., Forty pounds of ...
- Always use numerals when a unit of measurement follows. Example 3-feet, 240 pounds, 16 inches.
- Use numerals for all numbers when there are two or more numbers for related quantities in the same sentence, such as, 5 of 34 engineers recommend...
- Always spell out approximate values, such as about four years, or approximately two times larger.
- Do not spell out and use figures for numbers. For example, do not write “five (5) engineers” or “five (5) inches”; instead, write “five engineers” and “5 inches.”

80.4 Using Units in Technical Documents

All numerical values that have dimensions must have their units specified. General guidelines are:

- If there are two numbers with the same unit in the same phrase, put the unit after the second number; for example, "between 4 and 5 inches."
- All units that are named after a person have a lower-case first letter when written out, but an upper-case first letter when abbreviated. Hence, the proper abbreviation for volt is V, and the proper abbreviation for kilovolt is kV. The proper abbreviation for megahertz is MHz; M denotes mega, m can denote either meter or the prefix milli.
- The proper abbreviation for second is s, not sec.
- There should be one blank space between a number and a unit. If necessary, use a hard space (Ctrl+Shift+Spacebar) to keep the number and its unit on the same line of text.
- If the number is used as an adjective or descriptor, add a hyphen between the number and the unit. For example, 6-inch pipe; 13-foot pole.
- Temperature has the unit of degree. Place one blank space between the degree symbol and the degree type, e.g. 68° F or 20° C (or write out the word degrees; for example, 68 degrees F).

LIST OF ATTACHMENTS

[Attachment 80.1](#) Nonstandard Bid Item Sample

FDM 19-15-85 Standardized Special Provisions Bid Items (STSP) ###.####.S

[October 22, 2012](#)

The BPD maintains a library of special provision articles, called the STSPs, that are commonly used in many contracts.

The STSPs cover a wide range of subjects including many addressed previously in this section of Chapter 19. Where appropriate, use STSPs when preparing special provisions for department contracts. Often, the STSPs are written by department experts or committees that have studied that bid item or contractual concern. Also, contractors are familiar with the bid items and contents of the STSPs.

There are two types of STSPs. One type is a bid item with a unique bid item number ###.####.S format and a bid item description. The other type of STSP does not have a unique bid item associated with it or is bid as a standard bid item. These contain information that modify, supplement, delete, or add to the language contained in the standard specifications.

Some STSPs require the preparer to provide additional project-specific information, such as project ID, structure number, or product thickness that needs to be filled out in the supplemental description of the item, and in the article's title. This information is identified in lower case letters with parentheses, (information). See [FDM 19-5 Exhibit 10.2](#) or instructions on how to use supplemental descriptions. Some project-specific information may also be needed in the body of the article.

The numbers assigned to the STSPs are coordinated with the numbering system used in the Standard Specifications for Highway and Structure Construction. The first three digits refer to the section in the standard specifications where similar information or bid items are located. The last three digits are numbers used to identify each STSP. For example, STSP 415-010 is the special provision article for Concrete Pavement Fast Track (Inch), Item 415.1150.S. The first three digits, 415, indicates that Section 415 Concrete Pavement in the standard specifications will control this work, and the last three digits, 010, makes this STSP number unique.

85.1 Modifying an Existing STSP

If necessary, an existing, numbered STSP can be revised. However, if revisions are made to an STSP, remove the date and STSP number at the end of the STSP, and note what revisions were made to that STSP in the plan letter. If the PS&E preparer fails to note the revisions in the plan letter, the Proposals Management Section may inadvertently replace that article with the most current version of that STSP. If revisions are made, and the date is not removed, contractors may not realize that the STSP has been changed, and may not prepare their bids accordingly.

If additions are needed to an existing STSP, place the additions after the date. In these cases, do not remove the date at the end of the STSP, but still note the revisions in the plan letter.

If modifications would cause a bidder to do more work than expected, or obtain materials not readily available, do not use an STSP and its associated bid item number; instead, create a special provision bid item (SPV.####) and corresponding article.

85.2 STSP Folder Updates

The BPD typically updates the STSPs once in the spring of each year. The revision date is placed at the top of the STSP template, stsp-template.dotm, and at the end of each affected article. Always use the most recent version of the STSPs when creating special provisions. All STSPs are maintained in the STSP template; therefore, the current STSP template contains all of the updated STSPs.

When the STSPs are updated, the BPD writes a log that lists all STSPs added, revised, or deleted. Engineering staff is notified by email when changes are made. After the BPD releases an STSP update, delete the STSP template (stsp-template.dotm) that was stored in the folder containing your PS&E documents and replace it with the updated STSP template. For information on using the STSP template, refer to the manual *Creating Special Provisions* at <http://on.dot.wi.gov/consultants/stsp/index.shtm>.

If the region feels permanent revisions should be made to an STSP or if the region has a potential new STSP, they should contact the Special Provisions Editor at (608) 266-3811.

85.3 The Special Provisions Website

The documents needed to compile Special Provisions are kept at the following location: <http://on.dot.wi.gov/consultants/stsp/index.shtm>. This site contains:

- The STSP template (stsp-template.dotm), which contains all of the STSPs as building blocks;
- An Excel spreadsheet (Index.xlsx), a listing of all STSPs, from which a designer can choose the appropriate STSPs for a project, filter the listing so that only the appropriate STSPs remain, and then use the list to compile the special provisions.
- The most recent STSP Log;
- Form DT1502, the Highway Work Proposal cover sheet;
- The Plan Letter Template;
- The training manual *Creating Special Provisions*;
- The Special Provisions Insert form; and
- The *Insert Guidelines*.

FDM 19-15-90 Additional Special Provisions

October 22, 2012

The Special Provisions of a contract give special directions or requirements for a specific contract that are not otherwise satisfactorily detailed in the standard specifications and plans. The department uniformly applies certain contract conditions by adding, as appropriate, ASPs to contracts. When assembling the proposal, the Proposal Management Section inserts the ASPs into the contract documents.

The current versions of ASPs are located at <http://roadwaystandards.dot.wi.gov/hcci/contracting-information/index.shtm>. The current ASPs are:

ASP-1	TrANS On the Job Training Apprenticeships (at \$5/hour)
ASP-1(10)	TrANS On the Job Training Apprenticeships (at \$10/hour)
ASP-3	Disadvantaged Business Enterprise Development
ASP-4	Payment to Subcontractors
ASP-5	Fuel Cost Adjustment
ASP-6	Modifications to the Standard Specifications
ASP-7	Reporting 1 st Tier and DBE Payments During Construction
ASP-8	Requirements for Contractors and Subcontractors
ASP-8-NS Freeway	Requirements for Contractors and Subcontractors (I-94 North-South Corridor)
ASP-8-US 41	Requirements for Contractors and Subcontractors (US 41 Corridor)
ASP-9	Electronic Certified Payroll Submittal via the Civil Rights Compliance System

90.1 Coordination with the Region Labor Compliance Coordinator

The person responsible for submitting the PS&E documents in or for a region should confer with the regional Labor Compliance Coordinator to determine if ASP 1 should be inserted into the contract, and should provide that information in the plan letter. If the region Labor Compliance Coordinator determines that ASP 1 be included, then list the recommended number of trainees and the number of hours for both TrANS graduates and TrANS apprentices in the plan letter.

90.2 ASP Descriptions

ASP-1: TrANS On-the-Job Training Apprenticeships

The TrANS On-the-Job Apprenticeships ASP is utilized on those federally funded projects that support a significant amount of apprenticeship work and laborer work; in effect, jobs which have the potential for providing at least 150 training hours or more per individual trainee. The region's Labor Compliance Coordinator makes this determination; and provides the design engineer with the following information:

On-the-Job Training:

ASP 1: _____ TrANS Graduate(s), _____ hours @ \$5.00 per hour, Item ASP.1T0G

ASP 1: _____ TrANS Apprentice(s), _____ hours @ \$5.00 per hour, Item ASP.1T0A

It is the design engineer's responsibility to ensure that this information is included in the plan letter, and that the appropriate bid items, ASP.1TOA and ASP.1TOG, have been added to the project's estimate.

If ASP-1(10) is used, the appropriate bid items are ASP-1TOA.10 and ASP-1TOG.10, and the pre-established bid price is \$10/hour.

ASP-3: Disadvantaged Business Enterprise Development

This ASP is incorporated into contracts that exhibit significant potential for supporting such activity, and are federally funded. The Bureau of Project Development establishes the percentage of DBE participation. Regions may recommend an appropriate level, but they are not required to do so. If the region makes a recommendation, note the recommendation in the plan letter.

ASP-4: Payment to All Subcontractors

This ASP is required in all state and federally funded contracts.

ASP-5: Fuel Cost Adjustment

This special provision is included in all contracts that have 100,000 cubic yards or more of earthwork bid items. If the unit of measure for the item is tons, the quantity shall be converted to CY using 2 TONS/CY. The earthwork bid items are as follows:

Bid Item Number	Name of Bid Item
205.0100	Excavation Common (CY)
205.0200	Excavation Rock (CY)
205.0400	Excavation Marsh (CY)
208.0100	Borrow (CY)
208.1100	Select Borrow (CY)
209.0100	Backfill Granular (CY)
350.0102	Subbase (CY)
350.0104	Subbase (Ton)
350.0115	Subbase 6-Inch (SY)
350.0120	Subbase 7-Inch (SY)
350.0125	Subbase 8-Inch (SY)
350.0130	Subbase 9-Inch (SY)
350.0135	Subbase 10-Inch (SY)
350.0140	Subbase 11-Inch (SY)
350.0145	Subbase 12-Inch (SY)
*SPV.0035.XX	SPV earthwork bid item (CY)
*SPV.0180.XX	SPV earthwork bid item (CY)
*SPV.0195.XX	SPV earthwork bid item (CY)

* SPV earthwork bid item that modifies any above noted standard earthwork bid item with a special provision that requires work substantially conforming to any above noted standard earthwork bid item.

ASP-6: Modifications to the Standard Specifications

This ASP is required in all state and federally funded contracts.

ASP-7: Reporting 1st Tier and DBE Payments During Construction

This ASP is required in all state and federally funded contracts.

ASP-8: EEO/AA Requirements for Contractors and Subcontractors

This ASP has two versions, N/S Freeway Projects and USH 41 Corridor Project. It is required in all N/S freeway projects and the USH 41 corridor projects. It should not be added to other projects, unless the region's Labor Compliance Coordinator authorizes its use.

ASP-9: Electronic Certified Payroll Submittal via the Civil Rights Compliance System.

ASP-9 is required in all state and federally funded contracts.

1. Fence Chain Link Vinyl Coated 6-Foot, Item SPV.0090.03.**A Description**

This special provision describes furnishing and installing new vinyl clad chain link fencing in accordance to section 616 of the standard specifications, as directed by the engineer, and as hereinafter provided.

B Materials

The materials shall conform to subsection 616.2.3 for chain link fence except that the fencing, posts, and all other components shall be coated with a bonded polyvinyl chloride (PVC) coating and shall conform to AASHTO M181 Type IV, Class B. Also provide PVC-coated ties and tension bars that conform to AASHTO M181. Ensure that the color of all fencing components matches the color of the chain link fence fabric. The specified fence fabric color is "Industry Standard Black."

C Construction

Color match the fencing components with the railing framework materials before painting the framework. Install chain link fence fabric in accordance to subsection 616.3.3.3 and the plan details. Touch up painted framework surfaces marred by fencing installation.

D Measurement

The department will measure Fence Chain Link Vinyl Coated 6-Foot in length by the linear foot acceptably completed.

E Payment

The department will pay for measured quantities at the contract unit price under the following bid item:

ITEM NUMBER	DESCRIPTION	UNIT
SPV.0090.03	Fence Chain Link Vinyl Coated 6-Foot	LF

Payment is full compensation for clearing and grubbing the fence line; for excavating; for setting posts, including placing concrete; for erecting and tensioning all fence components; for installing grounds; for removing and properly disposing of all debris, excess excavation and surplus materials; and for providing and driving longer posts into unstable soils at no additional cost to the department.

2. Reheating Asphalt Longitudinal Joints, Item SPV.0170.01.**A Description**

This special provision describes reheating the abutting edge of the previously compacted surface lift in the adjacent lane while paving mainline asphalt pavements.

B (Vacant)**C Construction****C.1 Equipment**

Provide a self contained heating unit that heats by convection only. Do not use forced air to enhance the flame. Provide a fireproof barrier between the flame and the heater's fuel source. The heater must produce a uniform distribution of heat within the heat box.

Provide automatic controls to regulate the heater output and shutoff the heater when the paver stops or the heater control system loses power. Mount the heater on the paver inside the paver's automatic leveling device.

C.2 Reheating Joints

Evenly reheat at least an 8-inch wide strip of the previously compacted surface lift in the adjacent lane as follows:

- Ambient air temperature below 60° F, reheat to 290° to 340° F.
- Ambient air temperature below 60° F, reheat to 240° to 290° F.

The engineer may modify the required joint reheat temperatures to adjust for weather, wind, or other field conditions. Coordinate the heater output and paver speed to achieve the required joint reheat temperature without visible smoke emission.

D Measurement

The department will measure Reheating Asphalt Longitudinal Joints by the full 100-foot survey station acceptably completed as measured along the joint. The department will measure partial stations as full stations.

E Payment

The department will pay for measured quantities at the contract unit price under the following bid item:

ITEM NUMBER	DESCRIPTION	UNIT
SPV.0170.01	Reheating Asphalt Longitudinal Joints	STA

Payment is full compensation for using appropriate equipment to perform the work; and for evenly reheating the joints.

The “WisDOTShortcuts” folder will contain a Contract ID Field Files Folder. The structure appears as shown. This should be your main folder for saving documents.

LP – A CD with Contract ID Field Files Folder is included with the project binder.

The Environmental, Traffic Management Plan, Utilities, and RW Commitments folders will contain final approved documents.

Saving files

Any source documentation should be saved under the “Source Documents” folder. File the supporting documentation behind the corresponding IHD sheet in your final construction records. If you have a photo that is directly related to a posting it should be saved in this folder or as an attachment in the FM posting.

Names of files are to be descriptive and if possible should be the title of the document. They must adhere to WisDOT file and folder naming convention guidelines:

- ✓ Do not use logon IDs or personal names for file or folder names.
- ✓ Use upper or lower case naming conventions.
- ✓ No hyphens, spaces, or special characters are to be used, including \$, %, &, #, (). Underscores may be used if needed.
- ✓ Use descriptive names that relate to data in the folder.
- ✓ Minimize the length of the file path by using abbreviations in the file names when possible

Labels

Labels will be included with the information provided to compile your project binder. Additional labels may be printed using the provided file on AVERY 5160 label paper. You may request blank labels from the Regional office.

LP – Labels are provided in the project binders from the MC

Plan & Proposal

The AsLet plan is used to create the AsBuilt. The proposal is for your information. Prior to submitting your finals, delete the AsLet and proposal from this folder.

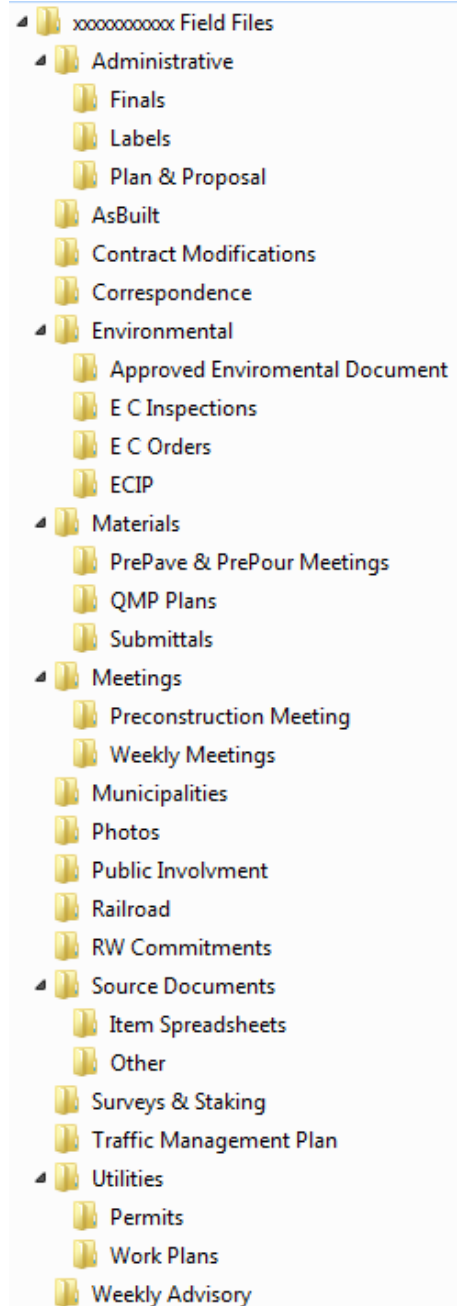
LP – DO NOT delete the AsLet and proposal

Photos

All photo files are to be saved and submitted with the final automated contract backup CD or Flash Drive. **DO NOT** save photos in the Field Files folder unless it is directly related to an item posting.

R/W Commitments

If there are any R/W acquisitions or external commitments, they are required to be in this folder prior to the Preconstruction Conference. If they are not available, contact Alice Meurer at (920) 492-2387.



Finals

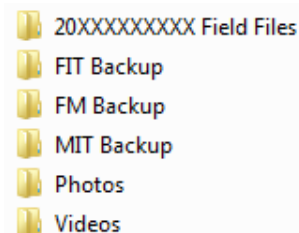
When you submit your finals, the **Contract ID Field Files \ Administrative \ Finals** folder must contain the following files:

- DT2510 (Team Evaluation of the Contractor)
- CQI **LP – do not include**
- DQI

Prior to submitting final records:



- Delete any unused folders.
- Delete pantry templates
- The final folder structure should contain all folders to the right if applicable



Pantry Software

The “WisDOTShortcuts” folder will contain a Pantry2016 folder. You are required to follow instructions for using Pantry and saving files.

LP - Use LocalProgram, Statewide, and then NorthEastRegion.

Use NER forms & spreadsheet FIRST, & then Statewide if needed.

STH 441 – Use STH 441 forms FIRST.

I-41 - Use I-41 forms FIRST.

Contacts for the statewide Forms & Spreadsheet Committees are listed in PantryUserOverview. If you would like a spreadsheet or form added to Pantry contact the NER Committee member listed on page 3.

Pantry2016 \ NorthEastRegion \ NER \ ProjectBinder folder contains all binder documents that you are required to print and post in the field office.

Pantry2016 \ StatewideManualsAndGuides folder contains the Field Software User’s Guide for Construction Staff, Users Guides for FM, Mobile Inspector, FIT and MIT, Critical Inspection, Timely Decision Making and Finals Process for LET Project Closeout.

Pantry2016 \ StatewideForms folder contains the following:

- **DTForms:** Contains official DT forms commonly used during construction
- **QMPFormTemplates:** Templates to be used for MIT
- **WSForms:** All statewide WS forms

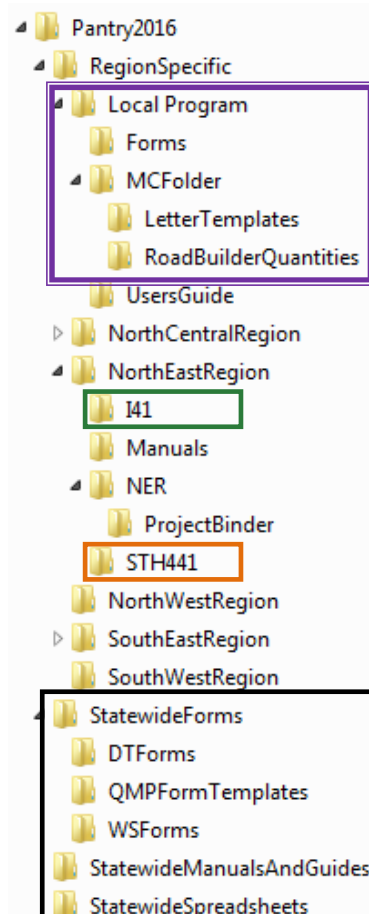
🔔 The Statewide Forms and Spreadsheets are to be used for support documentation.

🔔 **Do not** use forms from other Regions for NER Contracts.

🔔 **Do not** use any spreadsheets other than what is in Pantry for source documentation. If Spreadsheets obtained from other sources are used finals will not be accepted.



At the end of your contract prior to turning in your records and files, delete the Pantry2016 folder.



Labor Compliance

DBE – Disadvantaged Business Enterprise

Per Federal Law, “A DBE performs a ***commercially useful function*** when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved...”

Red Flags:

- Supervision of DBE employees by another contractor
- Actual work is performed by personnel normally employed by prime contractor or another business
- Equipment used by the DBE firm belongs to the prime contractor or another contractor with no formal lease agreement.
- Equipment signs and markings cover another owner's identity, ex. thru use of magnetic signs.
- A DBE trucking business utilizes trucks owned by the prime contractor.
- Work that is being done jointly by the DBE firm and another contractor.
- The work to be performed by the DBE is outside of the DBE's known experience or capability.
- Any portion of the work designated to be performed by a DBE subcontractor is performed by the prime contractor or any other firm.

If you observe someone other than the DBE doing the contracted work or if a DBE subcontractor is no longer out on the project, Equal Rights Officer (ERO) right away.

How do I know which firms are DBE's? The Requests to Sublet (DT 1925) indicates which firms are DBE's and whether they are suppliers or subcontractors. DBE's are also listed on the Commitment to Subcontract to DBE (DT 1506).

How can I confirm a DBE supplier has supplied the materials? Obtain a copy of the paid invoice.

Can a DBE lease equipment to perform their work? Yes, a DBE may lease equipment to perform its work but it must be a long-term lease if leasing from a contractor and the equipment must be used exclusively by the DBE on the project (cannot be used by the prime or another subcontractor). **The PCL has the authority to request copies of leases if he/she has questions.**

DBE firm must use their workers to do the work. Exception - operators of specialized equipment (a milling machine is specialized equipment, a backhoe is not). WISDOT, on a case-by-case basis, must evaluate any exceptions to this policy.

DBE trucking - WISDOT no longer gives one to one credit for DBE trucking. These are the guidelines:

- DBE trucking firm performs the work with trucks it owns for 100% DBE credit.
- DBE trucking firm performs the work with trucks leased from another certified DBE trucking firm = 100% credit.
- DBE trucking firm performs the work with trucks they are leasing from a non-DBE trucking firm = 10% credit for all non-DBE participation.

Important – whenever a truck leased to a DBE trucking firm is on the project, the DBE trucking firm leasing that truck must also have at least one of their trucks on the project at the same time.

How do I know if a truck is leased to a DBE? (WISDOT DBE Trucking Guidelines)

- The DBE's legal name or trade name, LC number, and US DOT number shall be clearly marked on the truck's door as defined in Trans 325 (on both sides, letters contrast sharply with background, and are readily legible from a 50 feet while vehicle is stationary.) Magnetic signs or other options meeting Trans 325 are acceptable.
- The lease agreement indicates that the DBE firm has exclusive use and control over the truck
- The leased truck shall run exclusively under the DBE's L.C. number.
- The lease shall be for a minimum of six months.


The PCL has the authority to request copies of leases if he/she has questions. The lease agreement shall be carried in the truck for inspection.

Can a DBE firm use trucks belonging to the prime contractor or another contractor? No. DBE trucking firms can only use trucks they own or lease.

If there are any issues involving a DBE, contact your area SUP or ERO for the project.

Field Interviews

Project staff shall conduct a minimum of two field interviews per contractor per project, including the prime contractor. If questions come up during a field interview regarding wages, employment, etc you are not expected to answer those types of questions. Give them the contact information for the ERO. If there may be a discrimination or harassment issue contact the ERO.

What should I do with the completed interview forms? They should be dropped off or mailed bi-weekly to ERO. You do not need to keep a copy of the completed interview forms.  The completed interview forms are considered confidential and **ALL originals** need to be given to the ERO and **no copies** should be kept in the project file or box.

Do I need to keep a copy of the completed interview forms? No.

I-41 & STH 441- Do I need to give document control a copy of the completed interview form? No.

What if a contractor does not allow their employees to be interviewed? Let the ERO know right away.

Required Job Posting Board (CMM 2-24.3)

There are Federal and/or State publications that are required to be posted. The prime is required to:

- Put up a poster board (binders are not allowed)
- Board shall be up as of the 1st day of work and kept up until the last day of work on the project
- Board shall be complete and accurate - prime must ensure that all required documents are posted.
- Board shall be readable – if board cannot be seen or notices read, the board is not in compliance.
- Board shall be accessible at all times and physically in a place where it can be approached and read.

Make sure workers out on the project know where the board is located.

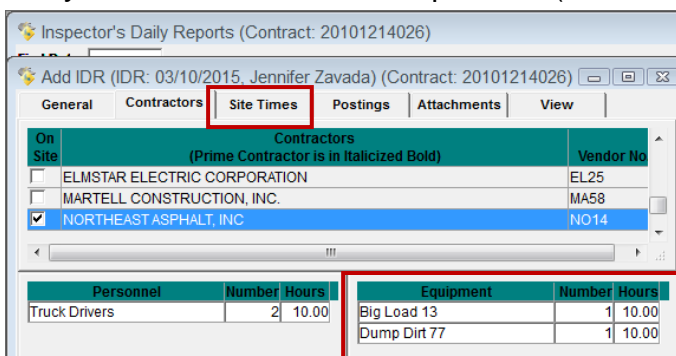
Daily Diary

Daily enter into FM:

- **EVERY** contractor on the job site performing work
- Most accurate number of workers on the job site
- Most accurate number of hours worked each day (include equipment on the job too)
- Correct classification of workers
- Explanation of the work being performed on the project each day

Trucking

Daily enter into FM list of dump trucks (name of company) on your project in the **IDR**.



Contractors		
On Site	Contractors (Prime Contractor is in italicized Bold)	Vendor No
<input type="checkbox"/>	ELMSTAR ELECTRIC CORPORATION	EL25
<input type="checkbox"/>	MARTELL CONSTRUCTION, INC.	MA58
<input checked="" type="checkbox"/>	NORTHEAST ASPHALT, INC.	NO14

Equipment		
	Number	Hours
Truck Drivers	2	10.00
Big Load 13	1	10.00
Dump Dirt 77	1	10.00



List all trucking firms on the project in one place:

In the **Contractors** tab under **Equipment**, list trucks by **company name** and **truck number**

*All you need to put is the name of the company "Dump Dirt" and the number on the truck "77". You don't need to put that the truck was a Sterling or a Mack. If the full name of the company is "Dump Dirt Trucking", you don't need to put "Trucking". **The priority is an identifying name of the company and the number on the truck.***

The explanation of work being done should be entered in the **General** tab under **Comments**.

Subcontractors ([Spec. 108.1](#) & [CMM 2-60.2](#))

If a subcontractor who is not an approved sub arrives on your project, notify your SUP or the ERO. Subcontractors **are not** to perform any work on the project until WISDOT gives at least verbal approval per [Spec. 108.1](#).

First Tier subs - original written sublet request must be submitted by the prime contractor to ERO for formal approval. This does not apply to first tier non-DBE trucking firms.

Lower tier subs (2nd and 3rd, etc.) do not need to be approved through the formal sublet process. They do need to be entered as a sub in the CRCS system.

Additional Special Provision – [ASP 1](#) - TrANS Program

The Transportation Alliance for New Solutions (TrANS) is a job partnership program for preparing the underemployed with skills needed to gain access to the road-building industry as laborers and apprentices. Contractors and subcontractors employing TrANS graduates and apprentices must submit weekly payrolls to the ERO indicating qualified TrANS employees. The ERO will log the on the job training hours from the certified payrolls. The PCL will submit a request to the ERO for the amount of hours for payment at the end of the project. The PCL is responsible to make payment in FM for the item.

I-41 & STH 441 Projects ONLY - TrANS hours are paid out throughout the project.

If you have any questions, contact the appropriate ERO listed on page 3.

Wisconsin Lane Closure System (LCS)

The LCS is a Web-based system for tracking closures and restrictions on Wisconsin state highways.

LP – LCS is only used if the project physically affects a STH or STH detour. Contact the ACS/COS, CS and NER Traffic engineer.

It is critical that all roadway/lane closures or restrictions (horizontal and/or vertical) and WISDOT approved regulatory speed zone reduction information entered into LCS be accurate. Information the construction project managers enter into LCS is used statewide for the following purposes:

- Provide traveler information through Wisconsin's 511 travel system. Accurate data you enter will have a direct impact on the public's perception and value of this system.
- Allows selection of appropriate routes for issuing Oversize/Overweight permits. Data you enter has a direct impact on the efficient movement of commerce within and through Wisconsin.

Entering Closures/Restrictions into LCS

LCS is the single source of WISDOT roadway closure/restriction information. Accurate information shall be entered for:

- All let construction projects (this information was previously entered into FITS Traffic Impediment Module).
- Emergency lane or road closures (i.e. closures that are the result of an unexpected incident within your work zone, such as a crash, bridge hit or flooding, that results in roadway or lane being closed/restricted for an extended period of time).
- Any planned closures or restrictions on Corridors 2030 roadways.

Information shall be entered in accordance with the following advanced notification guidelines:

Closure type with height, weight, or width restrictions (available width, all lanes in one direction $\leq 16'$)	MINIMUM NOTIFICATION
Lane and shoulder closures	14 calendar days
Full roadway closures	14 calendar days
System and service ramp closures	14 calendar days
Full system and service ramp closures	14 calendar days
Detours	14 calendar days
Closure type without height, weight, or width restrictions (available width, all lanes in one direction $> 16'$)	MINIMUM NOTIFICATION
Lane and shoulder closures	3 business days
System and service ramp closures	3 business days
Modifying all closure types	3 business days

When entering closures/restrictions, please remember:

- Specific closure/restriction information must be used when entering data into the LCS. It is not acceptable to select a two month period and indicate that the roadway may be closed occasionally during that time period.
- For rolling closures, a specific date and time period should be entered. The location should be identified using the anticipated start and end point of the segment where the closure is taking place.
- Full roadway closures must be entered separately for each direction closed and/or restriction exists (horizontal, vertical, structure weight or WISDOT approved regulatory speed reduction).

Acceptance Process

A WISDOT Regional Traffic Supervisor (or designee) must accept all freeway and expressway closures.

- If a Regional Traffic Supervisor is unavailable, Regional Operations Manager should make approval.
- Staff responsible for maintenance or construction project related closures on WISDOT's Priority Route System (freeways and expressways) are not granted acceptance authorization in LCS.
- WISDOT PDS, Traffic, and Maintenance SUP should review closure information entered and accepted by staff granted acceptance authorization on a weekly basis.
- It is important that closures be entered in accordance with the advanced notification guidelines outlined above to allow adequate time for approval, internal WISDOT notifications and Wisconsin 511 Travel System publication.

Completing Closures

Any closure/restriction entered for a duration period of more than 14 days must be manually closed as COMPLETE by the construction project manager. This requires a user to access LCS and COMPLETE the closure/restriction. Closure/restriction information is reported out to the Wisconsin 511 Travel System website and OSOW permitting unit until you COMPLETE the closure/restriction. Note: Closures/restriction less than 14 days will be automatically deleted from the system.

Contacts

LCS – Josh Falk
WISDOT NER Work Zone Traffic Engineer
(920)492-7165
joshua.falk@dot.wi.gov

OSOW – Rod Hamilton
WISDOT NER Traffic Engineer
(920)492-5652
rodney.hamilton@dot.wi.gov

- For username/password questions, email: STHlcs@topslab.STHc.edu
- For questions about missing construction Project Ids, email: STHlcs@topslab.STHc.edu
- For additional questions about LCS reporting procedures, contact the WISDOT STOC:

Scott Kozlik
Lead Operator, STOC
(414)227-2161
Scott.kozlik@dot.wi.gov

Comprehensive information regarding LCS: <http://transportal.cee.STHc.edu/closures/>

Maintenance

Bridge/Structures (State and Local)



All Bridge related forms **MUST** be submitted to Jason Lahm in the NER Maintenance Section.

If you have any questions during bridge/structure construction, call the NER Bridge Section. See Who to Contact, page 3.



You will need to call the NER Bridge Section when the bridge, box culvert, sign structure, retaining wall, or sound wall is essentially complete so we can perform an interim inspection. We would like to do this before you switch traffic and before the contractor has left the project.

LP – First check with the county.

**Sign Structure: consists of any item on the project that has an “S” number assigned to it. It can be a sign bridge, mast arm signal structure, bridge mounted sign support, etc...

Sign/Signal Bolting

If you are working on a project where an “S” numbered structure is constructed, the following forms need to be completed and a copy **submitted to the NER Bridge Section PRIOR to scheduling the initial inspection.**

Pantry2016 \ StatewideForms \ DTForms \

HighStrengthSteelAnchorRodInstallationTensioningRecordDT2321.dotm

Pantry2016 \ StatewideForms \ DTForms \

AncillaryStructuresPreInstallationVerificationTestOfHighStrengthBoltsDT2322.dotm

Please keep a copy of these forms in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Jason Lahm. I-41 & STH 441 submit to CS for distribution.

Vertical Clearance

If you are working on a project and the vertical clearance for a bridge or sign structure changes please measure the new clearance. **The measurement is required to be documented and submitted to NER Bridge Section prior to opening the road to traffic.** If you need assistance with this, call one of the bridge engineers listed on page 3.

Record the Bridge Vertical Clearance information on the forms located at:

Pantry2016 \ StatewideForms \ BridgeVerticalHorizontalClearance.dotm

Pantry2016 \ StatewideForms \ BridgeVerticalHorizontalClearanceDividedHwy.dotm

Record the Sign Bridge Vertical Clearance information on the form located at:

Pantry2016 \ StatewideForms \ SignBridgeVerticalClearance.dotm

Record the Sign Bridge (Signal Structure) Vertical Clearance information on the form located at:

Pantry2016 \ StatewideForms \ SignStructureSignalRTVerticalClearance.dotm

Pantry2016 \ StatewideForms \ SignStructureSignalLTVerticalClearance.dotm

Record the Unique Structure Vertical Clearance information on the form located at:

Pantry2016 \ RegionSpecific \ NorthEastRegion \ NER \

UniqueStructureVerticalClearance.dotm

The instructions for the vertical clearance forms are located at:

Pantry2016\StatewideForms\StructureVerticalClearanceInstructionOnly.pdf

Please keep a copy of these forms in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Jason Lahm. I-41 & STH 441 submit to CS for distribution.

Location and Elevation of Bench Marks

Record the Bench Mark information on the form located at:

Pantry2016 \ StatewideForms \ BenchMarks.dotm

Please keep a copy of this form in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Cormac McInnis in the NER Survey Section. I-41 & STH 441 submit to CS for distribution.

Expansion Joints

Record the Expansion Device information on the form located at:

Pantry2016 \ StatewideForms \ ElastomericExpansionDeviceInstallationData.dotm

Please keep a copy of this form in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Jason Lahm. I-41 & STH 441 submit to CS for distribution.

Bridge Painting and Staining

Record the information on the form located at:

Pantry2016 \ RegionSpecific \ NorthEastRegion \ NER \
BridgePaintingConcreteStainingForm.dotm

Please keep a copy of this form in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Jason Lahm. I-41 & STH 441 submit to CS for distribution.



IMPORTANT: This information is **REQUIRED** to be included on the as-built plan. The plan will be scanned into the Highway Structure Information System and the information will be accessed in the future. Also include any changes that were made in the field or any other bridge information that you feel could be useful for maintenance in the future.

Roadways

If you have any questions during roadway construction regarding maintenance, please contact Doug Wiegand (920) 492-7739.

Roundabouts

Record the information on the form located at:

Pantry2016 \ RegionSpecific \ NorthEastRegion \ NER \ Roundabouts.dotm

Please keep a copy of this form in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Doug Wiegand. I-41 & STH 441 submit to CS for distribution.

Crash Attenuators

Record the information on the form located at:

Pantry2016 \ RegionSpecific \ NorthEastRegion \ NER \ CrashAttenuators.dotm

Please keep a copy of this form in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Doug Wiegand. I-41 & STH 441 submit to CS for distribution.

Other Specialty Items

If there are any specialty items (non-standard, i.e. cable guard, crash barrels, etc.) on your project that would require WISDOT to special order the item, please record the needed information on the form located at:

Pantry2016 \ RegionSpecific \ NorthEastRegion \ NER \ SpecialtyItemsMaintenance.dotm

Please keep a copy of this form in your project records (with attached e-mail or note stating when and to whom it was sent) and submit a copy to Doug Wiegand. I-41 & STH 441 submit to CS for distribution.



IMPORTANT: Write all this information on the as-built plan. The plan will be scanned and the information will be accessed in the future. Modify any typical sections or details on the plan if they were changed in the field. If paving asphalt, note the type of joint that was used (i.e. Michigan Joint, Heated Joint). Also include any other roadway information that you feel could be useful for maintenance in the future.

****FIT ****

Please remember to place all structures (Bridge-“B”, Culverts-“C”, Sign Structures-“S”, Retaining walls-“R” and noise walls-“N”) in the structures tab. NER Bridge section uses this to track all new structures. See FIT Requirements on page 27.



Materials

If you have questions about materials on your project:

1. Review project Plan, Special Provisions and Spec.
2. Review [CMM Chapter 8](#) Materials Testing Sampling & Acceptance. (NOTE: Materials sampling and testing methods and documentation procedures prescribed in chapter 8 of the CMM are mobilized into the contract per spec. 106.3.4.1 and 106.3.4.3.1.) **It is recommended you print out chapter 8 shortly after your project LET.**
3. Contact WISDOT NER Materials Section.

**** Sample Drop Off location: West side of the NER office, back by the carport. ****

NE Region (All Projects) PrePave & PrePour Meetings

NER Materials **must** be notified of all **PreConstruction**, **PrePave** and **PrePour** meetings. Meeting outlines to be used are located in Pantry Software. Material Engineer or a substitute will attend PreConstruction meetings so we can identify the project material coordinators for the contractor and for the department. Below is a summary table of who to notify for each meeting type.

	Email Notification				
	<i>PreConstruction Meeting</i>	<i>PrePave (HMA)</i>	<i>PrePour (Concrete Pavement)</i>	<i>PrePour (Concrete Structures)</i>	<i>Base Aggregate Placement</i>
Leslie Ashauer	X				
Brian Jandrin		X			
Adam Johnson			X		X
Jason Tucker				X	

Project Material Coordinators

CMM 8-10.1.2

8-10.1.2 Contractor and Department Designated Materials Persons

Standard spec 106.1.2 requires the contractor to designate a dedicated materials person (CDMP) who will be responsible for submitting all contractor materials information to the engineer. The department should also designate a dedicated materials person (WDMP) who will be in direct contact with the contractor's designee.

Standard spec 106.1.2 requires the CDMP to communicate with all subcontractors to ensure that sampling, testing, and associated documentation conforms to the contract. The contract also makes the CDMP responsible for submitting materials information from the prime contractor and subcontractors to the WDMP, promptly reporting out-of-specification test results, collecting and maintaining all required materials certifications, and regularly communicating with the WDMP regarding materials issues on the contract.

The WDMP should provide a project-specific sampling and testing guide (E-Guide) to the contractor at the preconstruction conference. The E-Guide is created from the following site:

<http://www.atwoodsystems.com/syslinks.cfm>

Both the CDMP and WDMP should review and supplement the E-guide before work operations begin to ensure that testing methods, frequencies, and documentation requirements conform to the contract.

The CDMP and WDMP are charged with working together throughout the life of the contract to ensure that contract materials requirements are met and any issues that might arise related to either non-conformance or non-performance are dealt with promptly. The ultimate goal is to make sure that problems with materials are brought to light and timely corrective action taken before those material problems compromise the quality or acceptability of the completed work.

The CDMP should coordinate contractor materials related activities and do the following:

- Establish methods and work expectations with the WDMP.
- Provide all QMP test data and control charts from the prime contractor and subcontractors.
- Deal with all materials-related concerns from the WDMP.

The WDMP is responsible for administration of the contract with regards to contract materials requirements and should do the following:

- Communicate or meet weekly with the CDMP to discuss outstanding materials issues on the contract.
- Monitor the submittals from the CDMP to ensure timeliness and completeness.
- Review contractor submittals to verify materials requirements are met.
- Inform the Project Leader of non-conforming materials issues and discuss actions to be taken.
- Prepare materials documentation for inclusion into the project files.

2016 STANDARD SPECIFICATIONS

106.1.2 Project Materials Coordinator

(1) Designate one person, either a member of the contractor's own organization or acting as an agent for the contractor responsible for the following:

- Communicating contract sampling and testing requirements to subcontractors at all tiers.
- Reporting out-of-specification test results to the department as soon as the information is available.
- Providing certified reports of test or analysis and manufacturers' certificates of compliance from subcontractors at all tiers and maintaining certification records as specified in 106.3.3.2.

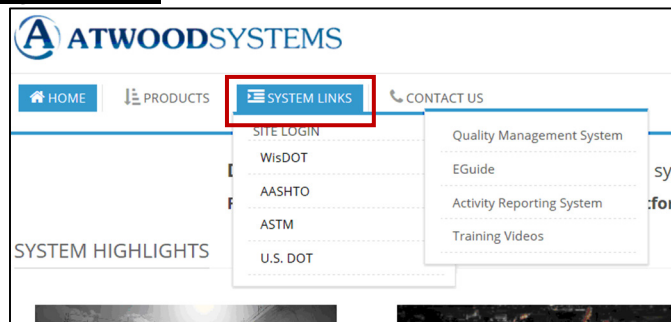
(2) Ensure that the contractor's project materials coordinator submits materials information required under the contract to a person the engineer designates. Ensure that the contractor's project materials coordinator communicates with their department counterpart weekly.

Follow detailed instruction on where to enter the CPMC & WPMC into FIT on Pages 27-29.

Materials Tracking Website (*Atwood Systems*)

<http://www.atwoodsystems.com>

Click on **System Links** in the Header Bar, then select your topic (typically, Quality Management System)



OR

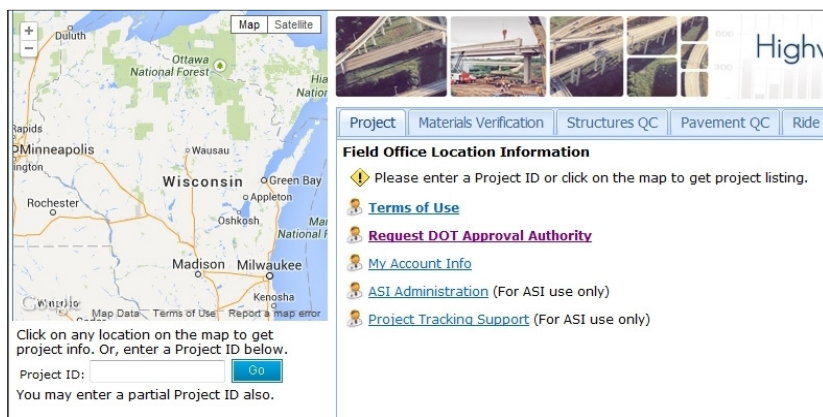
<http://www.atwoodsystems.com/signin.cfm>

Program support for the WISDOT Materials Program is Atwood Systems (877) 518-1920.

Atwood Systems has secured access to its web-based system. You must sign up as a new user and log onto the system using the User ID and Password you create.

Reviewing Pay Adjustments in Atwood Systems

Approval authority is needed to review pay adjustments (incentives / disincentives) in Atwood Systems.



After logging into Atwood (as shown above), you need to: **Request DOT Approval Authority.**

Highway Quality Management System
System Information Browser

Request 'Contract Reviewer' Authority

Note that 'Contract Reviewer' authority applies to the data collected and displayed using MRS Data Collection Applications.

Use the form below to request reviewer access to contracts. Enter the Contract ID and your role on the contract. The administrator will review and process your requests. If you do not wish to proceed, [go to the main page](#) to continue.

User Name: LESLIE ASHAUER

Contract	Your role?
Contract 1:	-----
Contract 2:	-----
Contract 3:	-----
Contract 4:	-----
Contract 5:	-----

You have 'Reviewer' access on the following Contract(s):
20090909003

Enter any and all **CONTRACT ID'S** that you need access to & select your role.

After the request is sent, you will receive an email from Atwood letting you know you have authority. You are now able to go in and review the pay adjustments.



Highway Quality Management System
ATWOODSYSTEMS™

Project | Materials Verification | Structures QC | Pavement QC | Ride Quality | Probing Thickness | HMA QC | eGuide | Certifications | Agg Sources

Data Summary Go

Ride Data Summary for project 9180-18-71

Tester Name: GLENN KRAUKRAMER View Certification Information

Description	Run Date & Time	Type	Pay Spec	Station Start	Station End	Bonus/Deduct Left	Bonus/Deduct Right	Reviewed By Review Date
WBL 1	10/17/2012 02:14	HMA	QMP 1.03	432+63	169+00	\$ 5801.17	\$ 7491.78	Not Reviewed
WBL 1	10/17/2012 04:16	HMA	QMP 1.03	164+95	1+20	\$ 4520.00	\$ 4800.00	Not Reviewed
EBL 1	10/17/2012 04:28	HMA	QMP 1.03	10+50	164+95	\$ 4722.83	\$ 4607.83	Not Reviewed
EBL 1	10/17/2012 11:57	HMA	QMP 1.03	169+00	432+63	\$ 4969.77	\$ 9069.50	Not Reviewed



Construction staff should be reviewing the pay adjustments as the project is progressing. ***DO NOT*** wait until the end of the project to start reviewing pay adjustments.

Materials Information Tracking

Open the “Construction Administration” folder and logon to MIT using the following logon information:

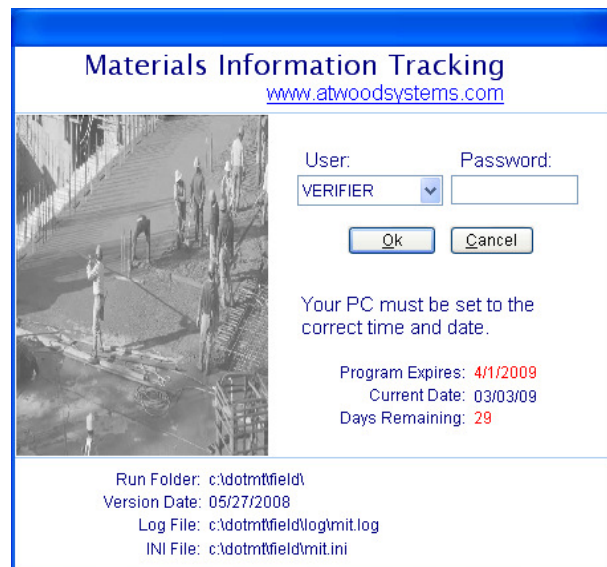


MIT

To Gain Access to MIT:

User: **Verifier**

Password: **Person**



Materials Information Tracking
www.atwoodsystems.com

User: VERIFIER Password:

Ok Cancel

Your PC must be set to the correct time and date.

Program Expires: 4/1/2009
Current Date: 03/03/09
Days Remaining: 29

Run Folder: c:\dotmfield\
Version Date: 05/27/2008
Log File: c:\dotmfield\log\mit.log
INI File: c:\dotmfield\mit.ini

E-Guide

The project sampling and testing guides must be created on Atwood System website at:

<http://www.atwoodsystems.com/eguide>

This guide will need to be created by the PCL or WPMC prior to the start of the project. **You will be asked to give a copy of this guide to the Prime Contractor at the PreConstruction meeting.**



For a listing of all E-guides created visit:

<http://www.atwoodsystems.com/biditems/>

Material Binder Requirements

- **ALL MATERIAL NEEDS TO BE REFERENCED ON A 905 REPORT.**
- 900 reports **WILL NOT** be accepted.
- QMP plans, final reports, control charts, etc. shall be placed in your project file box with the rest of your contract records. Place all Materials information together in a 3-ring binder labeled Materials Records. It is not necessary to remove contractor QC data if bound. Just ensure that the information is with the records binder (ex. Rubber band, etc.)
- A Copy of your E-Guide must be in the material records. ***Organize binder in item number order. You will be able to review the order of your items prior to creating the final guide in Atwood.*** Place certifications and other source documents behind applicable page from the E-Guide. If referencing a different item, please write on the E-guide sheet where to find all the documentation. *Example: See Item 612.0104 for material documentation.*
- It is preferred that the binders are tabbed. If they are not tabbed, it is suggested that you print out the E-guide on colored sheets.
- Order of Materials Binder:
 - DT1310 Certification of Materials Used on Highway Project
 - WS4567 Buy America Certification
 - E-Guide Cover Sheet and Table of Contents
 - Materials Diary (905 report)
 - Item of Concrete
 - Create a separate Item of Concrete and 905 report for each Contractor and/or Mix ID. Include quantity breakdowns for each mix design/mix grade, placement method and class. If you have questions on how to organize Item of Concrete, please contact the materials section.
 - E-Guide Sheet for each item.
 - Behind each item put the following in order:
 - 155 report (templates in statewide pantry – be sure to summarize total number of QC and QV tests)
 - Test Reports
 - Backup Documentation (Cert report of tests, mfgr cert, Buy America, etc.)
 - Approved List (with material highlighted)
 - Make sure that each document is labeled with a document ID and a brief description. *Example: Washers – 657.0320Aa*
 - WisDOT tests **DO NOT** need a separate document ID. Use the test report number (3-217-0045-2016) as the document ID.
 - If the documentation is included in another item, note location on E-Guide sheet.
 - Example:
Item 646.0106 Pavement Marking Epoxy Line 4-Inch and Item 647.0196 Pavement Marking Arrows Epoxy Type 4 are both on the project.

The information for both items is the same, but the bid items are on different E-Guide sheets. Under the first bid item (646.0106), place all documentation behind the E-guide sheet. For bid item 647.0196, write on the E-guide sheet “See Item 646.0106 Pavement Marking Epoxy 4-Inch for documentation.”

- Complete all diary entries with a 905 prefix Material Reference Report. One 905 is needed for the project. Add as many items as needed in that report. A separate 905 needs to be created for each Item of Concrete.
- One hard copy of all certifications and certified report of tests must be located in the Materials Records binder. Certifications must be **readable** and **dated within 2 years of LET date**. Ensure certifications are signed and dated. Refer to [CMM 8-45](#).
- List all materials used on the project with a Materials Reference Report (905). In the basis for acceptance (BFA) area comment on how the material was physically accepted and include any heat/batch/lot numbers.
Examples:
 - Heat numbers on field tags were verified with certification information. Heat No's: 2206987 / 254897 / 1268549
 - Material was placed in 8" compacted lifts.
 - Markings on pipe: NTEP XX-XX
- All Materials documentation and reporting must be completed and entered in the MTS system no more than 60 days after the work completion date. ([CMM 8-45](#))
- All reports created in MIT must be **VERIFIED** and **SENT** from MIT.

DT1310 Certification of Materials Used on Highway Project

DT1310 needs to be created in MIT. For contracts that are not in MIT, contact ME.

Document any material that is non-conforming to the contract on the DT1310.

Only the PCL or WPMC signature should be on the DT1310 when records are turned in. ME and PM will sign the DT1310 after all material corrections have been completed and reviewed.

Buy America Requirements ([CMM 2-28.5](#))

Construction staff is required to track the amount of steel/iron products not meeting the Buy America provision. An exemption amount is allowed for each contract in the amount of 0.1% of the total (original LET) contract cost or \$2,500, whichever is greater. Contact ME if the project is utilizing the exemption amount; ME will provide a tracking document for the project.

Standard Deductions for Non-conforming Materials

[CMM 8-10](#) has guidance for non-conforming materials and price reductions. This guidance is for all materials except HMA which is in the Spec. Discuss with PM and ME for any price reductions. ***Notify ME of ANY non-conforming material.***

Non-Performance of QMP

Non-Performance of QMP needs to be discussed with the PM, ME and CQA. After region consensus is reached, the information will be forwarded to Central Office for final concurrence.



Inform the Materials Engineer as soon as the Non-Performance of QMP is discovered.



Finalizing Contract Documents and Automated Systems



Construction Records MUST be submitted within 60 days from Conditional Final Acceptance. Records submittal will not be delayed because of outstanding items, including Contract Modifications.

Follow instructions for submitting your automated construction files on page 68 and use the Finals Checklist that is provided on page 86.

LP - use the Local Program Finals Checklist & DT 2075

Reports to Print in FIT

- Explanation of Variation
- DQI (see detailed instructions, PM review required)
- Staff and Field Office Information from FIT (place as 1st page of diary)

Reports to Print in FieldManager

- Item History to Date
- Report of Contractors Performance (Must be signed by the PCL)
- Weekly Report of Time Charges (only working day contracts)
- Diary



All entries must be up-to-date, estimate sent, and the contract refreshed, before final reports are printed. There may be some exceptions to this. If you have any questions, contact the CS.

Explanation of Variation/Item History to Date

Prior to turning in the construction records to the Region, the **PCL** must complete the following process in FM. This is statewide **required documentation** and verifies that all items have been completed and checked. This documentation appears on the **Item History to Date** and **Explanation of Variation** reports which are used to complete the contract finals.



In FM Select the **Items** button and double-click on the Item and select the **Documentation** tab.

Item Completed: Change the Item Completed button to **Yes**

Documentation: The **PCL** is to enter a note with his/her initials after all checking is complete.

All postings checked as of (date & PCLs initials)

Notes: Enter the reason for the variation from original plan quantity. (ContMod items should already include a reason note but additional explanation is needed if the quantity varies 5%.)

Change Item (Item: ADJUSTING MANHOLE COVERS) (Contract: 20101214026)

General	Documentation	Materials	Breakdowns	Contractors
Item: 611.8110, ADJUSTING MANHOLE COVERS				
Prop. Ln: 0640	Unit: EACH	Auth. Qty: 117.000	Auth. Amt: \$33,345.00	
Type: Original Item		Unit Price: \$285.000	Qty. Placed: 99.000	
		Pending Chgs: 0.000	Qty. Paid: 99.000	

Item Completed: ☒ Yes ☐ No

Documentation:

Attention: ☐

Notes:

An explanation of variation from the authorized quantity is required to be made for any item 5% over or under the original authorized contract amount with the exception of lump sum or each units of measure.

If there is a supplemental contract agreement for an item, state this in the notes area. If the quantity varies from the plan quantity explain the variation regardless of the percent of variation.

Example: “Supplemental agreement via *ContMod#* to pay plan/revised quantity. Variation from original plan quantity due to...”

IHD prints in item order. You need to organize the report by item when compiling records. Source documents are required to be filed behind the corresponding item.



Report of Contractor's Performance

A Report of Contractor's Performance is completed in FM and is required for all contractors listed in FM for your project. If a particular topic is not applicable to the contractor being rated, note this in the comments field. On a scale of 0-10, a performance factor of 5 should be considered average. Comments should be given for all performance factors 0-10.

Diary

Be sure to place your diary into the soft cover binder provided and place the staff report from FIT as the 1st page. See the detailed Diary instructions in this manual.

Design Quality Index Evaluations



An evaluation is required for each Project ID. Half ratings are acceptable for the DQI.

In FIT select the **DQI** tab and then click **Add**. Select the project ID and **Continue**.

Add Design Quality Index Report

Save and Exit Save Print Close

Designed to print on 8.5 x 14 paper

Design Quality Index Report

Contract ID 20101214010
Project ID 1100-23-60
Region NE
County FOND DU LAC
Federal ID
Highway 41 41
Number of Factors Rated 0
Total Factor Score 0
Construction on time? Yes
Project Index .0
Evaluation Date 00/00/00
Consultant Design Firm
Project Cost 326,830.19
Inhouse Design
Rater
Representing
Remarks
Ratings:
1 = Major problems, not constructable without major plan or design changes
2 = Major to moderate construction problems, moderate design or plan changes
3 = Moderate problems, constructable, minor design or plan changes
4 = Moderate to minor construction problems, minor to no design or plan changes
5 = Minor construction problems, no plan or design changes
6 = Minor to no construction problems
7 = No construction problems
Factor Rate Comments
Right of Way (adequate to construct)

If the ratings are the same for multiple project IDs add a remark: "The ratings and remarks are the same for all projects IDs."

Required Fields



Filling in the designer is critical and is often missed, enter “No” or the name of the Consultant Design Firm. Enter “Yes” or “No” to Inhouse Design.

The report should be completed with the contractor at the completion of a project. Once you have completed the DQI(s) you are required to either print to adobe or scan the report and send to your PM for review. Once they have reviewed and approved it you are required to put a note in the remarks dialog box with the status, Name of the PM and Date they approved.

“Review complete by William Bertrand 3/6/16”

This will be checked when you turn in your final construction records. The records will not be accepted if this process has not been completed.



Ratings of 1-5 require comments. Do not input a rating for factors that don't apply to your project. The DQI is to be printed from FIT and included with the final project records.



Construction Quality Index (CQI)

NER PCLs are to follow these instructions in place of [CMM 1-70.3.2](#).

LP – CQI is completed by ACS/COS

All let contracts are to be evaluated **except** for the following work types:

- | | |
|--------------------|-----------------------------|
| 🚧 Pavement marking | 🚧 Bridge overlay |
| 🚧 Chip seal | 🚧 Early procurement |
| 🚧 Crack seal | 🚧 Lighting maintenance |
| 🚧 Sign bridges | 🚧 Local Force Account (LFA) |
| 🚧 Bridge painting | 🚧 Wetland mitigation |

For these work types, if that is the **ONLY** work on the contract, the CQI rating worksheet should be submitted with the first comment filled in as follows: “Exempt – *state exempt work type listed above*, No CQI needed”. No ratings should be entered.

Use the “Project CQI Attendance List” for the final walk through, creation of the punch list, and to determine if the contract is substantially complete. At this time the PCL will also complete the draft CQI inspection report. Depending on the size/type of the project this may be done a couple weeks before anticipated completion.

LP - the PCL must email the MC/ACS/COS, DNR, LPPM and Local for final walk through date. E-mail the punch list and time stopped date to ACS/COS and CS.

PROJECT CQI ATTENDANCE LIST		
	Attendance Required	Attendance Optional
Project Construction Leader	X	
NER Maintenance County Contact	X	
NER PDS Project Manager		X
NER PDS Project Supervisor		X
NER Maintenance Supervisor		X
NER Traffic Supervisor		X
Bureau of Project Development NER Liaison		X
FHWA (projects designated as PoDI)		X
County Hwy. Dept. Superintendent		X
Local Municipality**		X
Prime Contractor		X

**For connecting highways, contact the city

The electronic copy of the Construction Quality Index worksheet is located in
Pantry2016 \ RegionSpecific \ NorthEastRegion \ NER

The draft CQI is to be completed and submitted with your final records. See page 67 for saving documents and required electronic files to be submitted with finals.

Packing Construction Project Records

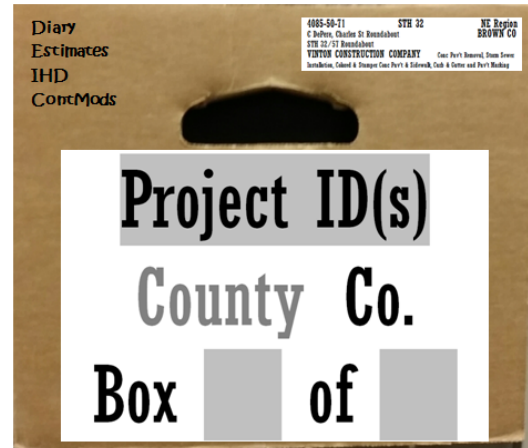
Request file boxes from the region office for your records. **Do not** write on the end of the box that has the “**state records center**” printed on it.

Fill in project information on the form located at:

Pantry2016 \ RegionSpecific \ NorthEastRegion \ NER \
RecordsBoxLabel.docx and tape it on the blank end of
the boxes.

Place a project sticker on the upper right corner of the
box.

You may add a summary of contents in the upper left (as
shown) or on the side of the box.



You need to contact Steve Nies (920) 360-3610 and turn in your automated FM contract when you turn in your construction project records. The preferred process is to remotely transfer the contract using the bomgard electronic process. It should be done JUST prior to bringing in your records. Consultants are required to have Steve Nies remove ALL programs from their computer except MIT. **DO NOT** uninstall them yourself.

Project records must be turned into the region office. Contact the NER receptionist (920) 492-5623 to schedule a day & time.

LP - Request file boxes from MC. All final project records must be turned into MC. After records are checked, you will be instructed by the ACS/COS to send the live contract to the CS. At that time, contact Steve Nies for ID and software removal.

As-Built Plans

See [CMM 1-65.14](#) for detailed As-Built Instructions.



Reminder: If you have a structure, a separate title sheet is required with each Structure As-Built. A Structure As-Built is REQUIRED for EACH separate structure on the project. This includes any structure assigned a structure number, including C-, B-, S-, R-, etc. Name the As-Built file:

xxxxxxxxAsBuiltStructurexxxxxxxx.pdf.
Example: 12345678AsBuiltStructureB051234.pdf

The AsLet file used to create the As-Built plan(s) is in the Administrative folder. When saving the final As-Built, name the file:

xxxxxxxxAsBuilt.pdf.

The NER will **NO LONGER** accept printed copies of the As-Built.



NER Finals Checklist for Construction Project



You have 60 days from Conditional Final Acceptance to submit your records

Place the following items together; these are required when submitting to the Regional Office
The Sheet to Remain with the Project Records is to accompany these documents:

- PC Back Up – MUST include AsBuilt, Backups, etc. (Follow instructions in NER Construction Admin Guide)
- Report of Contractor Performance (signed by Project Leader)
- DT2510 - Team Evaluation of the Contractor
- Design Quality Index Report (one for each project ID; include remarks that it was PM reviewed)
- Construction Quality Index Report (one per contract)
- Explanation of Variation
- Materials Box or Binders need to be accessible to be delivered to materials
 - DT1310 – Certification of Materials (Must be in the front of the first binder)
 - WS4567 - Buy America Certification

**NOTE: THE REQUIRED BOXES ARE AVAILABLE AT THE NER OFFICE use the template in the NER Pantry folder to label you boxes
Box these items together when compiling your records**

Indicate N/A if it does not apply to your contract.

- ☐ Construction Diary (placed in the provided soft cover binder; the first page must be the staff report from FIT)
- ☐ Item History to Date (3-ring binder) File by item number and include source documentation. All computations must be checked & initialed.
- ☐ Estimates (binder)
- ☐ Special Provisions (Highway Work Proposal)
- ☐ Contract Modifications (FHWA Oversight - Signature Required) Including supplemental contract agreements
- ☐ Weekly Progress Reports (Working Day Contracts)
- ☐ Contractors Proposed and Approved Schedule
- ☐ Correspondence Folder - Contractor
- ☐ Correspondence Folder - Other Agencies & DOT
- ☐ Correspondence Folder - Property Owners
- ☐ Real Estate Commitments
- ☐ Contact List (Phone Number of Contractors, Local Officials, Emergency, etc.)
- ☐ Request to Sublet (Project Leader copy)
- ☐ Verify Apprentice Hours with Jason Johnson
- ☐ Erosion Control Implementation Plans
- ☐ Erosion Control Diary & Weekly Inspections
- ☐ Preconstruction Meeting
- ☐ Business Meetings
- ☐ Construction Permits
- ☐ Haul Road Logs
- ☐ Shop Drawings
- ☐ Pit Releases
- ☐ Horizontal Alignments/COGO's
- ☐ Benchmark(s) form (put in AsBuilt & additional copy for surveys)
- ☐ Bluetop Grades
- ☐ Redtop Grades
- ☐ Curb & Gutter Grades
- ☐ Finished Grades
- ☐ Design File Notes and Correspondence
- ☐ Balanced Stockpiles
- ☐ Worker's Comp/Accident Forms

- ☐ CD or Flash Drive Back Up (emails, supporting Documents, AsBuilt, FieldManager and FIT database files)

- ☐ Photographs (digital files are to be save on the final backup cd or flash drive, do not save them in the contract directory)

- ☐ Copy of AsBuilt to Local Municipality

CONTRACTOR STAKING

- ☐ Preliminary
- ☐ Subgrade
- ☐ Base Course
- ☐ Asphaltic Pavement
- ☐ Concrete Pavement
- ☐ Curb & Gutter
- ☐ Pipe Culverts
- ☐ Storm Sewer
- ☐ Structure

SOURCE DOCUMENTS

- ☐ Tickets
- ☐ Cross Sections
- ☐ Computations

MAINTENANCE/STRUCTURE

- ☐ Round-a-bouts form
- ☐ Crash Attenuators form
- ☐ Bridge Painting & Concrete Staining form
- ☐ Specialty Items for Maintenance form
- ☐ Piling Record
- ☐ Bar Steel Weights and Log
- ☐ Deck Grades
- ☐ Decking Plans
- ☐ Vertical Clearance
- ☐ Expansion Joint
- ☐ DT2321 High Strength Steel Anchor Rod Installation

MATERIALS (Keep in separate binder or box)

- ☐ DT 1310 Certification of Materials used on Hwy Projects (put original in front pocket of materials binder)
- ☐ Materials Documentation Records (E-Guide, Certifications, RFI's, test reports, materials diary, concrete, inspections, etc.)
- ☐ Contractor's QMP Plans and Data
- ☐ Buy America Certification Form WS4567

**You must make an appointment to turn in your records and computer.
If you are having the contract electronically transferred have it done prior to bringing in your records.
Call (920) 492-5623**



Computer Backup

It is critical that the PCL perform **weekly** backups of FM, FIT and MIT. Below is the process that the PCL can setup and run from an USB drive or external hard drive.

To Setup the Backup

1. Create a folder on your USB drive named **ACMApplications**
2. Copy **C:\acmapplications\backup*.*** to **USB drive\ACMApplications**

To Run a Backup

1. Go to **USB Drive\ACMApplications**
 - a. Double click on **ACMBackup.bat** to back up the project databases.
 - b. Double click on **ACMBackup_WithUserProfile.bat** to back up the project databases plus the current user profile.
 - c. A folder will be created on the USB drive with a date/time stamp
Example: \ACMApplications\Backup\20160420115631\
2. The folders and files noted in the table below will be backed up.

Folder/files	Description	Backup batch file
C:\users\userprofile	Current user's profile	ACMBackup_WithUserProfile.bat
C:\ProgramData\AtwoodSystems\FIT\database	FIT	ACMBackup.bat
C:\ProgramData\AtwoodSystems\MIT\database	MIT	ACMBackup.bat
C:\ProgramData\FieldBook\database	FieldBook	ACMBackup.bat
C:\ProgramData\FieldManager\database	FieldManager	ACMBackup.bat

Field Files Folder Backup

You are required to back up your field files folder manually by copying the files to your USB drive when you back up your other files.

All contract related documentation, spreadsheets, forms, photos, etc., must be saved in the **contract id field files** folder. These files are required to be on the backup submitted with your finals records.

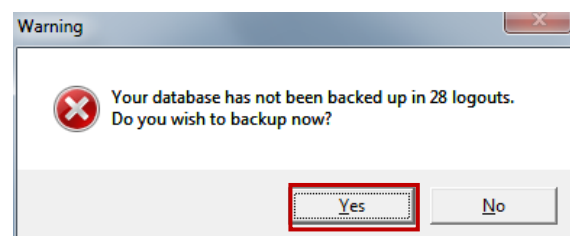
These files will be transferred to the WISDOT network when you submit your final records. Follow the instructions on page 67 for what files are to be left on the computer and which files are to be copied to the final backup cd or flash drive. Do not include the pantry templates.

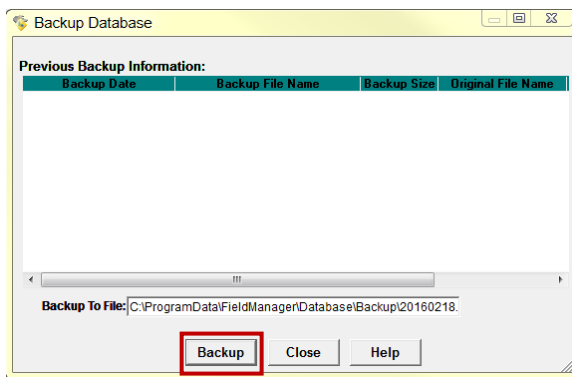
LP – files are not transferred to the WisDOT network

Automatic Prompt to Backup FieldManager database

Upon exiting FM for the 5th time, a Warning window will appear prompting you to backup.

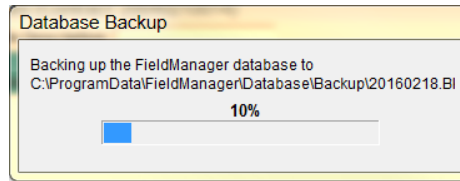
Click **Yes** to begin the backup process.





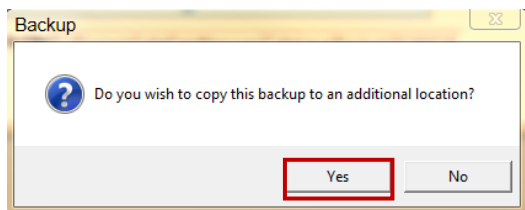
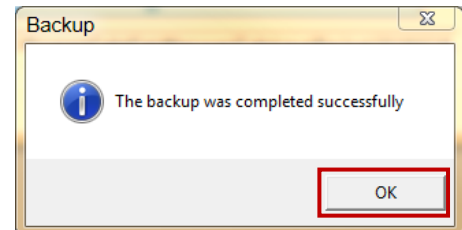
The Backup Database window will appear. Select **Backup**.

If any FM windows are open, you will be asked to close them before proceeding. Select **Yes**.



A window will appear stating the backup was completed successfully. Select **OK**

NOTE: The FM database backup copy is saved to
C:\ProgramData \ FieldManager \ database \ Backup



A window will appear to copy the backup to an additional location.

Click **Yes** to continue and **Browse** to your USB drive to save an additional copy of the FM database backup.

Close the Backup Database window when the process is complete.

Don't forget to keep your backup media offsite in case a disaster occurs!