Northeast Region 2017

Field Construction Administration Guidelines

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Northeast Region 2017
Introduction to the Field Construction Administration Guidelines

The following instructions are provided for you to efficiently manage your WISDOT contract.

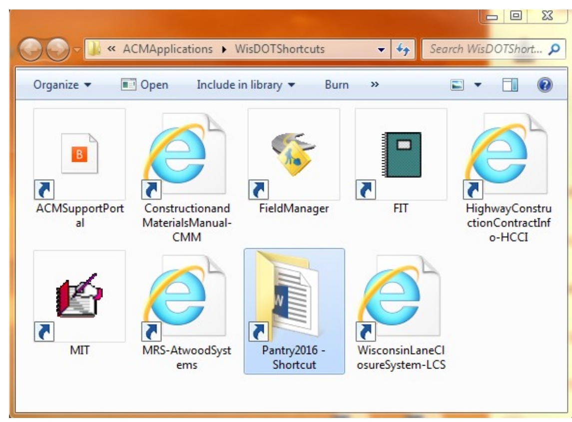
Instructions specific to I-41 contracts are not included in these Guidelines. All I-41 contracts are to use the 2016 Field Construction Administration Guidelines and should be used as a supplement to processes outlined in the I-41 Corridors Project Construction Management Plan (CMP). The CMP should be the first resource for any procedure on the I-41 contracts.

Local program (LP) contracts should use these guidelines as a supplement to the processes outlined in Local Program Construction Management User Guide 2017.

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.

PCLs are recommended to create the Project Binder prior to the Preconstruction Conference. The Project Binder instructions can be found in Pantry. The PCL should print all of the necessary documents from the Project Binder. Empty three-ring binders, plans, special provisions, soft cover binders, and project label stickers are at the NER Office. For STH 441 contact Mickey Jenks 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.



Pantry Software

The "WisDOTShortcuts" folder will contain a Pantry2017 folder. You are required to follow instructions for using Pantry and saving files.

Use NER forms & spreadsheet first, and then Statewide if needed.
LP - Use LocalProgram, then Statewide, and then NER.
STH 441 – Use STH 441 first, then NER, then Statewide.

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

Pantry2017 \ NorthEastRegion \ NER \ ProjectBinder folder contains all binder documents that you are required to print and post in the field office.

Pantry2017 \ 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.

Pantry2017 \ 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

At the end of your contract prior to turning in your records and files, delete the Pantry2017 folder.

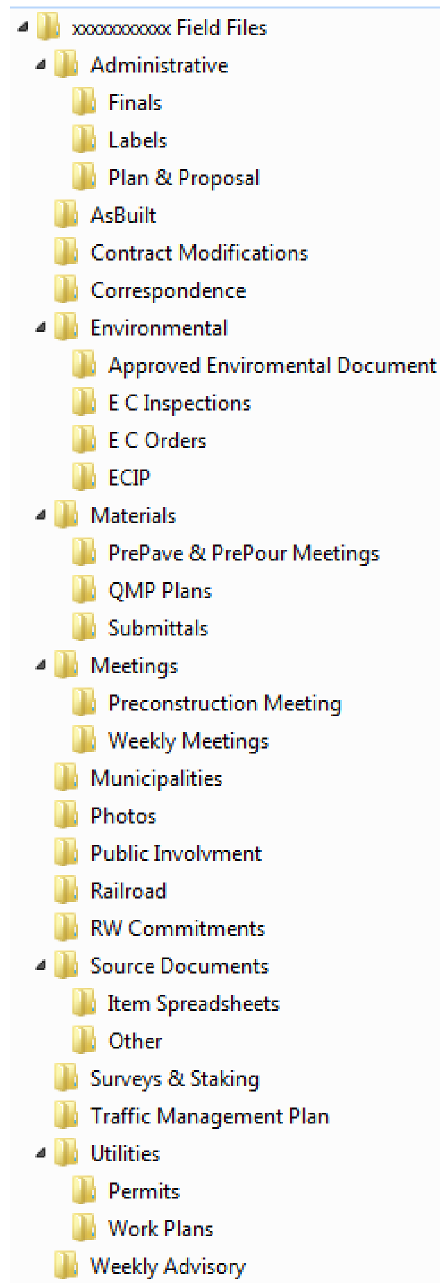
Saving Documents for the Northeast Region

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.

Section 1.
Setting up Contract Administration Software:
FM & FIT

Logging On to FieldManager (FM)
(FM Users Guide 18.2.6)

1. In the “WisDOTShortcuts” folder, open FM

2. 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.

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

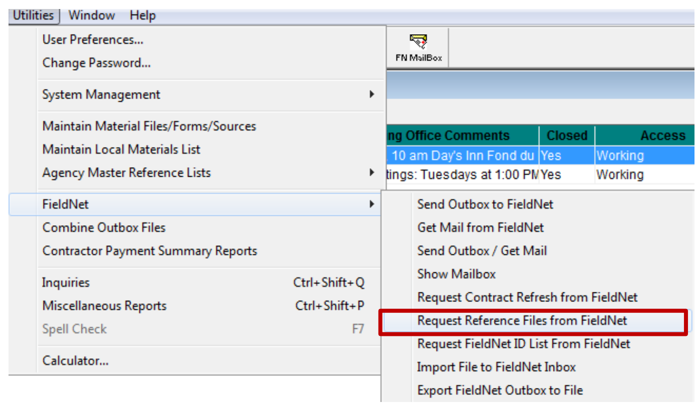
4. The PCL will need to enter users for all staff (see Adding Users to FM on the following page.

Requesting Reference Files
(FM Users Guide 18.2.6)

M*ust be done prior to beginning work in FM*. The reference file updates contract information and Agency Master Reference List files from PrCA.

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

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



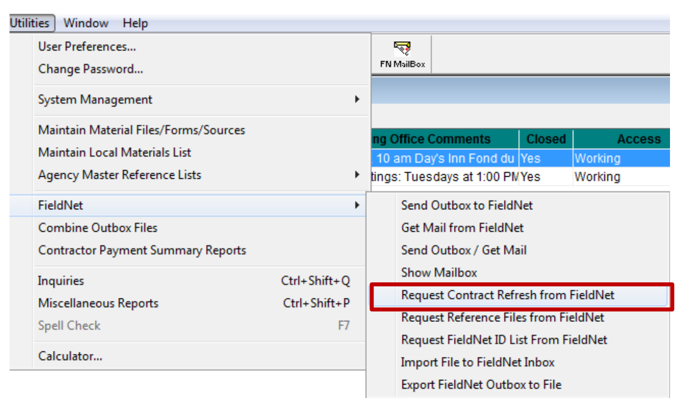
Requesting a Contract Refresh
(FM Users Guide 18.2.5)

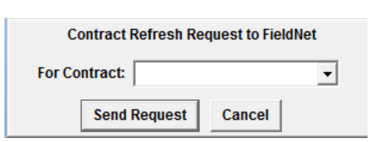
This is only required prior to beginning work in FM. For LP, the contract refresh is done by the CS before the PCL receives the contract, therefore do not request a contract refresh unless directed to do so.

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

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

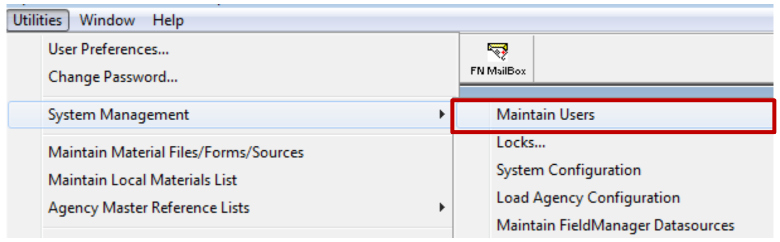
3. To complete the process, you must send mail in FM. Wait 3-5 minutes, then get and process your mail in FM.





Adding Users to FM

All field staff that will be making entries must be added to the system. There should be at least two system administrators.



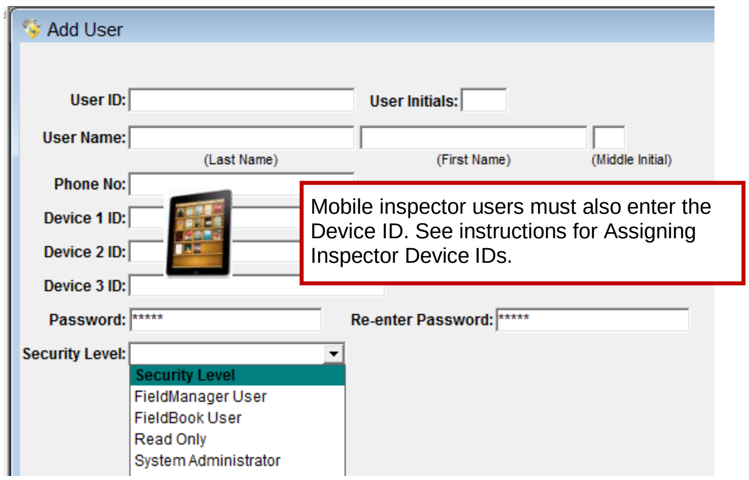
1. Select **Utilities\System Management\Maintain Users.**
2. Click Add
   fill in all of the fields.

Definitions of Security Levels:

FM 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.

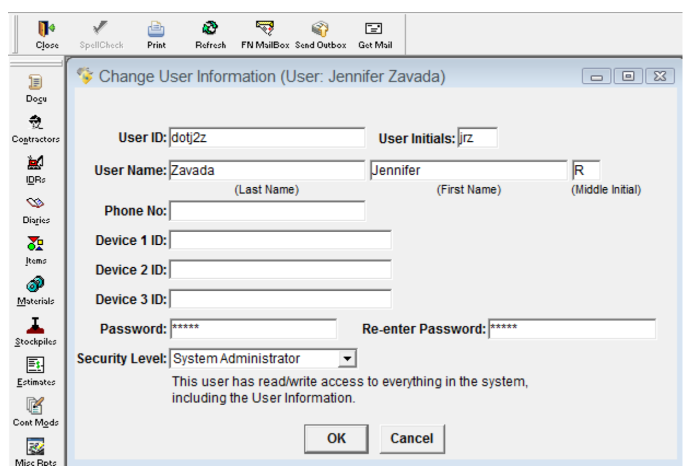


Assigning Inspector Device IDs in FM

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

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. An inspector with multiple devices will not be able to share unsubmitted IDRs between devices. A Device ID should not be assigned to multiple users in the same FM database instance.

1. Open the **Change User Information** window for the Inspector or **Add** the Inspector if they don't already exist in FM.
2. Enter the Device ID in the **Device 1 ID** field and select **OK**.
3. **Device 2 ID** and **Device 3 ID** can be used if the inspector is using more than one device.



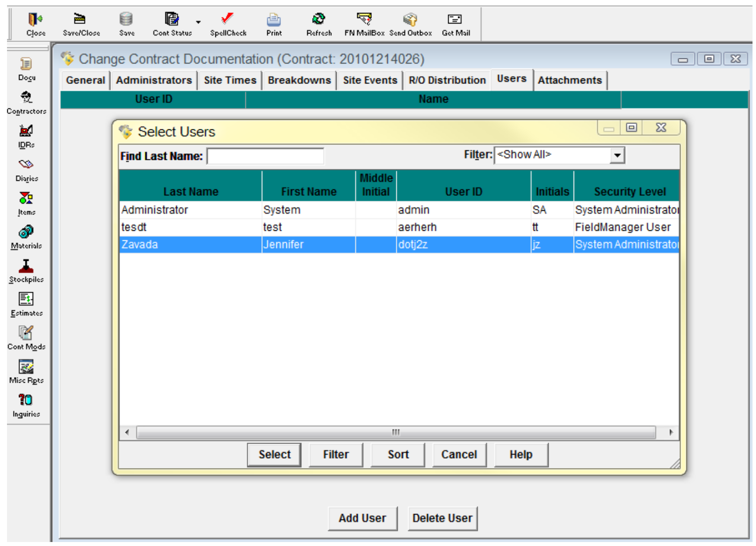
Important notes when assigning Inspector Device IDs:

- 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 in FM

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.

1. Double click on the contract, on the **Change Contract Documentation** screen, Select the **Users** tab.
2. Use the **Add User** and **Delete User** buttons to manage the users that are assigned to the contract.
3. Select the Users to be added and Click **Select**.
4. Click **Save** or **Save/Close.**
5. Repeat for each contract to be associated.

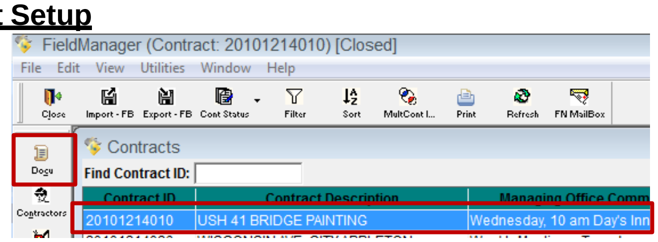


Important notes when associating Inspectors to contracts:

- 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 IDRs 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.

FM Contract Setup

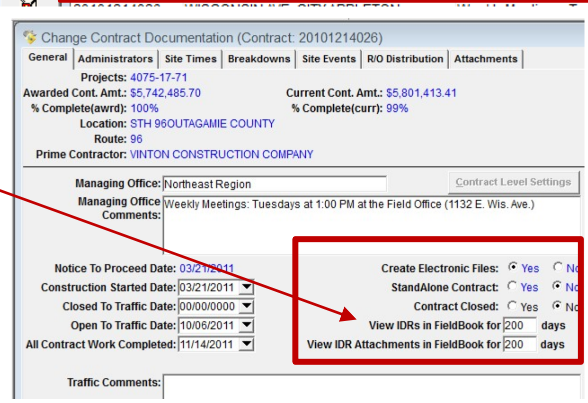
1. Login to FM, highlight your contract.
2. Click the **Docu** button or double click on the contract to edit.
3. You must submit information in all of the following tabs.



General tab in FM

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

Managing Office: Enter exactly as it's listed on following page:



Northeast Region

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.

Administrators tab in FM

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 on the next page.

Project Manager: Name of DOT Project Manager

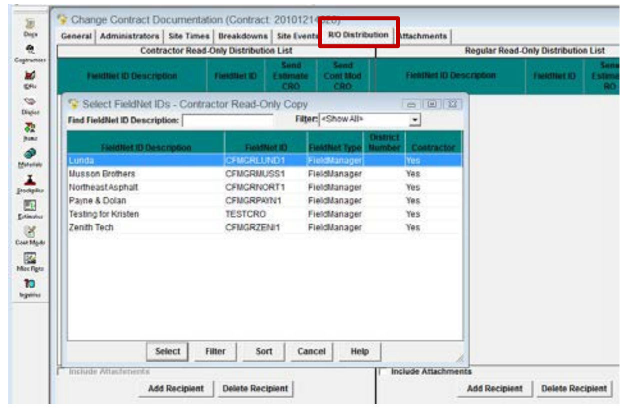
- Andrew Fulcer
- Bill Bertrand
- Brian Haen
- Bryan Learst
- Jeremy Ashauer
- Kurt Peters
- Kyle Treml
- Matt Ternes
- Paul Brauer
- Paul Zoellner
- Tim Rank
- Tim Verhagen
- Craig Treadway-JT

Supervisor: Name of DOT Construction Supervisor

- Charles Karow
- Dan Segerstrom
- Jim Thompson
- Mike Frewerd
- 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).

R/O Distribution tab in FM



Follow the steps below to set up the contractor as a recipient for read-only contracts.

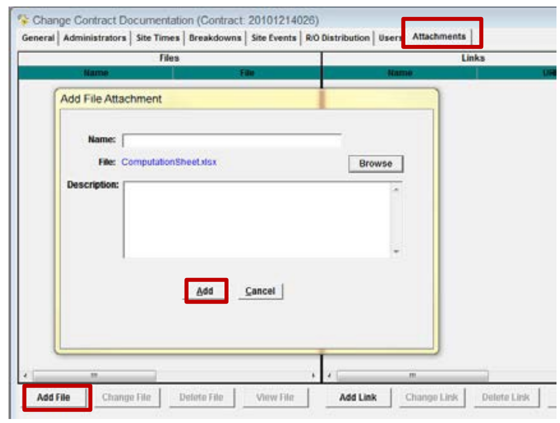
1. Under the “Contractor Read-Only Distribution List” column, click **Add Recipient**.
2. Highlight the contractor(s) to be added and click **Select**.
3. From the Window toolbar, click **Save/Close.**

** The contractor will automatically receive a read-only copy of the contract after each estimate is sent.

Users tab in FM

Used for Info Tech Mobile Inspector users to Associate Inspectors to Contracts. See page 7 for detailed instructions.

Attachments tab in FM



1. Under the “Files” column, click **Add File**.
2. Browse to the location of the file to be attached, and enter the Name and Description of the file. Click **Add**.
3. When you are done adding files, on the Window toolbar click **Save/Close.**

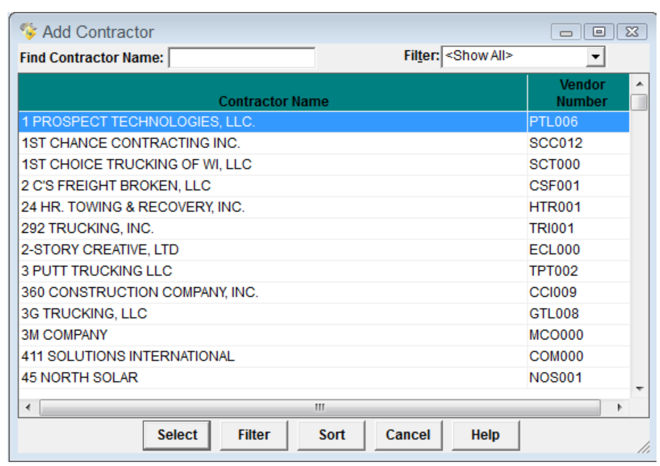
To print attachments see page 28.

Contractor Button

You are required to add all contractors associated with you project and assign items to them.

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

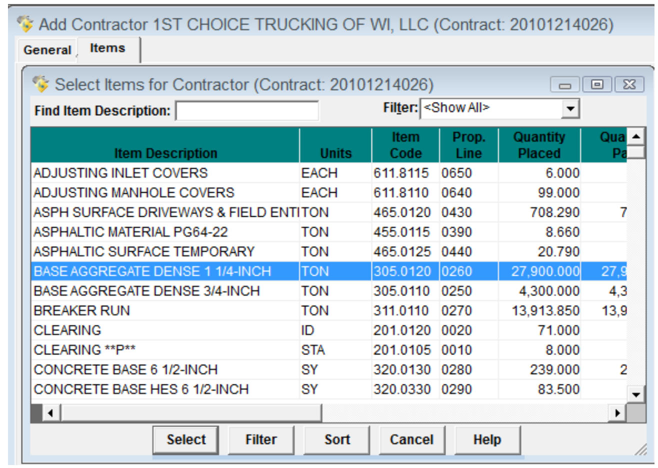
2. Use the **Find Contractor Name** option or scroll to find a contractor to add. Click **Select**.



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

4. 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**.

5. 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. The must be added to the contract 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.

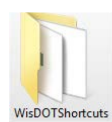
All contractors that work on WISDOT contracts are required to be registered on this site. In addition to registering on this site, they must also contact the regions ERO. Contractors are required to make any updates (phone, address, etc.). This is the only way it can be changed in our systems.

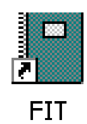
For contractor instructions and how to register, they need to logon to https://app.mylcm.com/WisDOT.

Field Information Tracking (FIT) Requirements

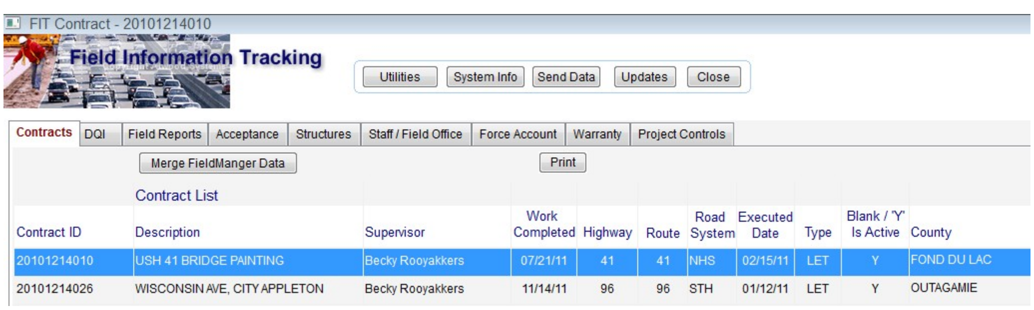
FIT information is to be entered prior to beginning construction. FIT is the software that sends data from FM to NE Region office staff. It ensures the PM and Construction Admin staff get the most updated and accurate information related to project progress. A merge and send in FIT is required weekly. Do not send FIT data more than once a day.

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

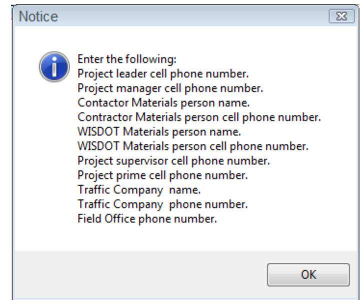




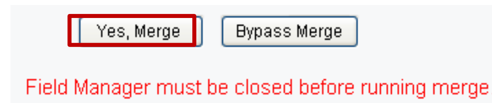
Contracts tab in FIT



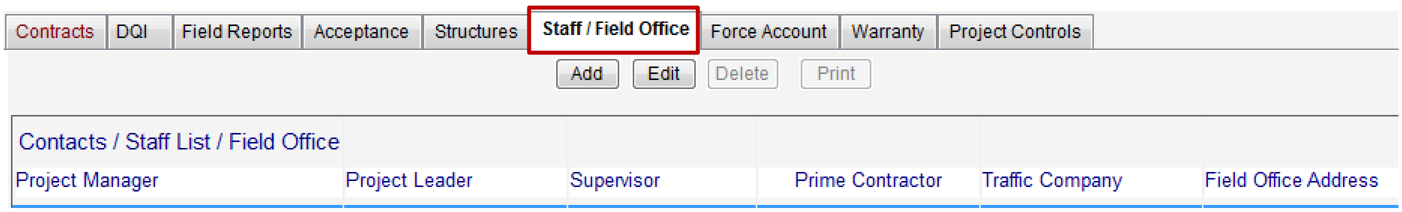
2. When you log on to the FIT system and select a contract you will receive this notice until you have entered and saved the contact information. Select **OK** to close the dialog box and use the following instructions to enter the contract information.



3. You will receive the following prompt when you logon to FIT. Click **Yes, Merge**.



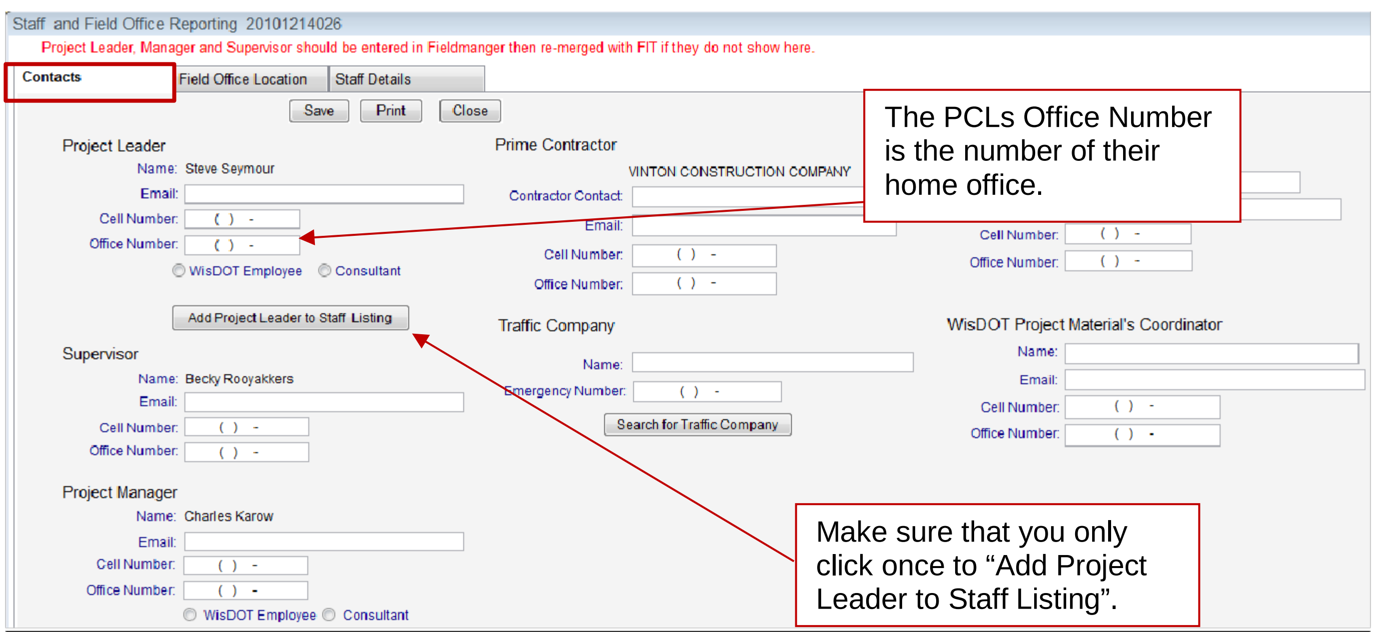
Staff/Field Office tab in FIT



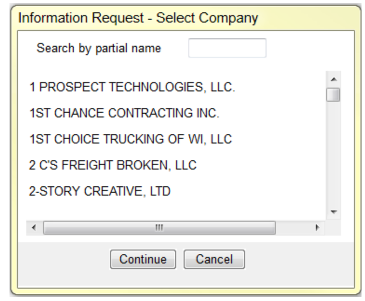
1. Must be filled in as soon as you have the information.

2. Add or Edit information as needed throughout the project.

Contacts tab in FIT



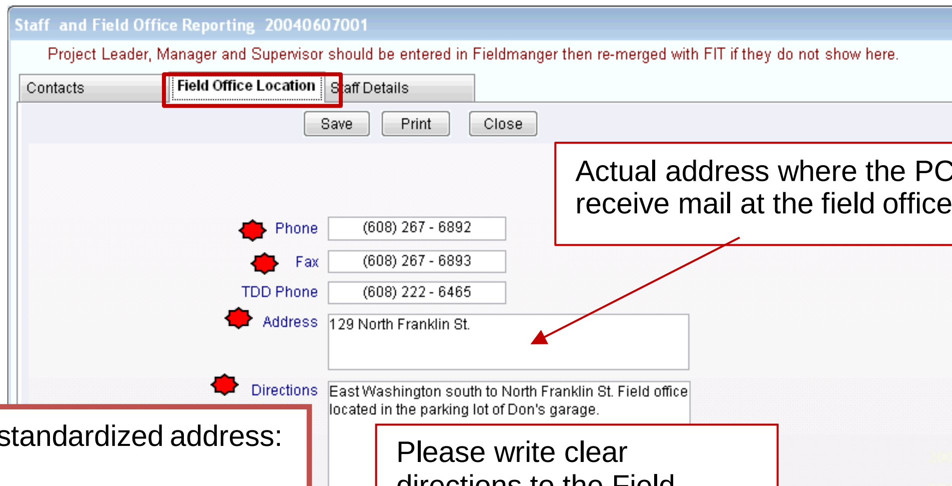
Fill in the contact information.



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

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

Field Office Location tab in FIT



Required

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

STH 441 will use a standardized address:

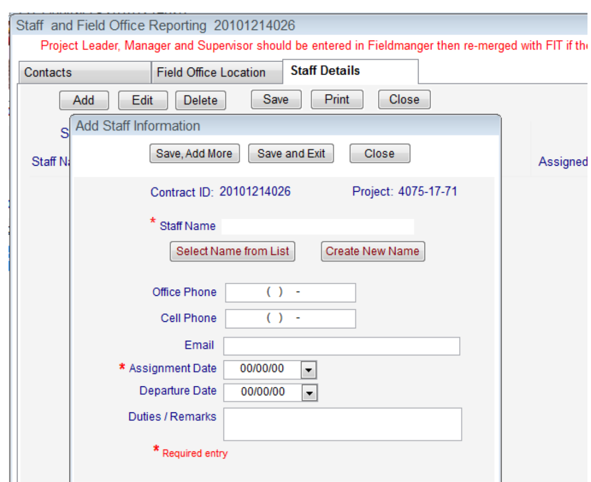
WIS 441 Tri-County Project Office
W6214 Aerotech Drive
Appleton, WI 54914

Please write clear directions to the Field Office.

Structures tab in FIT

No longer required to enter structure information in FIT.

Staff Details tab in FIT



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

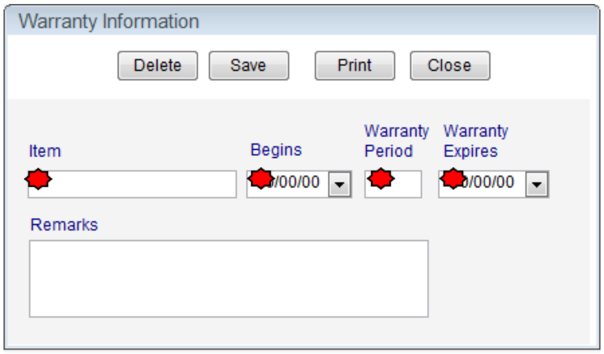
1. If you are entering several staff at one time use the **Save, Add More** button. Remember to **Save and Exit** to retain information entered. Do not enter the Assignment/Departure dates until they actually occur.

2. 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 the Materials Coordinator changes, make sure to update the contacts tab.

Warranty tab in FIT

If your contract has warranty items (found in the special provisions), it is required to fill out the warranty tab. (This does not include pavement markings or plant establishment periods).

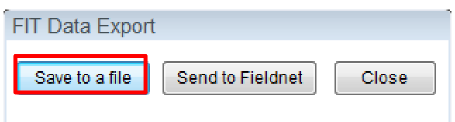


Required fields

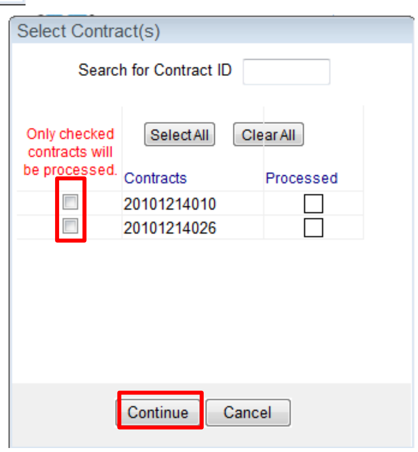
FIT Contract Export - LP Only

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

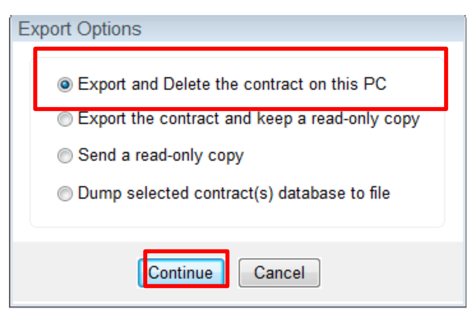
2. Save to a file.



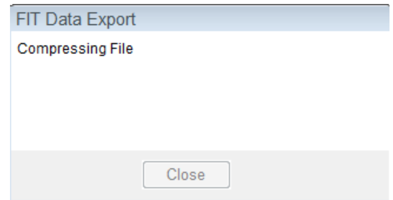
3. Select your contract.
4. Press continue.

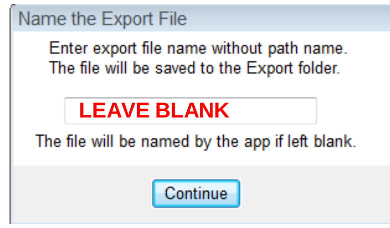


5. Export and Delete the contract on this PC
6. Select Continue

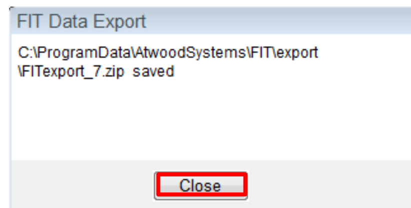


7. Once the file is compressed, you will be asked to Name the Export File. Leave this blank and continue.





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



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

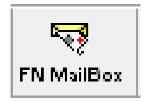
C:\ ProgramData \ AtwoodSystems \ FIT \ export \ FITexport_7.zip

Section 2.
Sending Data from FM and FIT

Getting / Processing Mail Messages in FM

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

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



2. 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).

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

4. 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.

Sending Mail in FM

You are required to send mail in FM when any dates are entered / 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.

1. Click on Send Outbox to send mail in FM.A message box will appear stating "Sending Message (#) of (#). Make sure all messages are sent.

Sending Data in FIT

Sending data in FIT required at least once weekly and when**:**

- ECIP is approved.
- Contract time starts.
- ContMod is created/changed.
- ContMod is approved.
- Work is completed.
- DQI report is completed.
- Estimate is submitted.
- Claim is submitted.
- Punch list is completed.

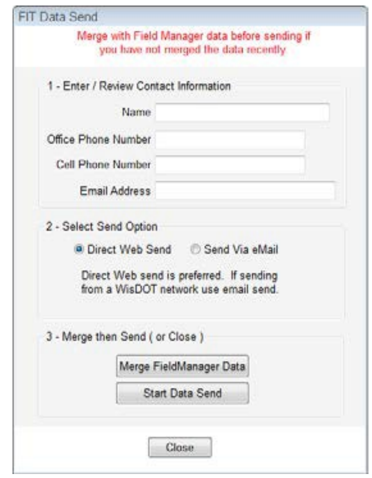
1. On the main menu in FIT select **Send Data**.

2. Select **Start Processing Send Data**.

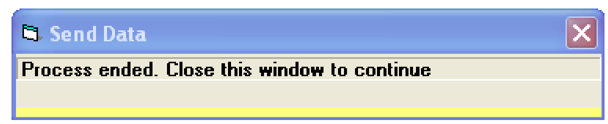
3. Enter/Review Contact information.

4. Consultants select **Direct Web Send and** WisDOT select **Send Via eMail**.

5. Select **Start Data Send**.



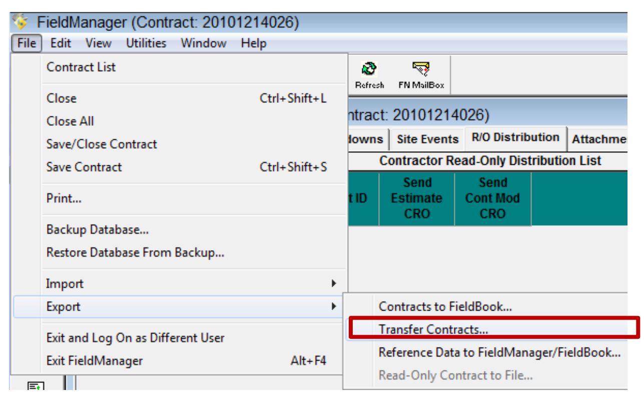
6. The following dialog box appears. Close and exit.



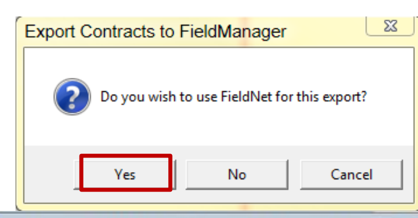
<u>Sending Contracts from FM</u>

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

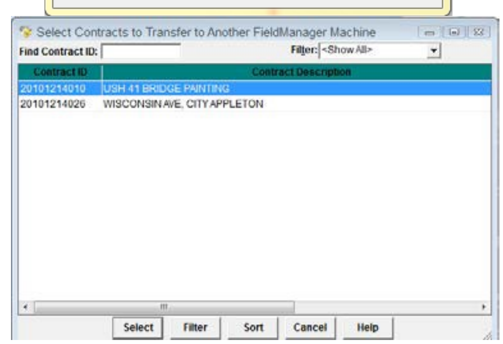
1. In FM select **File/Export/Transfer Contracts**…



2. Click **Yes** to "Do you wish to use FieldNet for this export?"



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



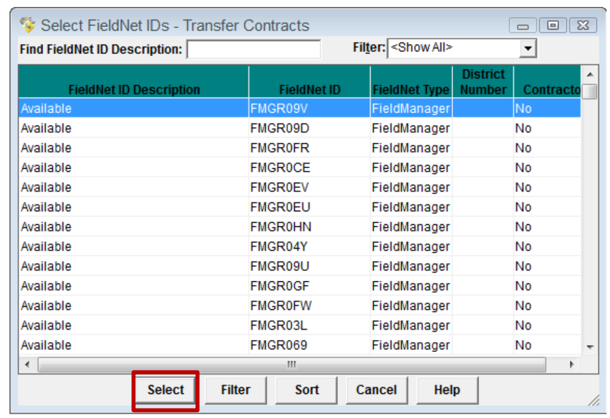
4. Select one of the options below:

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 contract, use this option.

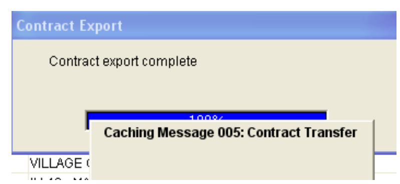
Create a contractor read-only copy of the contract:
To send a one-time only contractor read-only copy of a contract, use this option.

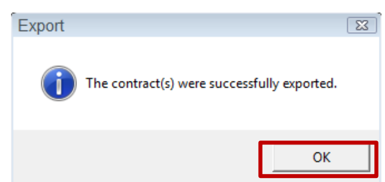
5. Highlight the contractor or FieldNet User to receive the export and click the **Select** button.



FieldNet ID Description	FieldNet ID	FieldNet Type	District Number	Contracto
Available	FMGR09V	FieldManager		No
Available	FMGR09D	FieldManager		No
Available	FMGR0FR	FieldManager		No
Available	FMGR0CE	FieldManager		No
Available	FMGR0EV	FieldManager		No
Available	FMGR0EU	FieldManager		No
Available	FMGR0HN	FieldManager		No
Available	FMGR04Y	FieldManager		No
Available	FMGR09U	FieldManager		No
Available	FMGR0GF	FieldManager		No
Available	FMGR0FW	FieldManager		No
Available	FMGR03L	FieldManager		No
Available	FMGR069	FieldManager		No

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





7. Send mail in FM.

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

Section 3.
Entering Critical Dates

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

A NTP is needed for all working day, calendar day, and completion date contracts. Work activity should not begin or resume before receiving a NTP letter.

Items that must be completed:

1. Contractor must have a fully executed contract
2. Contractor must have region approved Erosion Control Implementation Plan (ECIP)
3. Contractor must have approved sublet request forms
4. Contractor must have a region approved work schedule
5. Contractor must have completed the preconstruction meeting with the region
6. Any other items required by contract before construction can begin (i.e. permits, public meetings, etc.)

Process

- The PCL should consult with the PM. The PM will then request the NTP from the CS.
- For LP the NTP is issued by the MC
- Document NTP in FM diary entry
- Merge and send in FIT

In some cases (i.e. ECIP not approved, railroad insurance not obtained, etc.), the NTP may be issued with restrictions to only begin particular non-controlling onsite work (putting up message boards, staking, etc.). In this case, the PM shall follow up with an email to the PCL and Contractor that the requirements have been met and all other work can begin.

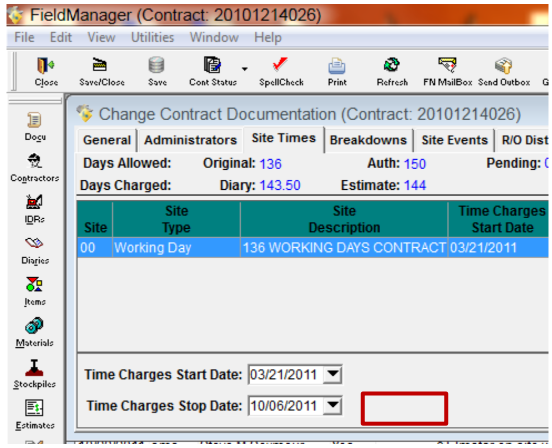
Construction Start Date: Date the contractor begins any onsite work on the project, including staking, traffic control, etc. This can and in most cases will be different from the Time Charges Start Date.

Process

- Document Construction Start in FM diary entry
- Enter Construction Start Date in FM (General Tab)
- Merge and send in FIT

Time Charges Start Date: 10 days after the NTP or when controlling work starts, whichever is first.

Examples:
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



Process

- Document Time Charges Start in FM diary entry
- Enter Time Charges Start Date in FM (Site Times Tab)
- Merge and send in FIT

Closed To Traffic Date: Date the project utilizes lane closures or detour(s) begins. (Not used on all projects. Only for full lane closures and detours).

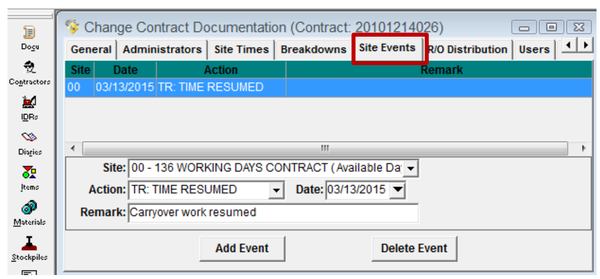
Process

- Enter Closed To Traffic Date in FM (General Tab)

Work Suspended or Work Resumed: Date that work is officially suspended or resumed.

Process

- Coordinate with your PM and CS to send a written order to suspend or resume work. Do not use the suspension letter in Pantry.
- Document Work/Time Suspended or Work/Time Resumed in FM diary
- Enter suspension or resumption date in FM (Site Events Tab)
- Merge and send in FIT



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

Process

- Enter Closed To Traffic Date in FM (General Tab)

Time Charges Stop Date: Date when all items and ContMod work has been completed except for the Punch List and items associated with plant establishment periods. Entering this date triggers the finals process to begin.

Process

- PCL and PM determine that the work under the contract has met the criteria for Substantially Complete status.
- PCL and PM have completed a site walk through and a Punch List has been made.

- Document Time Charges Stop / Substantially Complete in FM diary entry
- Enter Time Charges Stop Date in FM (Site Times Tab)
- Merge and send in FIT
- Provide a copy of the Punch List to the contractor. (LP should also provide a copy of the Punch List to the ACS/COS and CS).
- When the Time Charges Stop Date is entered in FM, a Substantially Complete email is automatically sent.

**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 should also contact the ACS/COS).

Punch List Complete Date: Date when required contract documentation, minor corrective work, and cleanup work are all complete**.**

Process
- Document Punch List Complete in FM diary entry
- Enter Punch List Complete Date in FIT (Acceptance Tab)
- Email the CS (cc PM) to request that the CS send conditional final acceptance letter to the Prime Contractor. Include any remaining small corrective items that are left for the Prime to complete.

All Contract Work Completed: Date the contractor actually completes the last work on the contract (including all punch list work and documentation).

Process
- Document All Contract Work Completed in FM diary entry
- Enter All Contract Work Completed Date in FM (General Tab)

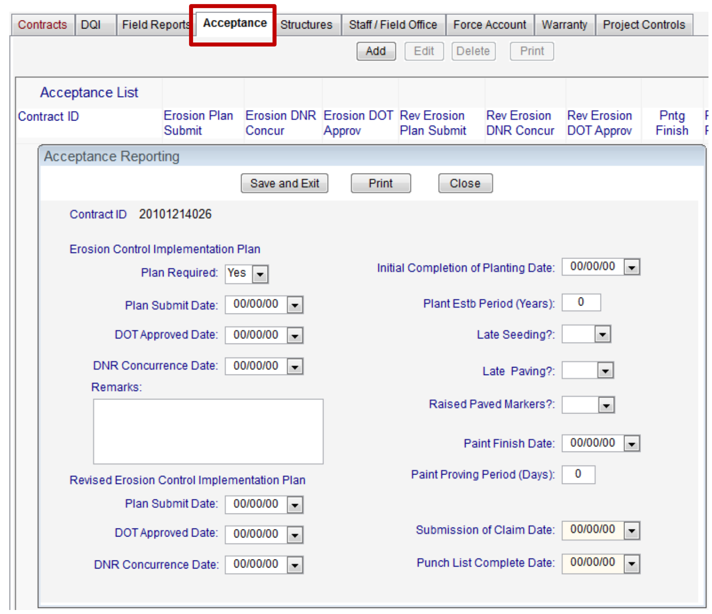
**For contracts without plant establishment periods, the Punch List Complete Date is the same as the Conditional Final Acceptance date and the All Contract Work Complete Date.

**For contracts with plant establishment periods, the Punch List Complete Date is the same as the Conditional Final Acceptance date, however the All Contract Work Complete Date is October 15th following the final inspection.

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

Dates in FIT (Acceptance Tab)

All fields on the acceptance tab must be complete (when applicable).



- **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 also enter the additional revision dates.

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

- **Initial Completion of Planting Date:** The date all planting is complete on your project. This applies to only landscaping items including trees, shrubs, and vines.

- **Plant Estb Period (Years):** This will be in the contract or refer to Spec. 632.3.18.

- **Late Seeding:** Enter Yes or No. Seeding is considered late seeding if it 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.

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

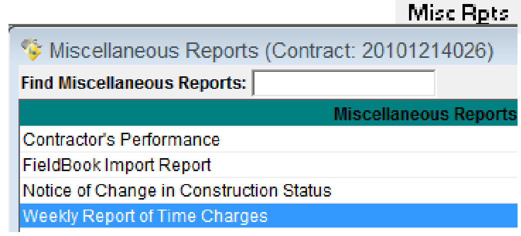
- **Punch List Complete Date:** The date that the required contract documentation, minor corrective work, and cleanup work are all complete.

Section 4.
Ongoing Documentation During Construction:
Weekly Reports, Diaries, IDRs

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. PCL should keep a copy of the reports with project records.

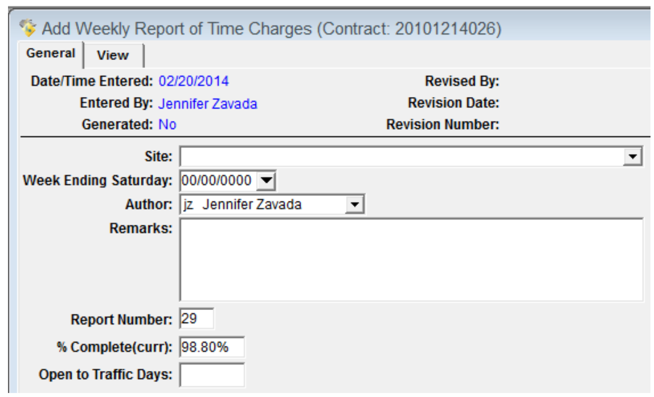
1. Log on to FM and use the **Misc Reports** button located on the left tool bar.



2. Select **Weekly Report of Time Charges**

3. Click **Add**

4. 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.

According to Spec. 108.9.2(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.

Project Diary

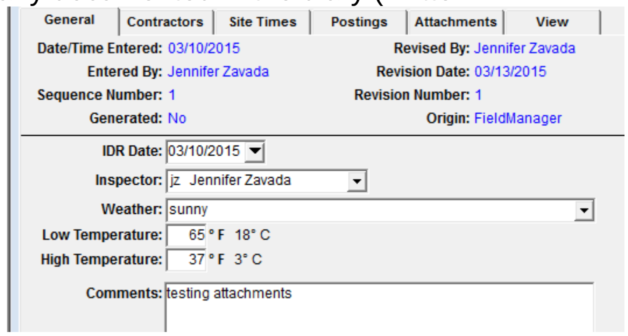
The construction diary is the primary record of the daily work performance of the contractor(s). The PCL is required to complete the diary in FM. A diary is required to be generated every day including weekends and when an IDR is made for "Postings Only".

Examples:
No work today – Contractors Choice (Saturday)
No work today – Holiday Restriction
No work today – Adverse Weather

Placing a note in the diary to "See Inspectors Daily Reports (IDR's)" is not an acceptable entry. 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.

The following important contract status dates are to be clearly documented in the diary (written on first line and in all capital letters):



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

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, on the next page.

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

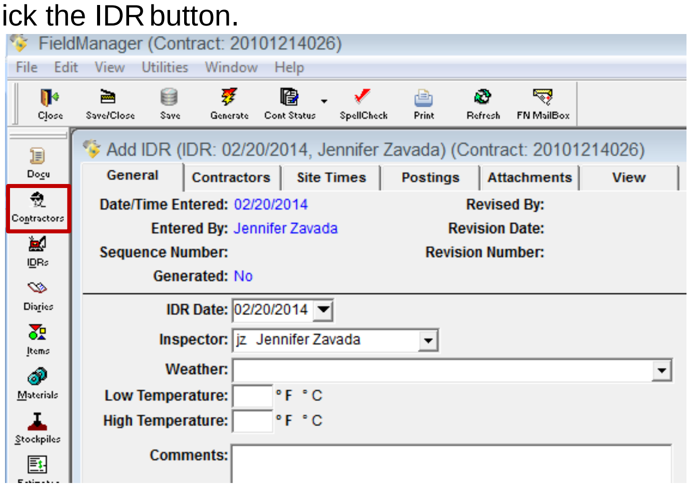
Prior to printing the diary, be sure all diary entries have been generated. The diary is required to be printed in FM. PCLs do not have to sign diaries. The printed diary is required to be placed in the soft cover binder with a "Construction Diary" label and a project label on the front. A staff contact printout from FIT should be the first page of the diary entry binder.

Inspector's Daily Report (IDR) in FM

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/women and hours worked, equipment, and postings.

There may be multiple IDR's in a day depending how many inspectors are making entries. Log in to FM, highlight the contract and click on the IDR button. See CMM 1-60.2 for information on requirements for inspector's diaries.

1. Log in to FM, highlight the contract and click the IDR button.



Adding an IDR: General tab

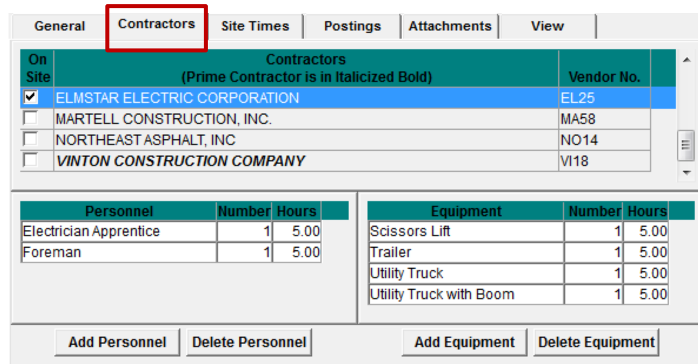
All fields are required

IDR Date: Today's date
Inspector: Person inspecting project
Weather: Description of weather
Low & High Temperatures

**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.

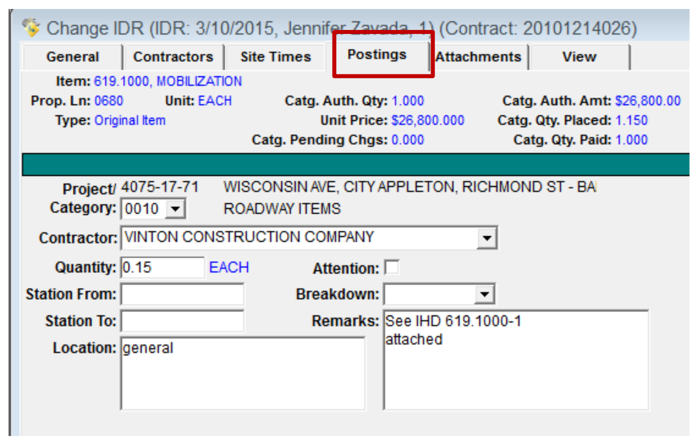
Contractors tab in FM

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 45 or enter trucking personnel & equipment.

Postings tab in FM



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 on the following page.

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

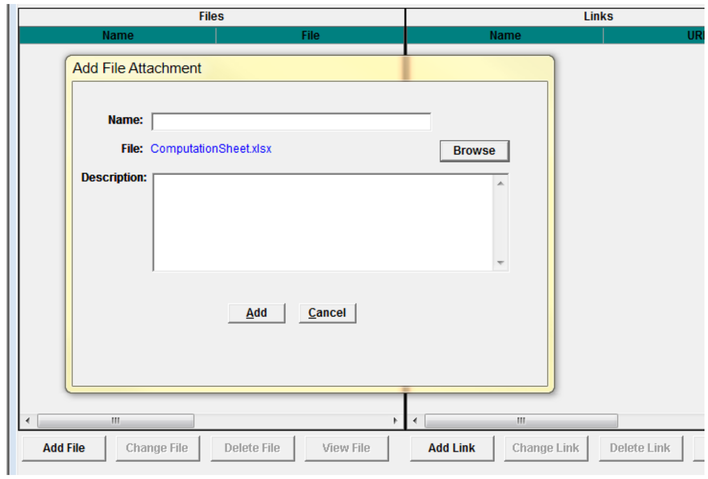
Attachments tab in FM

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**.

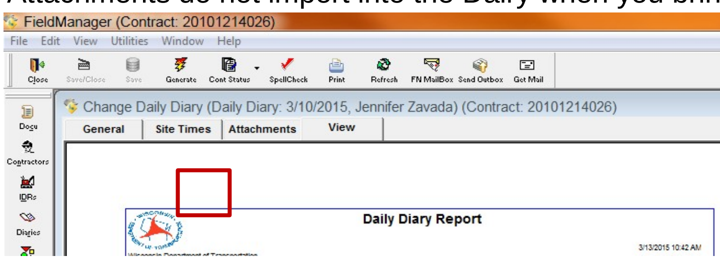
Browse to the location of the file to be attached, and enter the **Name** and **Description** of the file. Click **Add**.

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

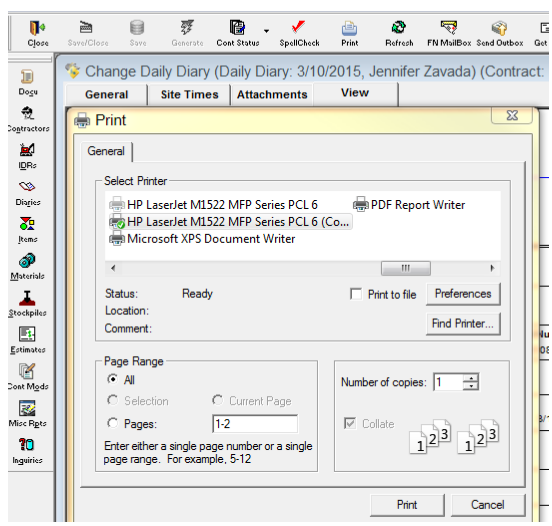


Printing Attachments in FM

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.

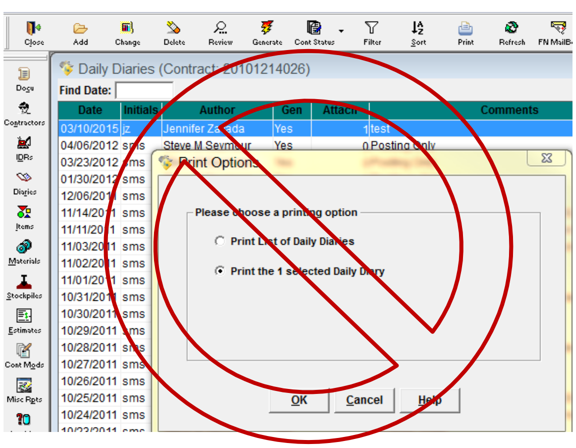


When you view your IDR or Diary, you will not see the attachment, but when you print from the View tab, the attachment will print.



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.

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. Tab the IHD binder with bid item numbers every so often for easier reference.

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. (Example: *See field book #3, page 6)*

Remark Example Weigh Tickets

There are several methods for tickets. You can pay directly off 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 a Pantry spreadsheet to check tares and net weights. Put the date and location on the spreadsheet and fasten it to the tickets. The breakdown of quantities should be clearly shown on the tickets and/or spreadsheet (starting with the total daily tonnage and then subtracting out quantities paid under other items or waste). Example: *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. Example: *See computation sheet XXX.XXXX–1, 2, 3, 4, etc. or as necessary for additional supporting documents XXX.XXXX–1, 1a, 1b, etc.*

Measured by initials and field book date should appear on reference sheets where physical measurements were the original source of the pay quantity. *Field verified by initials* should appear on reference sheets where items were simply counted and/or added on a summary sheet for one posting.

There should be limited cross-referencing of other items. If a source document covers multiple pay items it may be filed under one of the items but the sheet should clearly show all bid item names/numbers, calculations, quantities and posting remarks. It's okay to make copies of a source document, put a copy in with each item, and number the pages appropriately but the original source and the copied sheet should reference each other. If any calculations or quantities from one item are used/transferred to another item sheet, both the original source and the transferred sheet should reference each other.

Reference sheets for quantities that were surveyed need to refer to the CADD file (.dwg/.dgn) that produced the measurement. Example: *See 20150310031 Field Files\Source Documents\91801971_sth22_concpavt.dwg*

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. Example: *Estimate Only based on contractor load tickets, % of plan qty, etc.*

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 referencing the complete source documentation. Example: *Negative accounting entry 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.

Section 5.
Submitting Payments:
Stockpiles, Estimates, Retainage and Prompt Payments

Stockpiles

See Spec. 109.6.3.2.1 & 109.6.3.2.2for contractor requirements for prepayment of stockpiled material. See CMM 2-36.2.7for 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.

Transaction Comments should include information regarding the invoice number(s) and originator(s). It should also include a statement that materials documentation has beenverified.

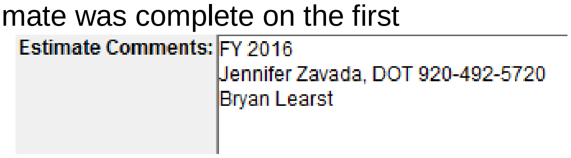
Use 75% of the original authorized quantity for the *recovery quantity.* The recovery factor will fill in automatically once you have added the recovery quantity. If payment has been made, use 75% of the remaining unpaid quantity to determine the *recovery quantity.*

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.

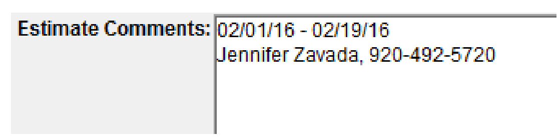
Estimates

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

1. You are required to enter the following in the Estimate Comments field when creating an estimate:
   - Enter the fiscal year the work being paid on the estimate was complete on the first line.
     - "**FY 2017**" = July 1, 2016 – June 30, 2017
     - "**FY 2018**" = July 1, 2017 – June 30, 2018
   - Your name, company, phone number
   - PM name
   - STH 441 also include deputy PM



   - LP in the first line of comments enter the dates that work was performed for this estimate (example 06/1/17-06/08/2017) and include your name and phone number.



2. Once the estimate is created and generated, you need to send your mail in FM.
3. Then merge and send data in FIT.
4. Receiving the contract data refresh message in FM verifies that your estimate has processed.
5. 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 receive 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 Contract 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.

Retainage and Prompt Payment

Retainage and prompt payment should be in accordance with ASP 4. All requests for releasing retainer should be made to the CS. All inquiries made regarding prompt payment must be reported to your CS with the following information:

Information required:

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

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.

**If a claim is submitted, enter it on the Acceptance tab in FIT. See page 23.

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.

Section 6.
Contract Changes:
Adding a Project or Category, Contract Modifications (ContMods)

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.

Contract Modifications (CMM 2-42)

A ContMod is required for any revision to the contract. A 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. The justifications for the change should be documented on a CMJ and are to be used internally and not distributed to the contractor.

One ContMod may contain a number of unrelated issues. Each issue should have its own separate CMJ to justify the changes to the project scope, schedule and/or budget.

Field staff need to work closely with their PM and SUP for processing ContMods. All executed ContMods must go through the CS for correct tracking, processing, and distribution.

LP – Refer to the Local Program Construction Management User Guide 2017 for writing, reviewing, processing, and executing CMJs and ContMods.

Prior Approvals and CMJs

Once it has been determined that a ContMod is necessary, the next step is prior approval. The PCL should discuss the specifics of the extra or altered work with the Prime Contractor. The PCL should then prepare an independent cost estimate for the work. Attempt to price revised work using contract bid prices or standard items whenever possible. The PCL estimate can then be compared to the price received from the Prime Contractor. Prices within reason may be accepted, otherwise further justification may be required during the negotiation. All or part of the revised work may be performed under force account if a price is not agreed upon.

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.

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 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, the consequences for not doing the work, and effect on contract time. The CMJ should include the PCL's independent cost estimate or cost analysis of the work. Bid Express, typical hourly rates, similar projects, etc. may be used for the justification.

Writing and Approving CMJs

The CMJ should be written before the work is done in the field. In some circumstances, this may not be the case and we understand the dynamic construction field. This process is different for STH441 projects. Consult with the STH441 CS for guidance.

1. Write the CMJ and email a PDF to the PM.
2. The PM will save the CMJ to a local WisDOT drive and circulate for review. (This usually takes one week).
3. The PM will save the PDF with comments, and email back to the PCL to make the corrections.
4. Once the corrections are made, the PCL signs it and sends it back to the PM for appropriate signatures.

Writing the ContMod

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.

- ContMods containing only administrative items do not require contractor approval. See CMM 2-38 for a 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” then the item number and description.
- ContMods consisting of only transferring existing items between categories or projects do not require contractor approval. Be sure to indicate “Contractor Approval N/A – Item Transfer between Categories/Projects.”
- The Description of Changes field should only include contractual language. Explanations for needing the ContMod should be included in the Reason field under the Increase/Decrease or New Items tabs.
- The Descriptions of Changes field should summarize any adjustments to quantities or new items in list form.

  Example:

  Add the following standard items to the contract:
  Erosion Mat Class I Type B, Item 628.2004

  Decrease contract quantity for the following bid item:
  Erosion Mat Class II Type B, Item 628.2023

  Add the following administrative item:
  Follow-Up Deck Crack Sealing, Item 805.0252

- 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.
- Make sure to appropriately add time in the ContMod if the extra work involves controlling items.

Addressing Time

Include one of the statements below in every ContMod that is prepared on your project (first entry in the Description of Changes field on the General tab of the ContMod).

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 therefore CCO work is excluded from calculation for time extension in Spec. 108.4.2.4. Modify the first line depending on the type of contract. Also make appropriate entry on the Time Extensions tab of the ContMod.

An additional________working/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.

---or---

This Contract Modification revises the contract time of completion to a completion date of_________. 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.

Adding Special Provision Bid Items SPV.####

Special provision bid items are items not listed in the Spec. schedule of bid items nor Standardized Special Provisions (STSP's). For information on STSP's see FDM 19-15-85. For additional information on SPV's see 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 FDM 19-5, Exhibit 10.4 for a list of special provision bid item numbers, units of measure, and there descriptions.

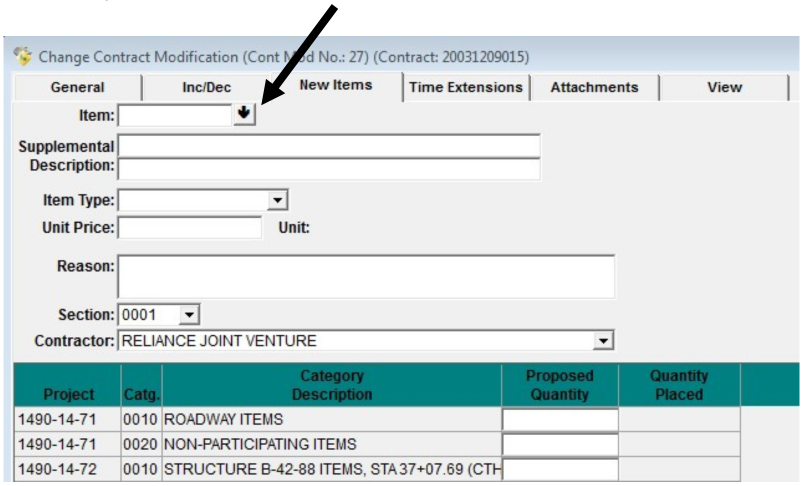
When using one or more of an SPV.#### item number in a ContMod, a standard description of "SPECIAL" is assigned. A supplemental description must be used to further describe the item.

A supplemental description shall begin with a 2 digit number (01., 02., 03., etc.). Item numbers do not have to be in numerical order if additions or deletions are made.

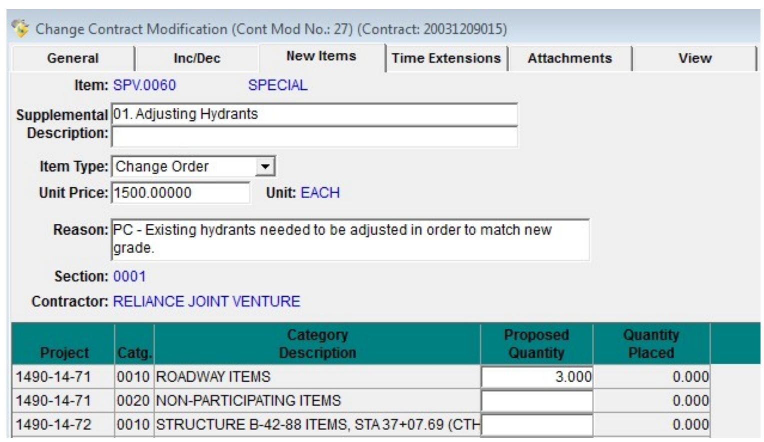
The supplemental description needs to fit into the number of characters available in FM. Abbreviations are to be avoided whenever possible. It is very important that whatever format is used for a supplemental description it is maintained throughout the rest of the ContMod as not to cause any confusion.

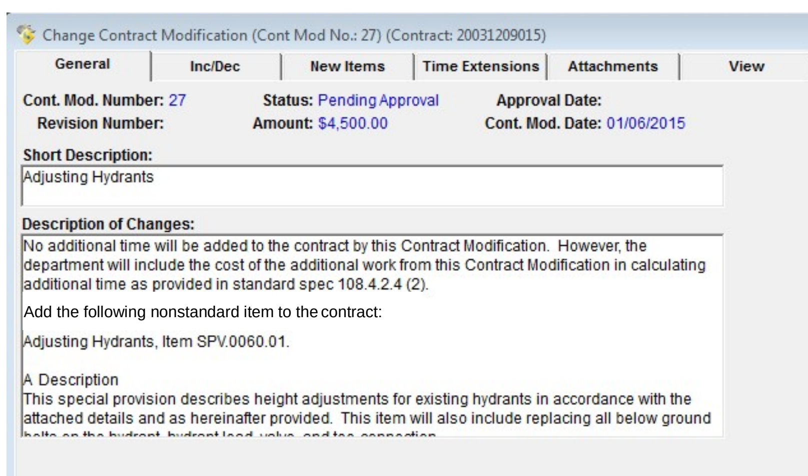
** If the special provision is more than five pages, it may be referenced in the Description of Changes and included as an attachment to the ContMod.

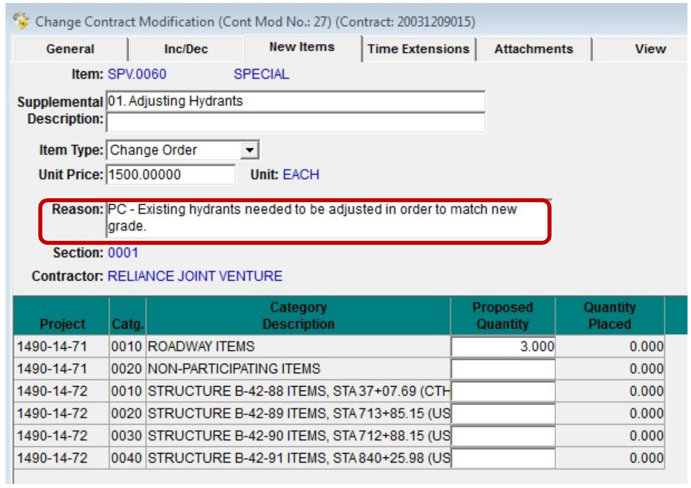
When adding a new item to the contract by a ContMod, select the item from the master list by using the drop-down arrow next to the Item field.



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"...)







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 code 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.).

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.

ContMod Review

This process is different for STH441 projects. Consult with the STH441 CS for guidance.

1. Once you write the ContMod, leave it in draft mode and save as a PDF email it to the PM.
2. The PM will make comments, save to a local WisDOT drive, and send to contract admin staff for review and comment. (This process usually takes about a week, unless urgent).
3. The PM will email the draft ContMod with comments PDF back to the PCL for corrections.

ContMod Processing

1. The PCL should make the corrections to the ContMod.
2. Click **Generate.**
3. When asked “Does This Require Supervisor Approval,” click “No.”
4. Print the CondMod and sign/date it on the “Prepared By” line.
5. At this point you have two options:
   a. Scan and email the ContMod to the CS. The CS will then send the ContMod to the Prime Contractor for review and signature.
   b. Scan and email the ContMod to the Prime Contractor for review and signature and cc the CS. You can also get the ContMod signed right in the field.
6. Processing
   a. If option “a” is chosen, the CS will obtain the required WisDOT signatures and continue processing.
   b. If option “b” is chosen, the PCL will email the ContMod with the PCL and Prime’s signatures on it to the PM and cc the CS.

Executed ContMod

1. The PM/SUP/Chief is the last person to sign the ContMod before it’s executed.
2. The CS will email an executed copy of the ContMod to the PCL and instruct the PCL to approve the ContMod in FM.
3. The PCL right clicks on the ContMod, which should be in “pending approval” status.
4. The PCL enters the approval date, as notified by the CS.
5. The PCL does a FIT merge/send.
6. 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.

ContMods for Supplemental Contract Agreement for Plan Quantity

WisDOT no longer uses supplemental contract agreements for plan quantities, rather the method of measurement for each item should be changed via a contract modification.

Section 7.
Labor Compliance

DBE – Disadvantaged Business Enterprise

Per Federal Law, "A DBE performs a commercially useful function (CUF) 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, Labor Compliance Specialist (LCS) right away.

DBE Frequently Asked Questions

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.

**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 LCS for the project.

<u>Field Interviews</u>

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 LCS. If there may be a discrimination or harassment issue contact the LCS.

What should I do with the completed interview forms? They should be dropped off or mailed bi-weekly to LCS. 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 LCS 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.

STH 441- **Do I need to give document control a** c**opy of the completed interview form?** No.

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

<u>Required Job Posting Board (</u>CMM 2-24.3**<u>)</u>**
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.

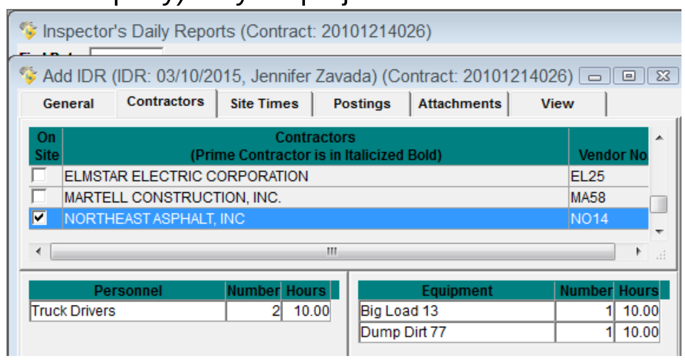
- EVERY contractor on the job site performing work
- Most accurate number of workers on the job site
- Most accurate number of hours worked each day (include equipment on the job too)
- Correct classification of workers
- Explanation of the work being performed on the project each day

Trucking

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

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

If a subcontractor who is not an approved sub arrives on your project, notify your SUP or the LCS. 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 LCS 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 –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 LCS indicating qualified TrANS employees. The

LCS will log the on the job training hours from the certified payrolls. The PCL will submit a request to the LCS 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.

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

If you have any questions, contact the appropriate LCS listed in the appendix starting on page iv.

Section 8.
Wisconsin Lane Closure System

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

LP – WisLCS 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 WisLCS 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.

<u>Entering Closures/Restrictions into WisLCS</u>

WisLCS is the <u>single source</u> 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 ≤16')	MINIMUM NOTIFICATION
Lane and shoulder closures	7 calendar days
Full roadway closures	7 calendar days
System and service ramp closures	7 calendar days
Full system and service ramp closures	7 calendar days
Detours	7 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 WisLCS. 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 WisLCS.
- 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 WisLCS and COMPLETE the closure/restriction. Closure/restriction information is reported out to the Wisconsin 511Travel 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.

For WisLCS contacts see appendix (i).

- 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 WisLCS reporting procedures, contact the WISDOT STOC:

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

Comprehensive information regarding WisLCS**:** http://transportal.cee.STHc.edu/closures/

Section 9.
Maintenance

Bridge/Structures (State and Local)
All Bridge related forms must be submitted to Jason Lahm in the NER Maintenance Section**.**

You will need to call the NER Bridge Section when the bridge, box culvert, sign structure, retaining wall, or sound wall is 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.

Local program project leaders should first check with the county before contacting the NER Bridge Section.

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.

Pantry2017 \ StatewideForms \ DTForms \
HighStrengthSteelAnchorRodInstallationTensioningRecordDT2321.dotm
Pantry2017 \ 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. 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.

Record the Bridge Vertical Clearance information on the forms located at:
Pantry2017 \ StatewideForms \ BridgeVerticalHorizontalClearance.dotm
Pantry2017 \ StatewideForms \ BridgeVerticalHorizontalClearanceDividedHwy.dotm

Record the Sign Bridge Vertical Clearance information on the form located at:
Pantry2017 \ StatewideForms \ SignBridgeVerticalClearance.dotm

Record the Sign Bridge (Signal Structure) Vertical Clearance information on the form located at:
Pantry2017 \ StatewideForms \ SignStructureSignalRTVerticalClearance.dotm
Pantry2017 \ StatewideForms \ SignStructureSignalLTVerticalClearance.dotm

Record the Unique Structure Vertical Clearance information on the form located at:
Pantry2017 \ RegionSpecific \ NE \ NE \
UniqueStructureVerticalClearance.dotm

The instructions for the vertical clearance forms are located at:

Pantry2017\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. STH 441 submit to CS for distribution.

<u>Location and Elevation of Bench Marks</u>

Record the Bench Mark information on the form located at:

Pantry2017 \ 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. STH 441 submit to CS for distribution.

<u>Expansion Joints</u>

Record the Expansion Device information on the form located in Pantry.

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. STH 441 submit to CS for distribution.

<u>Bridge Painting and Staining</u>

Record the information on the form located in Pantry.
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. STH 441 submit to CS for distribution.

This information is required to be documented in the as-built plan.

<u>Roadways</u>

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

<u>Roundabouts</u>

Record the information on the form located in Pantry.

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. STH 441 submit to CS for distribution.

Crash Attenuators

Record the information on the form located at:

Pantry2017 \ 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. 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 in Pantry.

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. STH 441 submit to CS for distribution.

Document 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.

Section 10.
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 PrePave & PrePour Meetings

NER Materials must be notified of all PreConstruction, PrePlacement and PrePour meetings. Meeting templates 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				
	PreConstruction Meeting	**PrePave (HMA)**	**PrePour (Concrete Pavement)**	**PrePour (Concrete Structures)**	**Base Aggregate Placement**
Leslie Ashauer	X				
Brian Jandrin		X			
Adam Johnson			X		X
Jason Tucker				X	

Project Material Coordinators

Read Standard Spec 106.1.2 and CMM 8-10.1.2 and 8-10.1.3 regarding project material coordinator responsibilities. Many changes have occulted for 2017.

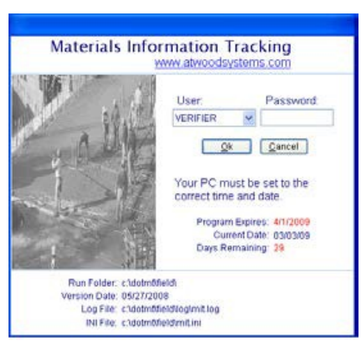
Follow detailed instruction on where to enter the CPMC & WPMC into FIT on page 11.

Materials Tracking Website (Atwood Systems)

See CMM 8-46 for information on the department's electronic materials data collection and reporting software.

Materials Information Tracking

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



To Gain Access to MIT:
User: **Verifier**
Password: **Person**

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 material 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.

<u>DT1310 Certification of Materials Used on Highway Project</u>

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.

<u>Buy America Requirements (</u>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

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

Section 11.
Finals Closeout

Finals Process

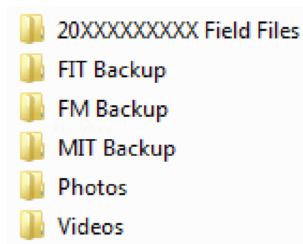
The Finals Process includes the process steps required to close out a construction contract within 6 months, beginning when the department determines that work under the contract is Substantially Complete and ending on the date the department approves the Final Estimate for payment. See http://wisconsindot.gov/rdwy/admin/finals.pdf for the Finals Process for Let Project Closeout Manual.

Construction Records should be submitted within 81 days of Substantially Complete/Time Stopped. Records submittal should not be delayed because of outstanding items, including Contract Modifications. If unsure about whether or not to hand in finals at any point in time, contact the PM and/or CS. Use the Finals Checklist that is located in Pantry 2017.

LP - use the Local Program Finals Checklist & DT 2075

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 (Except 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

Reports to Print in FIT

- Explanation of Variation
- DQI
- Staff and Field Office Information from FIT (place as 1st page of diary)

Reports to print in FM

- Item History to Date
- Report of Contractors Performance
- Construction Quality Index
- Weekly Report of Time Charges (on working day contracts)
- Diary (in soft covered binder)

**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

Prior to turning in the construction records to the Region, the PCL must complete the following process in FM.:

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

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

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

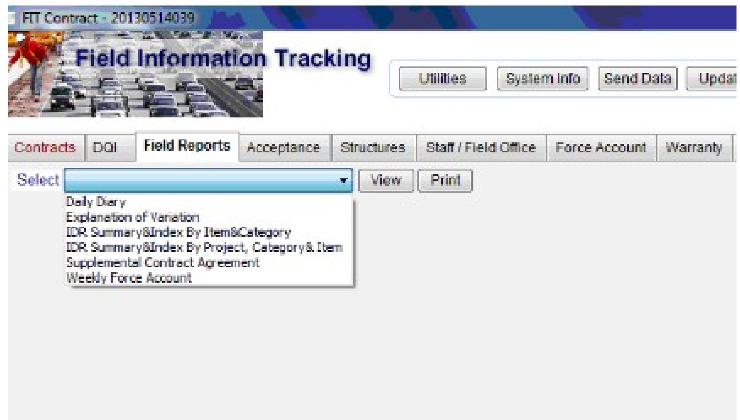
Notes: Enter the reason for the variation from original plan quantity. An explanation of variation from the authorized quantity is required to be made for any item 5% over or under the original authorized contract amount.

4. To print the Explanation of Variation, log Into FIT and select the **Field Reports tab.**

5. Click the drop down box and select **Explanation of Variation**.

6. Click **View.**

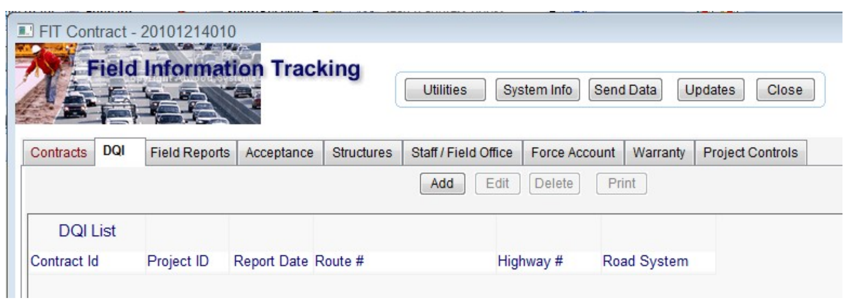
7. Click **Print**.



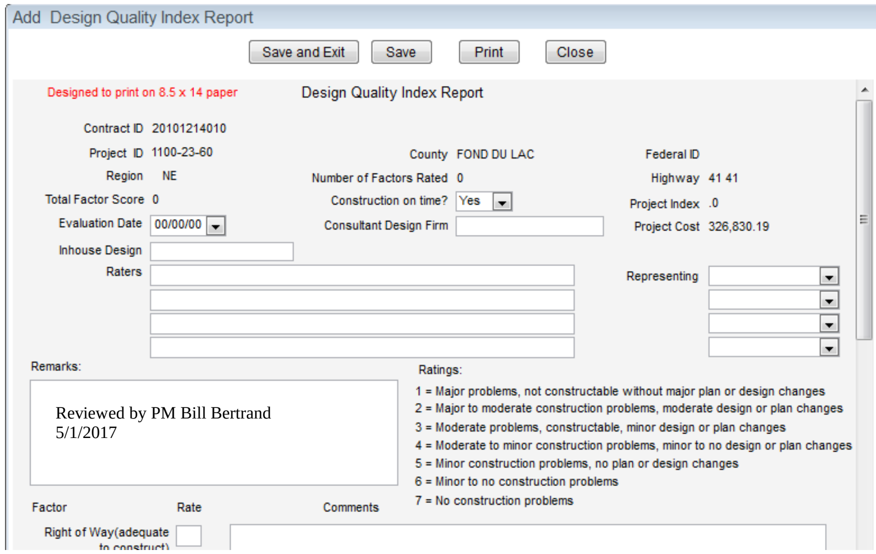
<u>Design Quality Index (DQI)</u>

A DQI is required for each Project ID and is usually done at the end of the project.

1. In FIT select the **DQI** tab and then click **Add.** An evaluation is required for each Project ID.



2. Select the project ID and fill out the report.

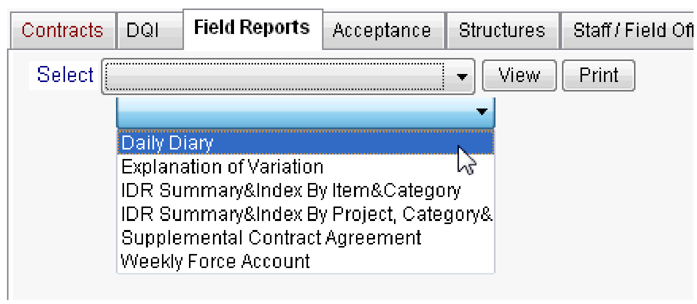


**Filling in the designer is critical and is often missed, enter “No” or the name of the Consultant Design Firm. Enter “Yes” or “No” to Inhouse Design.

Ratings of 1-5 require comments. Do not input a rating for factors that don’t apply to your project. Half ratings are acceptable for the DQI.

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. The DQI is to be printed from FIT and included with the final project records.

In the Field Reports tab



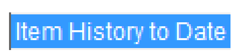
3. Click on the **Field Reports** tab.

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

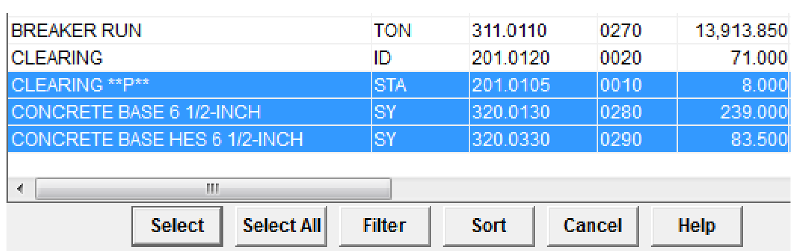
Printing the Item History to Dates in FM

1. On the left tool bar click on the **Inquiries button**

2. Double click on the report.

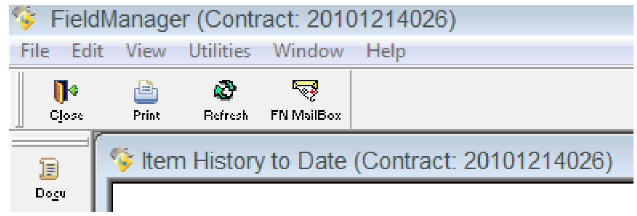


3. Highlight one or a segment of items, or use the **Select All** option and then click on **Select.**

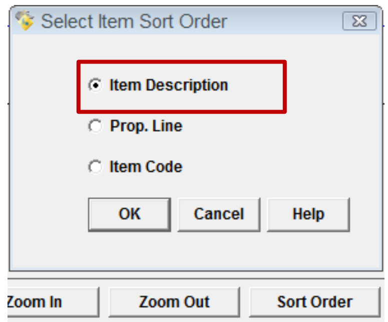


4. Once you are in the report you are given an option to **Print**.

**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.



5. To sort by item, select the **Sort Order** button on the bottom right. Verify that the radio button Item Description is selected.



Report of Contractors Performance

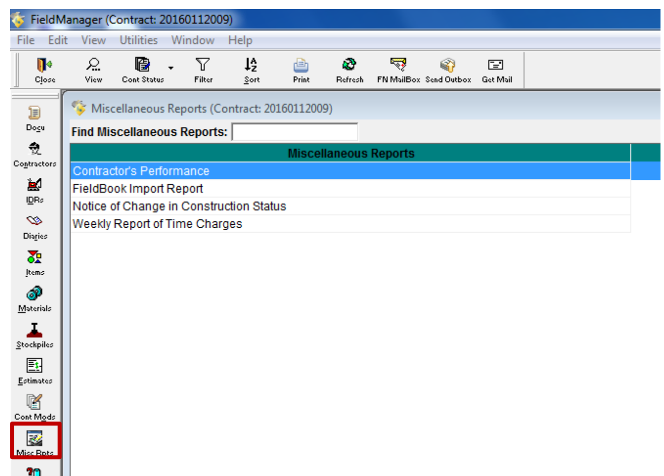
A report of Contractor's Performance is completed in FM and is required for all contractors listed in FM for your project.

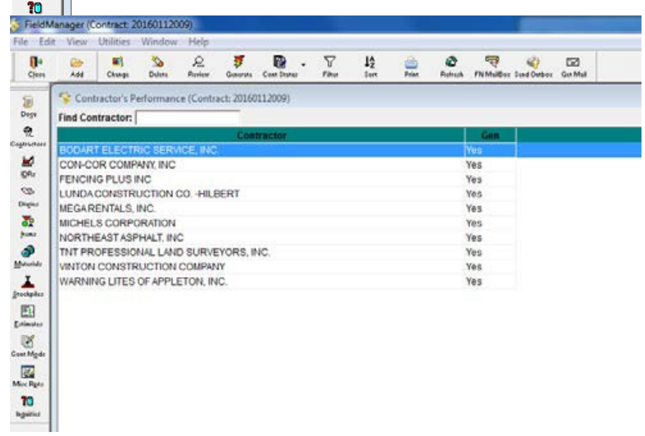
1. Log in to FM. Highlight the appropriate contract.

2. Click on **Misc Rpts**.

3. Click on **Contractor's Performance.**

4. Click on the contractor.

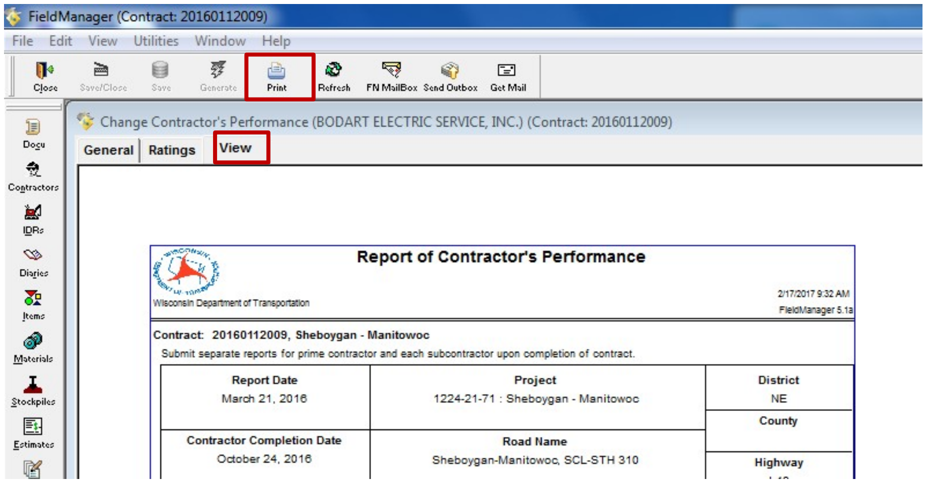




5. Fill in the report. If a particular topic is not applicable to the work done by the contractor, note that in the comments field. On a scale of 0-10, a performance factor of 5 is considered average. Comments must be given for any rating. When giving comments please be as thorough and specific as possible, as the contractors use this report to improve their business practices.

6. To print the Contractor's Performance Report, click the **View** tab.

7. Click **Print.**



<u>Construction Quality Index (CQI)</u>

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 should fill out the CQI **<u>except</u>** for the following work types:

- Pavement marking
- Chip seal
- Crack seal
- Sign bridges
- Bridge painting
- Bridge overlay
- Early procurement
- Lighting maintenance
- Local Force Account (LFA)
- 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, No CQI needed". No ratings should be entered.

Use the "Project CQI Attendance List" to request attendance for the final inspection, creation of the punch list, and to determine if the contract is substantially complete.

At this time the PCL will also complete the preliminary/draft CQI inspection report. The NER requires this report when turning in your turned in with you project finals.

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

1. Obtain the electronic copy of the Draft Construction Quality Index worksheet located in: Pantry2017 \ RegionSpecific \ NE \ NE \ DraftConstrQualityIndex.docx The draft CQI is to be completed and submitted with your final records.

2. The final CQI will be completed at 6 months from substantially complete. At that point, the Draft CQI can be used for reference. The PM is responsible for entering in the CQI data in ProjectTracking. See CS for guidance.

Project Inspection (Substantially Complete/Punch List)

Notify the PM, contractor, and other appropriate parties to complete your final inspection. Follow the Final Let Project Closeout Process manual. Use the attendance list for the CQI to give notice that you are doing the final walkthrough and creating the punch list.

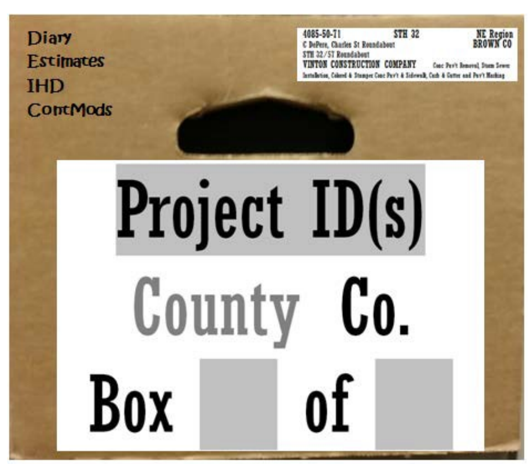
LP - the PCL must email the MC/ACS/COS, DNR, LPPM and Local for final walk through date. E-mail the punch list and time stopped date to ACS/COS and CS.

Diary

Put your diary into the soft cover binder provided and place the staff report from FIT as the 1st page.

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. 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.



1. Fill in project information on the form located in Pantry and tape it on the blank end of the boxes.

2. 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.

3. 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. It should be done prior to bringing in your records. Consultants are required to have Steve Nies remove ALL programs from their computer. Do not uninstall them yourself.

4. Project records must be turned into the region office. Contact the CS for scheduling an appointment..

As-Built Plans

See CMM 1-65.14 for detailed As-Built Instructions. The NER will no longer accept printed copies of the As-Built.

- 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:

  xxxxxxxxAsBuiltStructurexxxxxxx.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.

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

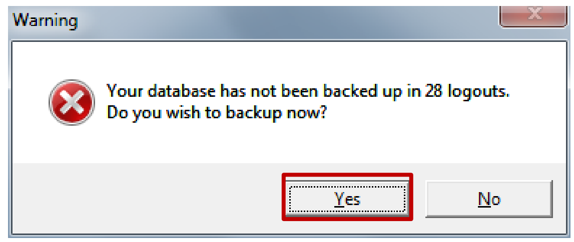
You are required to back up your field files folder manually by copying the files to your USB drive when you back up your other files.

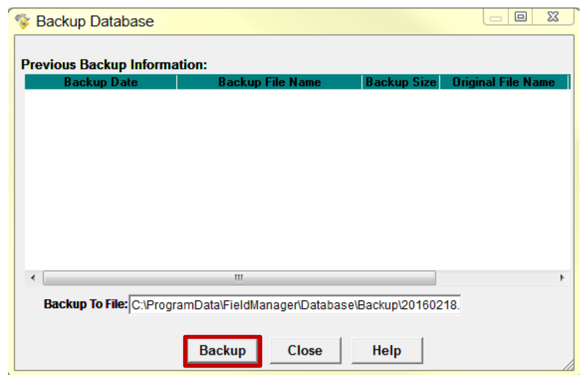
All contract related documentation, spreadsheets, forms, photos, etc., must be saved in the contract id field files folder. These files are required to be on the backup submitted with your finals records.

These files will be transferred to the WISDOT network when you submit your final records. LP – files are not transferred to the WisDOT network. Follow the instructions on page 5 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.

Automatic Prompt to Backup FM database

1. Upon exiting FM for the 5th time, a Warning window will appear prompting you to backup. Click **Yes** to begin the backup process.

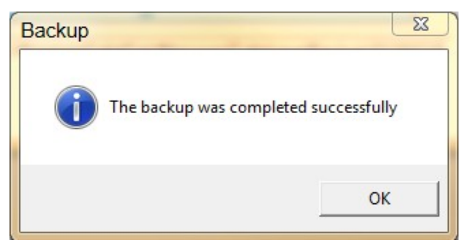




2. The Backup Database window will appear. Select **Backup**.

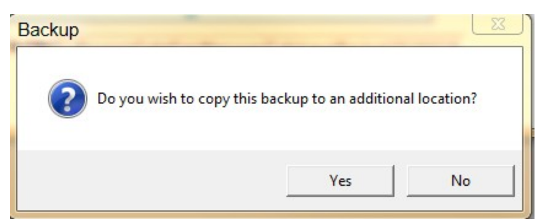
3. If any FM windows are open, you will be asked to close them before proceeding. Select **Yes**.

4. 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

5. 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.



6. **Close** the Backup Database window when the process is complete.

**Don't forget to keep your backup media offsite.

Appendix

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
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
FIT	Field Information Tracking
FM	FieldManager
IDR	Inspector's Daily Report
IHD	Item History to Date
LCS	Labor Compliance Specialist
LP	Local Program
LPPM	Local Program Project Management
MC	Management Consultant
ME	Material Engineer
MIT	Materials Information Tracking
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
WisLCS	Wisconsin Lane Closure System
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
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-rsrces/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-41 Majors Mega Projects	http://us41Wisconsin.gov/
STH 441 Majors Mega Projects	http://projects.511wi.gov/wis441/
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-rsrces/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-rsrces/tools/appr-prod/default.aspx
Wisconsin Erosion Control Product Acceptability List (PAL)	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrces/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_qa.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

IT & Field Program Support

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
Adam Bleskacek	(715) 833-5574	Adam.Bleskacek@dot.wi.gov	Construction Systems Administrator, AASHTOWare Project & Atwood Systems software
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

NER Construction Administration Support

Lisa Lumley	(920) 492-3518	Lisa.Lumley@dot.wi.gov	Contract Specialist, Lettings, Notice to Proceed, ContMods, Conditional Final Acceptance, Site Times & Events, Prompt Payment, Cost to Complete Tracking, Final Records Submittal
Krissy Van Hout	(920) 492-5648	Kristin.vanhout@dot.wi.gov	Construction QA Engineer, Field Reviews, ContMods, CRIs, Claims
Eric Gwidt	(920) 366-8896	Eric.Gwidt@dot.wi.gov	Final Records Review, Equipment Watch Rates, Cost to Complete Tracking
Scott Van Calster	(920) 883-9094	Scott.VanCalster@dot.wi.gov	Contract Specialist, STH 441 Final Records Submittal & Review, Site Times & Events, ContMods
Courtney Chlopek	920-468-4771	courtneychlopek@jt-engineering.com	Contract Specialist, LP Final Records & Contract Submittal

Pantry

Lisa Lumley	(920) 492-3518	lisa.lumley@dot.wi.gov	Pantry Forms committee

Plans and Proposals

Mickey Jenks	(920) 492-2258	Mickey.Jenks@dot.wi.gov	**STH 441-** plans, proposals, construction binders
Courtney Chlopek	920-468-4771	courtneychlopek@jt-engineering.com	LP – plans & proposals

NER Traffic Contacts

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Susan Paulus	(414) 460-3409	susan.paulus@lakesideengineers.com	STH 441 LCS
Rod Hamilton	(920) 366-4747	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

NER Labor Compliance Specialists

Jason Johnson	(920) 492-5728	Jason.johnson@dot.wi.gov	NER & Local Program
Teresa Rademacher	(920) 492-5657	Teresa.rademacher@dot.wi.gov	STH 441

NER Materials Contacts

Tony Allard	(920) 366-9659	Anthony.Allard@dot.wi.gov	Pavements Engineer
Neil Michaelson	(920) 362-2811	Neil.Michaelson@dot.wi.gov	Soils Engineer, Frost Heave Locations, MSE Walls, Inclinometers
Leslie Ashauer	(920) 362-1502	Leslie.Ashauer@dot.wi.gov	Materials Engineer, MIT/MTS, Material Credits, Atwood/E-Guide Help, Material Finals
Adam Johnson	(920) 366-8096	Adam.Johnson@dot.wi.gov	Concrete & Aggregate, QMP/IA, Nuc Density Base Compaction, MITSCAN, Aggregate Sources, Concrete Plants
Brian Jandrin	(920) 360-2200	Brian.Jandrin@dot.wi.gov	HMA QMP/IA, HMA Nuclear Density QV/IA
Jason Tucker	(920) 360-6197	Jason.Tucker@dot.wi.gov	Structure QMP/IA, MSE Wall QMP/IA, Nuclear Density QMP/IA, E-Guide Assistance
Kim Heise	(920) 362-6360	Kim.heise@dot.wi.gov	IRI Ride, Backup Materials Contact
Jamie Cynor	(920) 366-8085	Jamie.Cynor@dot.wi.gov	Lab Coordinator, Sample Containers, Sample Room Access, Beam Guard Testing, Test Questions

NER FHWA Field Operations Engineer

Daniel Holt	(608) 829-7515	Daniel.holt@dot.gov	Unassigned PoDI
Greg Newhouse	(608) 829-7521	gregory.newhouse@dot.gov	**STH 441** PoDI

NER Bureau of Project Development Liaison

Frank Alfaro	(608) 266-2977	frank.alfaro@dot.wi.gov	Construction Oversight Engineer

Survey

Cormac McInnis	(920) 492-5638	Cormac.mcinnis@dot.wi.gov	Survey Coordinator, bench mark forms

Maintenance

(based on county—see county map on appendix page XXX)

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Jim McDowell	(920) 360-5792	Jim.mcdowell@dot.wi.gov	Bridge Maintenance
Jason Lahm	(920) 360-2374	Jason.lahm@dot.wi.gov	Bridge Maintenance, Structure Forms submittal
Brady Rades	(920) 366-5684	Brady.rades@dot.wi.gov	Sign/Signal Bolting
Doug Wiegand	(920) 366-0230	Douglas.wiegand@dot.wi.gov	Highway/Construction Maintenance, Highway Maintenance Forms

Communications Contacts

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

2017 Construction Contacts

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Door, Kewaunee, Manitowoc, Marinette and Sheboygan Counties

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Brown, Calumet, Fond du Lac, Oconto, Outagamie and Winnebago Counties

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Hobart, WI 54155
Office 920-468-4771
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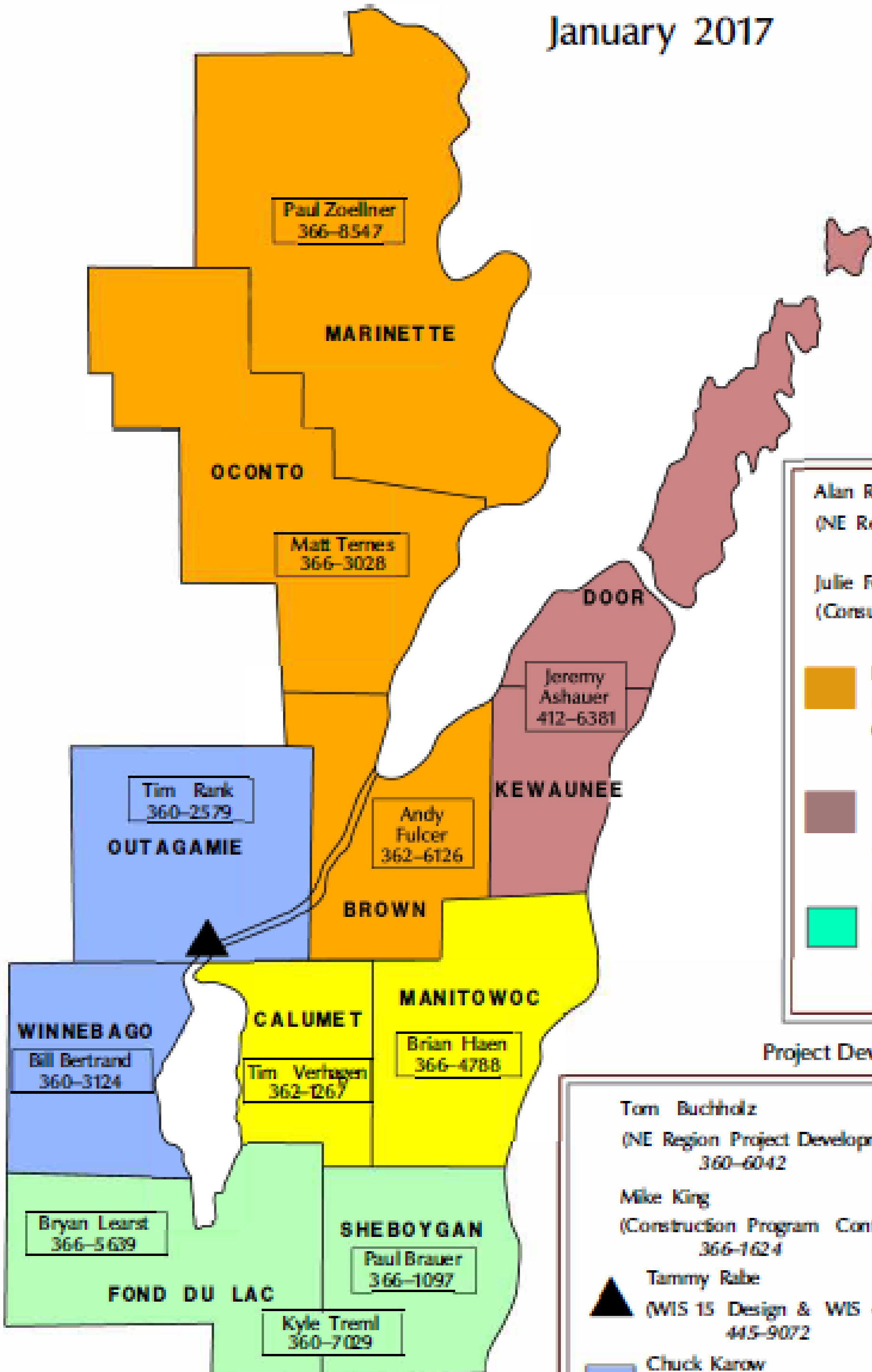
NE REGION PROJECT DEVELOPMENT

CONTACT LIST

January 2017



Project Devlopment Section 1

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

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

Dan Segerstrom
(PDS Supervisor for Brown, Marinette & Oconto Counties)
327–8335

Jim Thompson
(PDS Supervisor for Door & Kewaunee Counties & Local Program)
370–2642

Rob Wagner
(PDS Supervisor for Fond du Lac & Sheboygan Counties)
445–9925

Project Devlopment Section 2

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

Mike King
(Construction Program Controls & Projects)
366–1624

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

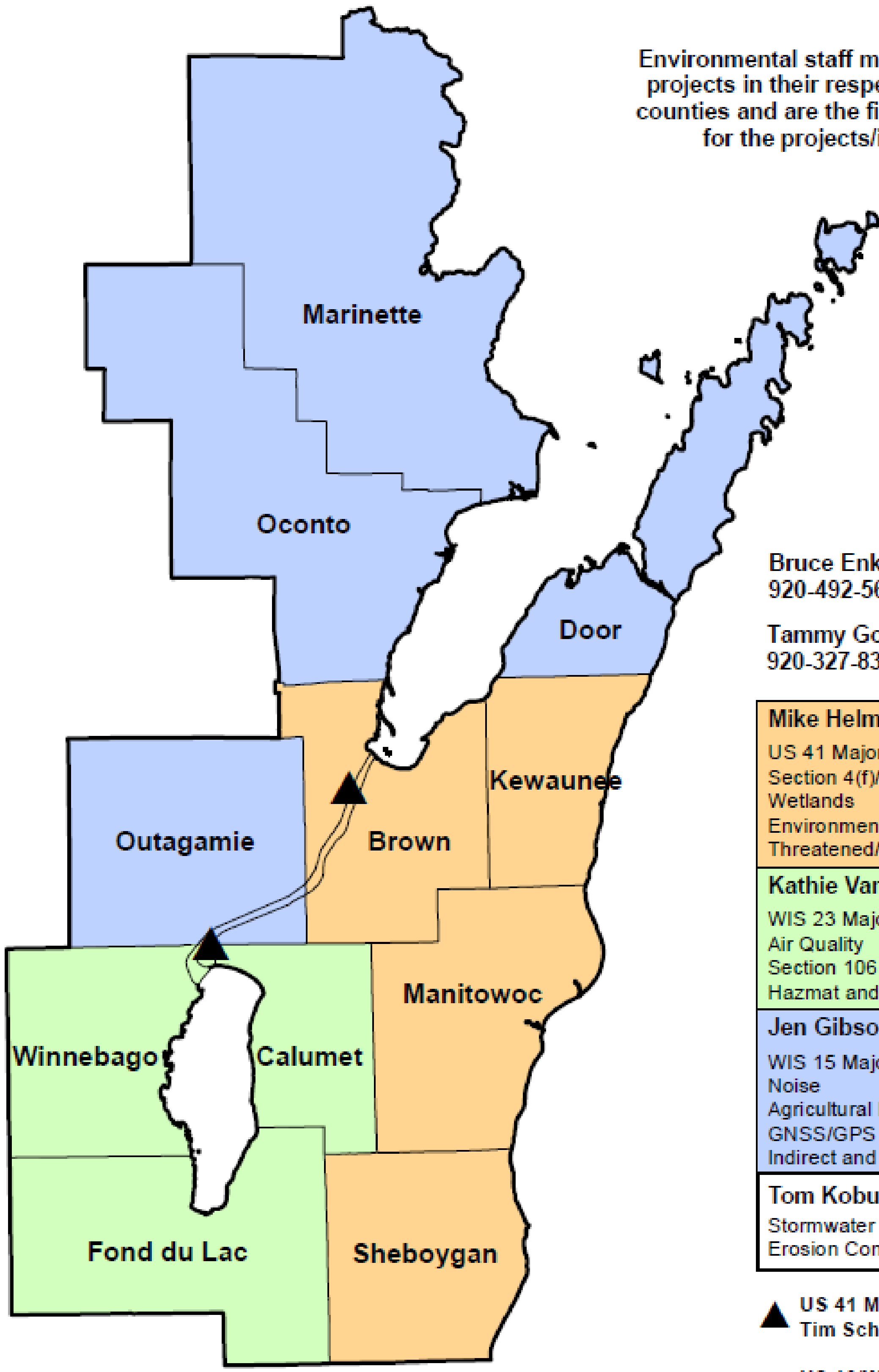
Chuck Karow
(PDS Supervisor for Outagamie & Winnebago Counties)
461–2948

Chad DeGrave
(PDS Supervisor for Calumet & Manitowoc Counties)
360–1085

All Phone Numbers have (920) Area Code
Additional Northeast Region PD Contacts on next page

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

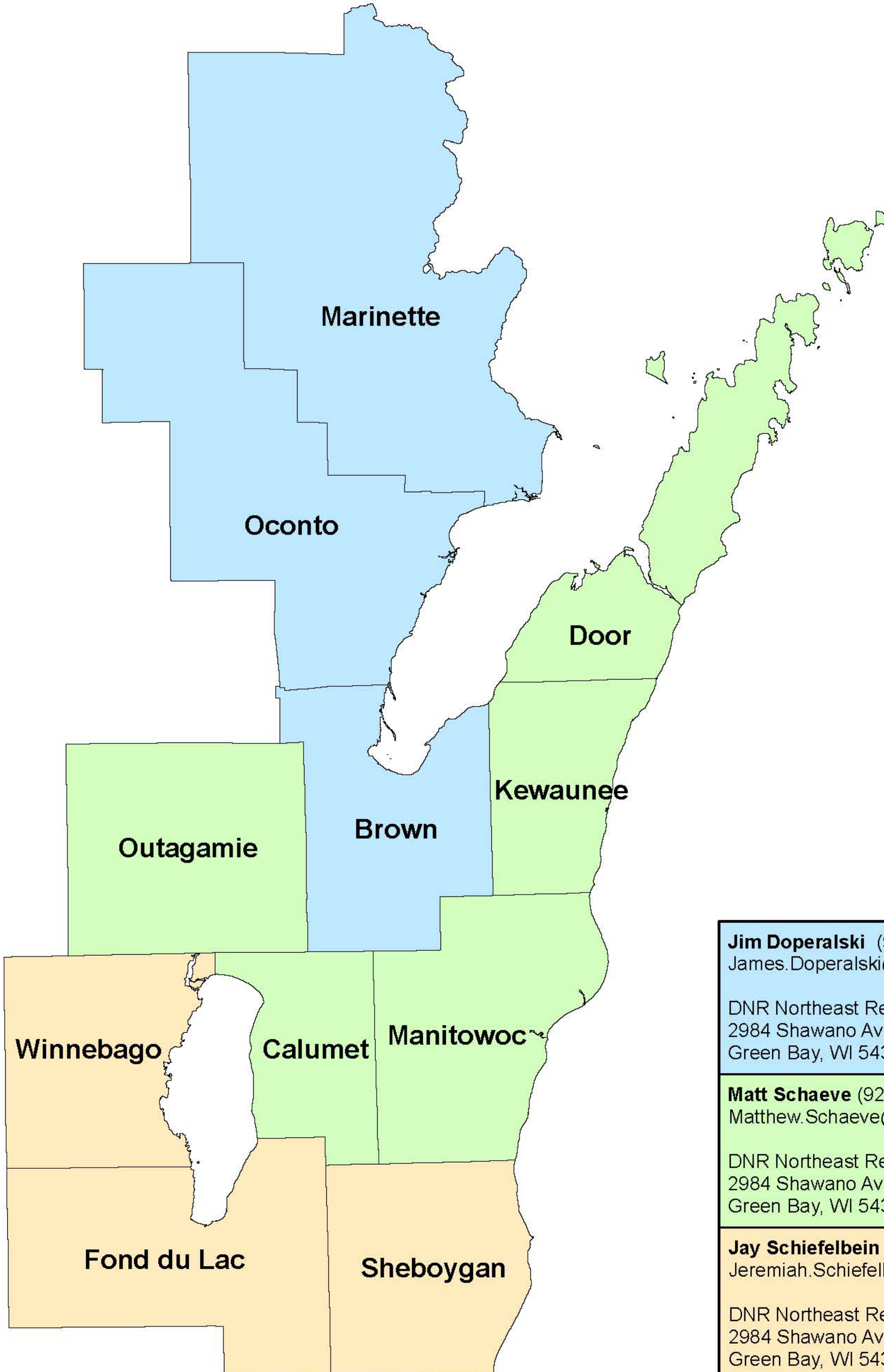
Tom Kobus 920-492-0143
Stormwater
Erosion Control

▲ **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



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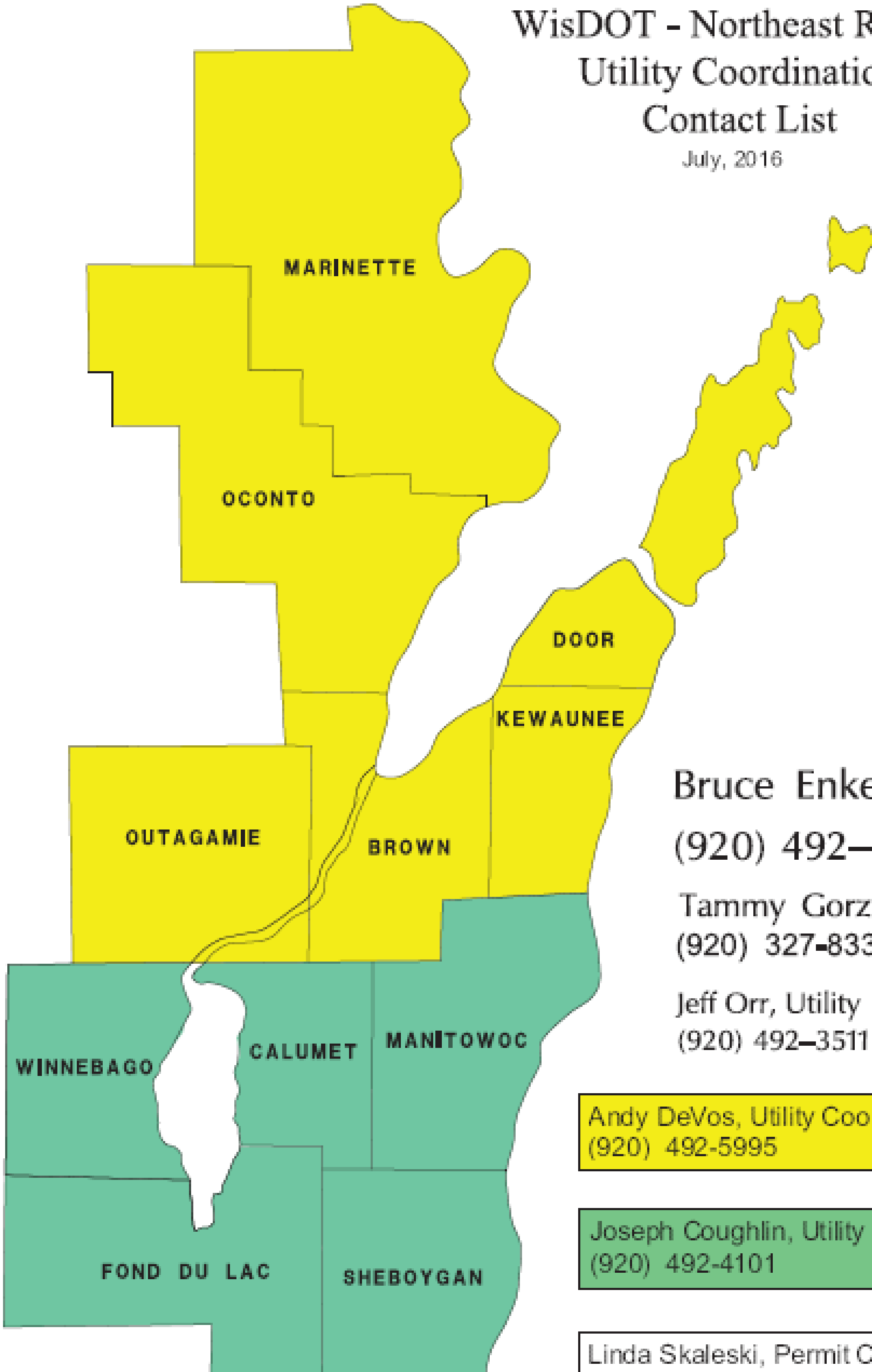
Revised February 2016

WisDOT - Northeast Region
Utility Coordination
Contact List

July, 2016



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Jeff Orr, Utility Engineer (Majors)
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Andy DeVos, Utility Coordinator
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Joseph Coughlin, Utility Coordination Engineer
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Linda Skaleski, Permit Coordinator (region-wide)
(920) 492-4166

GENERAL

DMV..................(608)264-7447	Lake Michigan CR..............2391	Road Conditions......(000)000-0511
DOT Help Desk........(800)362-3050	Lake Poygan CR................5673	Sheboygan River CR............5649
Electrician..................5654	Lake Winnebago CR.............4119	Sign Shop.....................5653
Elkart Lake CR...............5996	Maintenance...................5644	Sturgeon Bay CR...............7724
Fax # BSS....................5640	Manitowoc River CR............5975	Surveys.......................5638
Fax # Lab....................7731	Materials Lab.................5677	Utilities.....................5995
Fax # PDS....................7707	Paging........................5700	Wolf River CR.................0147
Fax # SPO....................5711	Payroll.......................5718	
Fax # TSS....................0144	Personnel.....................5635	
Files........................5669	Peshtigo River CF.............0131	
Fox River CR.................3506	Plat Area.....................5741	
Green Bay CR.................0130	Reception.....................5623	
Lake Butte DM CR.............4108	RIMC..........................4168	

EMPLOYEES

ABING, Christy.....492-5713	FALK, Joshua.......366-8033	KAMPS, Tracy.......606-3763	O'DELL, Jeff.......492-5654	TILLEMAN JR, Roy...492-5650
AHO, Kelsey........492-5625	FARRELL, Alan......492-4172	KANTOLA, Mark......492-4153	OLEJNICZAK, Margie.492-5644	TREML, Kyle........360-7029
ALLARD, Tony.......366-9659	FEZATTE, Julie.....366-4975	KAROW, Chuck.......492-5997	ORR, Jeffry........492-3511	TUCKER, Jason......360-6197
AMBROSIUS, Kristie.492-5706	FREWERD, Mike......492-5653	KAWLESKI, Jeanne...492-5691	PELEGRIN, Kip......492-4142	VAN HOUT, Krissy...360-3973
ANDERSON, Pam......492-4155	FULCER, Andy.......362-6126	KING, Mike.........366-1624	PETERS, Kurt.......362-1157	VANEREM, Curt......360-3791
ANDERSON, Ward.....492-5688	GEURTS, Jason......366-3816	KING, Rebecca......492-5701	PETERSON, Adam.....366-8094	VANOUDENHOVEN, Dawn366-2084
ASHAUER, Jeremy....412-6381	GIBSON, Jennifer...492-4160	KINZIGER, Jared....492-7713	PILICHOWSKI, Zach..362-6125	VANPRICE, Kathie...492-7175
ASHAUER, Leslie....362-1502	GOFFARD, Crystal...492-5739	KIRST, Doug........492-5672	POPKE, Steve.......492-4175	VEESER, Brenda.....492-5744
ASMAN, Randy.......360-3107	GORZLANCYK, Tammy..327-8334	KOBUS, Tom.........492-0143	PROKSCH, Sondra....492-5669	VERHAGEN, Tim......362-1267
BAIERL, Kenneth....366-2272	GROLL, Cheryl......492-2395	KOK, Melissa.......492-5743	RABE, Tammy........445-9072	VICKMAN, Garrett...492-5712
BARTZ, Bill........492-5718	GROSS, Kent........492-5982	KOZLOSKI, Pam......366-6436	RADEMACHER, Teresa.492-5657	VISTE, Jay.........360-1672
BARTZ, Jeremy......362-6356	GUSKE, Patty.......492-5714	LAHM, Jason........360-2374	RADES, Brady.......366-5684	VOGEL, Kurt........362-1732
BEHNKE, Josh.......366-5690	GWIDT, Eric........366-8896	LAING, Sheila......492-5623	RANK, Tim..........360-2579	WAGNER, Nick.......492-5992
BELANGER, Greg.....492-7733	GWIDT, Natasha.....492-4125	LANG, Joshua.......492-4141	REESE, Becky.......366-5790	WAGNER, Rob........492-5983
BERG, Matt.........492-4147	HAEFS, Matt........492-5702	LAUX, Patrick......569-2098	RHODES, Dennis.....492-7705	WALCZYK, Ben.......492-5674
BERTRAND, Bill.....360-3124	HAEN, Brian........366-4788	LEARST, Bryan......366-5639	RICKERT, Brian.....360-1494	WARPINSKI, Lynn....492-4169
BERTUCCI, Matthew..492-4158	HALADA, Matt.......492-7725	LEVINE, Marvin.....492-4114	RICKERT, Jeff......492-5654	WEBER, Dale........366-6430
BLAZEK, Chris......492-5621	HAMILTON, Rod......366-4747	LIPKE, Bryan.......492-5703	RINGEL, Abigail....492-7708	WEYER, Derek.......492-0139
BOHRTZ, Jeff.......492-5631	HANSEN, Jesse......492-5630	LORENZ, Kelsey.....492-0142	RISNER, Phil.......492-4157	WIEGAND, Doug......366-0230
BRADLEY, Kim.......492-4174	HARDY, Barb........362-6134	LUMLEY, Lisa.......492-3518	ROCKWEIT, Kim......366-8028	WILLIAMS, Geoff....492-4171
BRAUER, Paul.......366-1097	HARRIS, Colleen....492-5678	MALUEG, Ryan.......492-4145	ROESLER, Marc......362-1632	WITTE, Kyle........492-5627
BROCK, Brian.......492-5740	HARRIS, Karen......492-2381	MANSKE, Becky......492-4156	ROMMEL, Al.........360-4099	WOODFILL, Leroy....360-0628
BUCHHOLZ, Tom......360-6042	HART, Autumn.......492-2382	MARETTI, Shannon...492-5635	ROOYAKKERS, Becky..492-2394	WRANOVSKY, Kurt....492-5645
BURKI, Mitch.......492-4149	HEBEL, Scott.......492-4107	MARKIEWICZ, Matt...492-5654	SCHEUBER, Brett....492-3502	ZAVADA, Jennifer...492-5720
BYSTOL, Nick.......492-5638	HEISE, Kim.........492-5985	MAROHL, Todd.......492-4117	SCHMIDT, Dave......492-5715	ZOELLNER, Paul.....366-8547
CALLIARI, Carol....492-5692	HELMRICK, Mike.....492-7738	MARSH, Jodi........492-4129	SCHRADER, Kristin..492-7704	
CAMPSHURE, Mike....492-7717	HERBEL, Jon........492-5741	MARTENS, John......492-5699	SCHUURMANS, Bob....360-4749	
CARPENTER, Sandy...492-5681	HERLACHE, Steve....492-3512	MARTIN, Scott......492-7174	SCHWAB, Jillian....492-5620	
CAVANAUGH, Jenny...492-5986	HIGLEY, Mark.......492-7164	MATERNOSKI, Jordan.492-7163	SCHWARZ, Randy.....492-0140	
COHEN, Michael.....492-4136	HILBERT, Jill......492-0136	MATTHIESEN, Tanace.492-4143	SEGERSTROM, Dan....492-7718	
COUGHLIN, Joseph...492-4101	HODGSON, Tammy.....492-5679	MCCARTY, Shane.....492-5991	SETTERSTEN, Craig..492-5628	
CREAPEAU, Quinton..492-2397	HOEFFERLE, Ed......492-7702	MCDOWELL, Jim......360-5792	SIEBERT, Luke......360-6620	
CYNOR, Jamie.......492-5677	HOLLISTER, Brad....492-2380	MCINNIS, Cormac....492-5638	SIKORSKI, Eric.....492-4161	
DANKE, Eric........492-5647	HOLZEM, Anne.......492-7710	MCNICHOLS, Amanda..492-5641	SIMMONS, Mason.....360-1238	
DAVIS, Dan.........366-0867	HORKMAN, Ryan......492-5654	MEAGHER, Alicia....492-5705	SIMMONS, Scott.....492-2385	
DECLEENE, Jacob....492-3515	HUBBARD, Chuck.....492-5658	MEURER, Alice......492-2387	SKALESKI, Linda....492-4166	
DEGRAVE, Chad......360-1085	HYTINEN, Brandon...366-8034	MICHAELSON, Jill...492-5698	SLATTERY, Kathleen.492-7709	
DENEYS, Kris.......366-6590	JANDRIN, Brian.....360-2200	MICHAELSON, Neil...362-2811	SLEZAK, Kimberly...492-4131	
DEVOS, Andy........492-5995	JANKE, Mark........492-5981	MISKOV, John.......366-6602	SMITH, Jenny.......492-5622	
DORSEY, Will.......492-5684	JANZ, Adam.........360-5398	MITCHELL, Mark.....492-4167	SOUFAL, Greg.......366-8122	
DUMS, Alex.........492-5707	JENKS, Mickey......832-1777	MUELLER, Ann.......492-5634	SOWINSKI, Keith....492-4132	
EBEL, Scott........492-5676	JOHNSON, Adam......366-8096	NELSON, Ashley.....492-5704	SPIELMACHER, John..366-4835	
EBENT, Anne........492-5694	JOHNSON, Jason.....492-5728	NELSON, Patti......492-7700	TALCOTT, Matthew...492-5716	
EDWARDS, Brian.....360-2801	JOHNSON, Ruth......492-2386	NELSON, Scott......366-2109	TERNES, Matthew....366-3028	
EISCH, Jackie......492-7734	JOLIVETTE, Erin....492-7721	NIELSEN, Dave......492-0148	THOMPSON, Jim......492-5670	
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Area Code + Prefix is (920) 492 unless otherwise listed.

Revised on 1/26/2017 12:16:38 PM

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Degrave, Chad	(920)360-1085
Deneys Kris	(920)366-6590
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Haen, Brian	(920)366-4788
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Hardy, Barb	(920)362-6134
Harris, Colleen	(920)362-0746
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Hytinen, Brandon	(920)366-8034
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Kamps, Tracy	(920)606-3763
Kantola, Mark	(920)570-2402
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Koster, Jason	(920)366-5680
Kozloski, Pam	(920)366-6436
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Lang, Josh	(920)362-6170
Learst, Bryan	(920)366-5639
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Marohl, Todd	(920)360-0395
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Martin, Scott	(920)362-6346
Maternoski, Jordan	(920)362-6133
McCarty, Shane	(920)362-0252
McDowell, Jim	(920)360-5792
McInnis, Cormac	(920)609-5638
Michaelson, Jill	(920)327-8394
Michaelson, Neil	(920)362-2811
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Nelson, Scott	(920)366-2109
Nies, Steve	(920)360-3610
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O'Dell, Jeff	(920)366-3099
PD Shared Pool	(920)366-3373
PD Shared Pool	(920)366-0920
PDS Construction	(920)362-6172
PDS Construction	(920)362-6095
PDS Construction	(920)366-5288
PDS Construction	(920)360-2191
PDS Construction	(920)366-3743
PDS Construction	(920)360-0674
PDS Pool	(920)360-6751
PDS Pool	(920)360-5781
PDS Pool	(920)362-0482
PDS Pool	(920)366-5391
PDS Vacant	(920)412-6373
Peters, Kurt	(920)362-1157
Peterson, Adam	(920)366-8094
Pilichowski, Zach	(920)362-6125
Rabe, Tammy	(920)445-9072
Rademacher, Teresa	(920)360-6273
Rades, Brady	(920)366-5684
Rank, Tim	(920)360-2579
Reese, Becky	(920)366-5790
Rickert, Brian	(920)360-1494
Rickert, Jeff	(920)360-6238
RIMC	(920)492-4168
Rockweit, Kim	(920)366-8028
Roesler, Marc	(920)362-1632
Rommel, Al	(920)360-4099
Rooyakkers, Rebecca	(920)360-0962
Schmidt, Dave	(920)360-0983
Schuurmans, Robert	(920)360-4749
Schwab, Jillian	(920)366-4477
Schwarz, Randy	(920)360-0008
Segerstrom, Dan	(920)327-8335
Settersten, Craig	(920)366-4796
Siebert, Luke	(920)360-6620
Sikorski, Eric	(920)362-6350
Simmons, Mason	(920)360-1238
Slezak, Kimberly	(920)360-6413
Soufal, Greg	(920)366-8122
Spielmacher, John	(920)366-4835
Survey/PDS GPS Unit #1	(920)609-5238
Survey/PDS GPS Unit #2	(920)609-8138
Survey/PDS GPS Unit #3	(920)609-8538
Talcott, Matt	(920)360-0849
Ternes, Matt	(920)366-3028
Thompson, Jim	(920)370-2642
Tilleman, RJ	(920)366-8044
Tilleman, Tom	(920)362-6345
Treml, Kyle	(920)360-7029
Tucker, Jason	(920)360-6197
Vacant	(920)360-1385
Vacant	(920)366-1148
Vacant	(920)366-5557
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VanErem, Curt	(920)360-3791
VanOudenhoven, Dawn	(920)366-2084
VanPrice, Kathie	(920)366-5674
Verhagen, Tim	(920)362-1267
Viste, Jay	(920)360-1672
Vogel, Kurt	(920)362-1732
Wagner, Rob	(920)445-9925
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Wranovsky, Kurt	(920)360-3993
Zoellner, Paul	(920)366-8547

Weekly Report 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.