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| **From:** | Carpenter, Sandra - DOT |
| **To:** | Janke, Tom |
| **Cc:** | Edwards, Brian - DOT; Thompson, James - DOT; Nelson, Jeanette R - DOT; Glen, Rich |
| **Subject:** | Change Management Document |
| **Date:** | Tuesday, April 10, 2018 2:32:43 PM |
| **Attachments:** | STP-Urban, STP-Rural, and Local Bridge Programs Project Change Form with Schedule.docx<br>CM Increase Justification Worksheet.docx<br>4854-03-71 V St. Cloud CTH G - cost increase request APPROVED.msg<br>4854 03 71 V St Cloud CTH G Fond du Lac - cost increase request 01252017_APPROVED.DOCX |

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Good Afternoon Tom,

Project ID 4854-03-71, CTH G is scheduled for a 5/1/18 PS&E. Central Office is requesting that sponsors submit change management requests for cost increases as soon as a need has been identified. If the need for additional funds is identified at PS&E, they do not want the sponsor to wait until the letting before they submit a cost increase request. The local sponsors have been given the responsibility of preparing change management requests. I have attached the template for your use. The second document titled CM INCREASE JUSTIFICATION WORKSHEET can be used to summarize the information that would be in the JUSTIFICATION section of the actual request form. You do not have to use the worksheet. You can document your justification within the one document.

Cost increase requests must be detailed and document exactly what has contributed to the increase in project cost since the last funding approval. Specific bid items may need to be referenced. It is recommended to include any supplemental information (such as PS&E estimate) necessary to support the justification. I have attached the last cost increase request that was approved for this project. Please note that any future cost increase requests will need to provide a more detailed explanation of increased costs.

Based on the 90% estimate, the approved funding for this project is funding the project at 80%.

When you have received the final PS&E estimate from your consultant, I recommend reviewing the funding percentage based on the PS&E estimate and submitting a cost increase request if necessary.

Let me know if you have any questions or would like additional information.

*Sandy*

**Sandra Carpenter, P.E.**

WisDOT Local Program Manager

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If this is related to a records request please mail: dotdtsdnerecords@dot.wi.gov