**SE Region**

**11”x17” (D SIZE) PAPER PLAN AND PROPOSAL DISTRIBUTION FORM**

Fill out Distribution Form and email file to: Bill Desens [**william.desens@dot.wi.gov**](mailto:william.desens@dot.wi.gov)

And Enter Grand Totals in **Plan Letter**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project I. D. 1040-00-70 | | | | Project Manager: David Pittman |
| Route: STH 57 | | | | Design Leader or Consultant: Bhuvan Manandhar |
| Project Title: Saukville - Waldo | | | | County: Ozaukee |
| **Needed For** | **No. Required** | | **Remarks/Help** | |
| **Plans** | **Proposal** |
| **IN-HOUSE DISTRIBUTION** (Bill Desens) | | | | |
| Tech Services, Unit 1  Materials. | 1 | 3 | 1 plan for HMA projects only otherwise enter 0  Deann Balog will distribute proposal to Carrieann Markley, Sheryl Sorby, and herself | |
| Design Project Manager | 1 | 1 | Name: David Pittman | |
| Design Project Leader | 1 | 1 | Name: Bhuvan Manandhar | |
| Construction Supervisor | 1 | 1 | Name (if known): Jason Lynch | |
| Construction Project Manager | 1 | 1 | Name (if known): Steven Kuhl/Brian Boothby | |
| Design and Construction Admin. | 1 | 1 | Steve Chojnacki | |
| System Operations, Traffic Unit 2, Work Zone, Signing,  Pavement Marking | 2 | 2 | 1 set each for Tom Heydel and Rebecca Klein  Except local projects with no signing. | |
| System Operations, Traffic Unit 3  Lighting and Electrical | 0 | 0 | 1 set each for Eric Perea  1 set each for Pat Stoetzel send to West Allis  1 set each for Dennis Cauley send to West Allis  Only for projects with Signals and/or Lighting including empty conduits otherwise 0 | |
| System Operations,  Maintenance Unit 1, Highways | 1 | 1 | 1 set for County Maintenance Coordinator: Deliver to Bao Tran  Jim Weiglein - Washington & Ozaukee Co. | |
| System Operations,  Maintenance Unit 1, Structures | 0 | 0 | 1 set each, if project contains any numbered structures deliver to John Bolka  (Bridges, Box Culverts, Retaining Walls, Sign Bridges, Sound Walls, etc.) | |
| **OUTSIDE CONTACT DISTRIBUTION** (Design Project Manager) | | | | |
| DNR | 1 | 1 | Kristina Betzold electronic copy only | |
| Ozaukee County | 1 | 1 | Name: Ozaukee County (Enter 1 plan and 1 proposal) | |
| Village of Saukville | 1 | 1 | Name: Village of Saukville (Enter 1 plan and 1 proposal) | |
| Municipality 1 |  |  | Name: Municipality 1 (Enter 1 plan and 1 proposal) | |
| Municipality 2 |  |  | Name: Municipality 2 (Enter 1 plan and 1 proposal) | |
| Design Consultant |  |  | Name:       (Enter 1 plan and 1 proposal) | |
| Transit |  |  | Name: (Enter 1 plan and 1 proposal) | |
| Construction (Field Staff) | 3 | 3 | Adjust quantity based on Project Type. Discuss with Construction PM if known.  Suggested Range is between 5 and 20 of each. | |
| **GRAND TOTAL REQUIRED** | **12\*** | **14\*** | **Enter Grand Total in Plan Letter** (this will be the quantity printed) | |

**Contractors and Subs provide their own plans**

**Outside Contacts will be distributed by the DOT Design Project Manager**

**Outside contacts can download on the WisDOT ftp site:** [**ftp://ftp.dot.wi.gov/dtsd/hcci/plansandproposals/**](ftp://ftp.dot.wi.gov/dtsd/hcci/plansandproposals/)

**Organized by LET year and Month and Proposal number. Send entire link to contact.**

**Plans (back to 1999)** [**\\mad00fph\n4public\Bhc\Let\**](file:///\\mad00fph\n4public\Bhc\Let\) **and Proposals (back to 2007)** [**\\mad00fph\n4public\Bhc\Special Provisions Word\**](file:///\\mad00fph\n4public\Bhc\Special%20Provisions%20Word\)

**are available electronically for in-house staff on the Madison server.**

**\* 18** ±  **is the suggested number to order**

**And on the Barstow server at:** [**\\dotwkefile1p\n3public\PDS\PDS Resource Area\02 Construction\**](file:///\\dotwkefile1p\n3public\PDS\PDS%20Resource%20Area\02%20Construction\)