

## Southwest Region Pantry (discontinued for 2017) – where do I find these files now?

Link to [SouthWest Improvement Guidance \(SWIG\)](#)

(<http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/swig/default.aspx>)

ACcomps.xlsx – [SWIG 8-45-5](#)

AsBuiltBrdgPaint.pdf – [SWIG 8-45-5](#)

Cold Weather Paving Guidance – [SWIG 8-35-1](#)

Cold-weather-paving-flwchrt.pdf – [SWIG 8-35-1](#)

ConModInfo.docx – [SWIG 8-10-1](#)

ConstrAdminFlowchart.docx – [SWIG 8-1-20](#)

ConstrAdminGuide.docx -- [SWIG 8-1-20](#)

ConstructionAcronyms.pdf – [SWIG 8-1-20](#)

Contract Items Review Instructions – [SWIG 8-75-5](#)

CylinderSummarySheet.xlsx – [SWIG 8-45-5](#)

ECIPReviewChecklist.docx – [SWIG 8-15-1](#)

ECReleaseReport.docx – [SWIG 8-15-5](#)

EmergencyProjectContacts.xlsx – [SWIG 8-1-15](#)

ForceAccount.xlsx – [SWIG 8-25-1](#)

ForceAccontCost.xlsx – [SWIG 8-25-1](#)

InspectionGuidelines.docx – [SWIG 8-30-1](#)

Late Finals Reason Codes (Project Tracking) – [SWIG 8-75-10](#)

LawnCareLetterEDG.docx – [SWIG 8-50-15](#)

LawnCareLetterLAX.docx – [SWIG 8-50-15](#)

LawnCareLetterMAD.docx – [SWIG 8-50-15](#)

Matls-Remind-2017.docx (formerly MaterialsOrderOfDocumentation) – [SWIG 8-45-1](#)

NewSampleTAGS.xlsx – [SWIG 8-45-5](#)

PreconConfAgenda.docx – [SWIG 8-1-10](#)

PreconConferenceAttendance.xlsx – [SWIG 8-1-10](#)

PreconSign.docx – [SWIG 8-1-10](#)

Reduction of Routine Retainage Request.oft – [SWIG 8-75-1](#)

PreconMeeting Hwy County.oft – [SWIG 8-1-10](#)

ProjectDocuments.docx – [SWIG 7-40 Attachment 2](#)

ReasonCodes.pdf (For Contract Modifications) – [SWIG 8-10-1](#)

RequestForConditionalStartNotice.docx – [SWIG 8-1-25](#)

RequestForNoticeToProceed(StartNotice).docx – [SWIG 8-1-25](#)

RequestForPreconNoticeLAX.docx – [SWIG 8-1-10](#)

Request For Precon Madison & Edgerton – [SWIG 8-1-10](#)

SWRegionPhoneList.pdf – [SWIG 2-1](#)

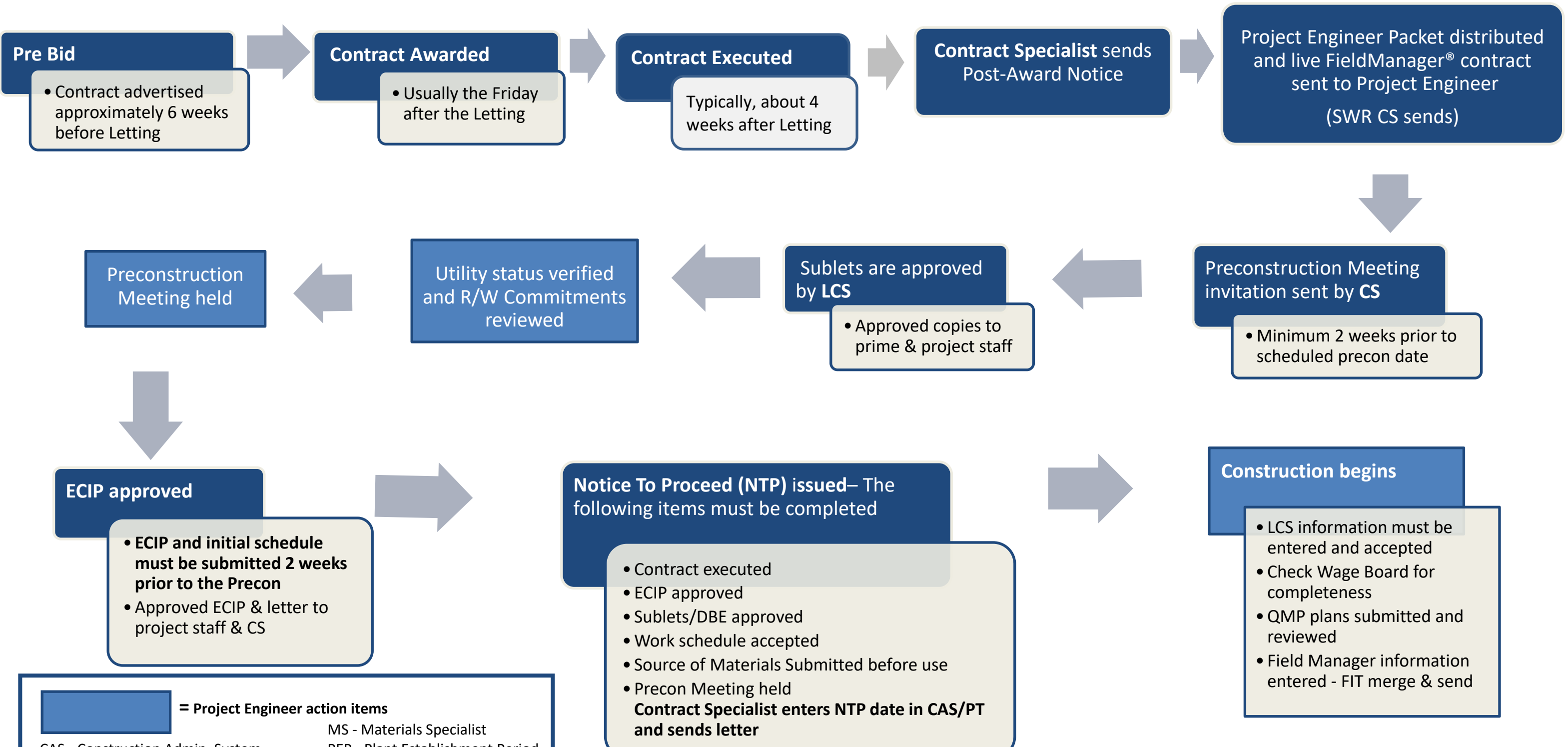
WeeklyProgressMeetingAgenda.docx – [SWIG 8-55-1](#)

WisDOT QMP Non-Performance & Non-Conformance Tracking.xlsx – [SWIG 8-45-5](#)

## **Emergency Response to Incidents on Projects – IMPORTANT (review and post)**

1. For a situation involving injuries, crash on a public road, fire, etc. **call 911** first
2. **STOC (Statewide Traffic Operations Center) – 414-227-2142 (office) / 800-375-7302 (24-hour)**  
– **Save in your phone**
  - a. The Statewide Traffic Operations Center (STOC) is a 24/7/365 operation. The STOC provides and coordinates information to the traveling public, first responders and WisDOT, as well as provides traffic management functions. They also assist with incident management and provide support and knowledge as needed.
  - b. If 911 is called, State Patrol will coordinate with the STOC. If the RIMC is called, they will coordinate with the STOC.
  - c. **Call STOC directly for traffic related issues likely to cause a serious backup** (lane closure extending beyond hours entered in LCS / blockage / etc.)
  - d. **STOC will contact the RIMC, electricians, structures, etc. if needed**
3. **RIMC (Regional Incident Management Coordinator)**  
**Madison/Edgerton area: 608-235-9042 or LaCrosse area: 608-498-1859**  
-- **Save in your phone**
  - a. RIMCs are on-call field personnel (regional operations staff – traffic and maintenance) that serve as WisDOT’s first responder to incidents that involve state-maintained infrastructure. Their role is to work with other first responders on the scene and evaluate the situation from a WisDOT perspective. Their primary focus is to ensure that the safety of motorists and other first responders is maintained through proper traffic control. If a situation is dangerous for the traveling public, the RIMC will contact the Regional On-Call Duty Officer to report that an incident cannot be handled at the on-scene level.
  - b. **If an incident has occurred that has a significant impact on traffic, or after calling 911 if needed and STOC, call your Project Manager**
4. **RDO (Regional Duty Officer) All of SW Region: 608-516-6479 – Save in your phone**
  - a. Duty Officers are senior on-call staff (regional managers and directors) responsible for serving as the single point of contact for their region in an emergency that has or has the potential to escalate to a regional incident command response.
  - b. Normally, if the RDO needs to be contacted, the RIMC will contact them. **If the RIMC cannot be contacted, call the RDO.**
5. **IMP (Incident Management Plan) - If your project has an IMP be sure to review it and be familiar with the expectations for project staff. Discuss these issues at the preconstruction meeting.**

# I – START CONSTRUCTION FLOWCHART



**= Project Engineer action items**

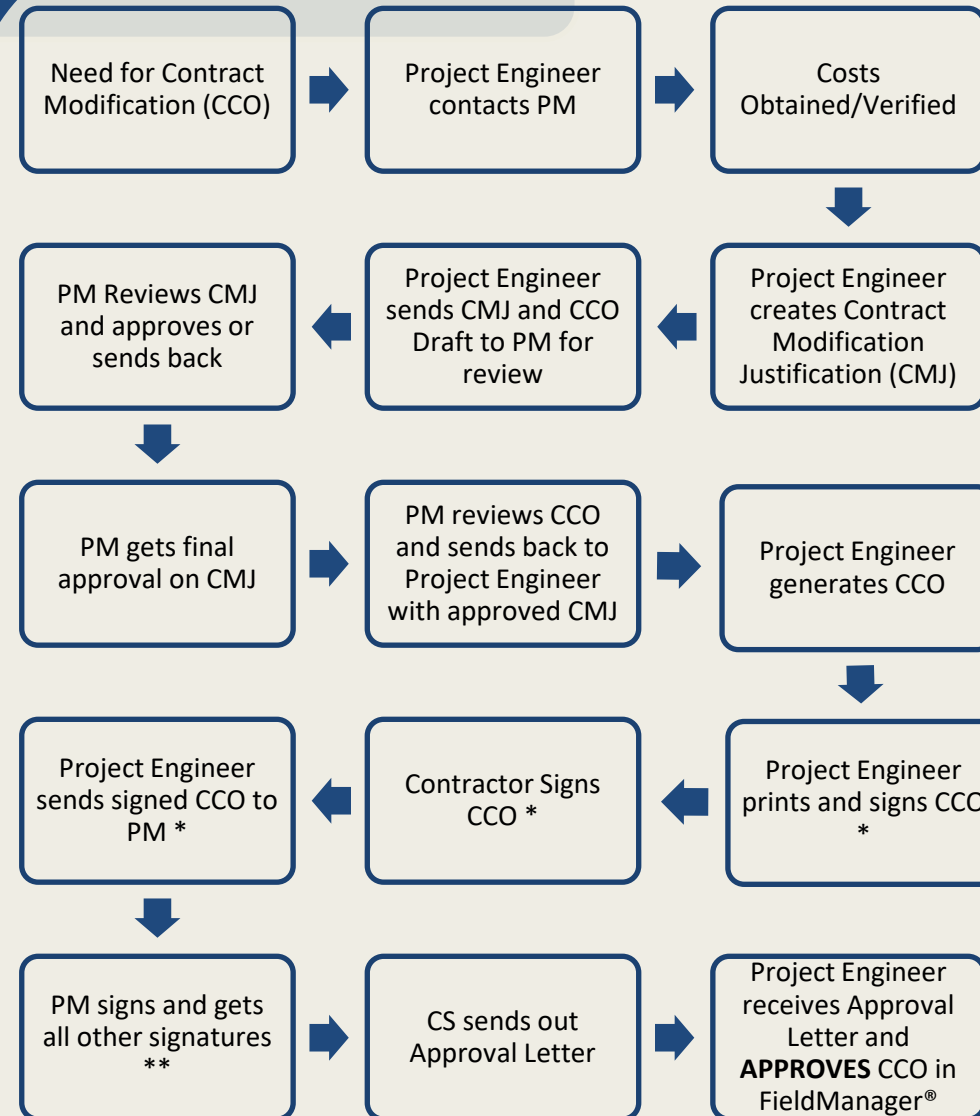
CAS - Construction Admin. System  
CFA – Conditional Final Acceptance  
CS – Contract Specialist  
CWC – Contract Work Complete  
FIT - Field Information Tracking System  
FM - Field Manager  
LCS – Labor Compliance Specialist  
LCS – Lane Closure System  
MR - Materials Reviewer

MS - Materials Specialist  
PEP - Plant Establishment Period  
PE - Project Engineer  
PM – Project Manager  
PT - Project Tracking  
QMP – Quality Management Plan  
RR - Records Reviewer  
SF - Semi Final Estimate  
SOM – Source of Materials  
SS - Standard Specifications

# II – DURING CONSTRUCTION FLOWCHART

- **FINAL AS YOU GO**
- Discuss CRCS & DBE Goal status at weekly meetings
- Bi-weekly Pay Estimates
- Timely Submittal of Material Certs & Test results
- Verify QMP is contractually accurate and being followed
- Verify SOM is current
- Verify ECIP is current
- Erosion control inspections and orders
- “To Do” lists for the contractor as the project progresses
- Verify project schedule is current
- Discuss contract time at weekly meetings
- Weekly meeting minutes and weekly updates distributed

## Contract Mod Process



Partial Acceptance may be requested by Contractor as defined in **SS 105.11.1**. PM approves request and **CS** sends Partial Acceptance letter

Project is Substantially Complete as defined in **SS 105.11.2.1.3**

**All contract bid items and change order work are complete including:**

- All lanes of traffic are open on a finished surface.
- All signage and traffic control devices are in place and operating
- All drainage, erosion control, excavation, and embankments are completed.
- All safety appurtenances are completed
- PM/Project Engineer develops

**Time Charges Stopped is entered and the project moves to the Finals process**

### = Project Engineer action items

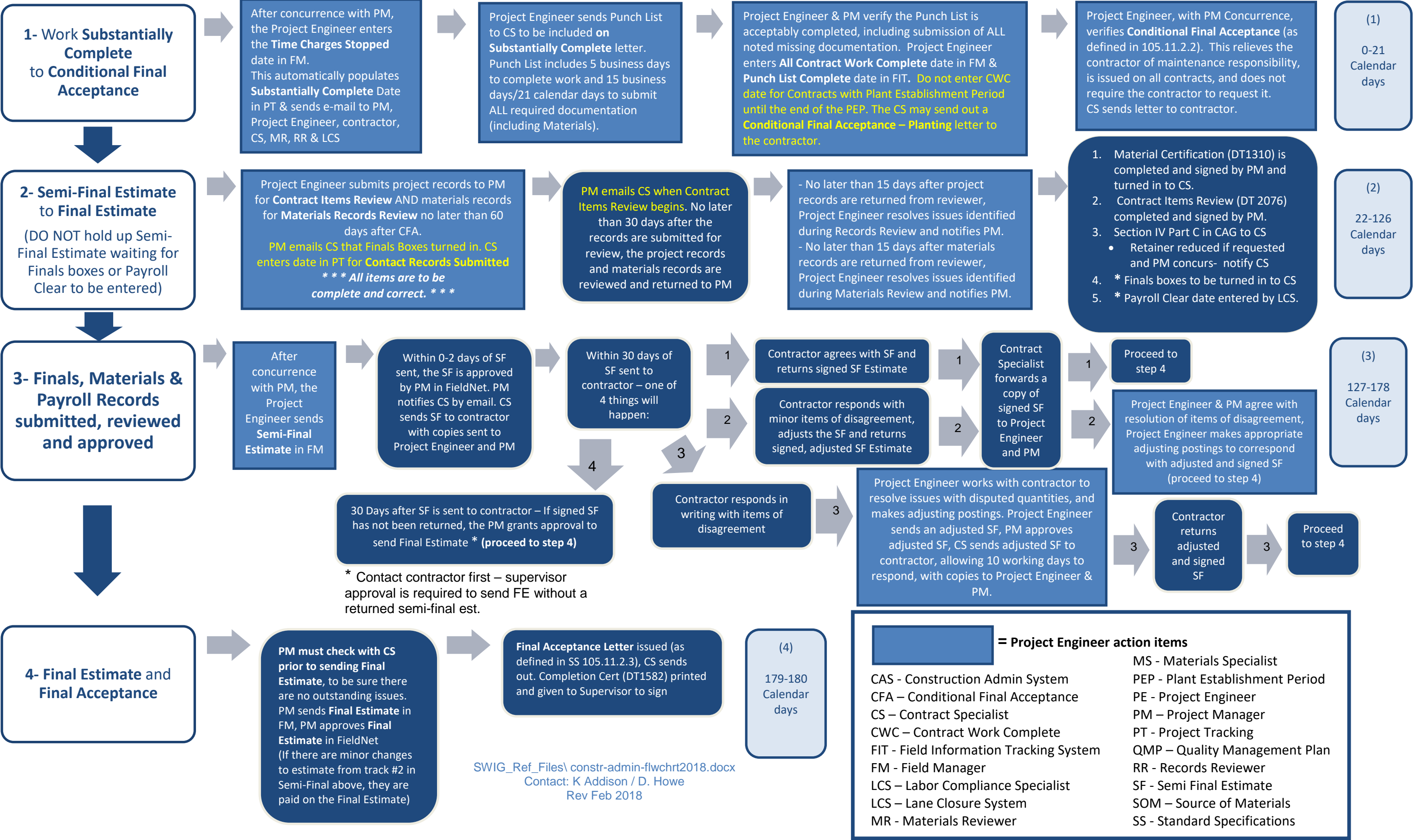
CAS - Construction Admin System  
Period  
CFA – Conditional Final Acceptance  
CS – Contract Specialist  
CWC – Contract Work Complete  
FIT - Field Information Tracking System  
Management Plan  
FM - Field Manager  
LCS – Labor Compliance Specialist  
LCS – Lane Closure System  
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MS - Materials Specialist  
PEP - Plant Establishment  
PE - Project Engineer  
PM – Project Manager  
PT - Project Tracking  
QMP – Quality  
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SF - Semi Final Estimate  
SOM – Source of Materials  
SS - Standard Specifications

\* Electronic Signatures are allowed, see SWIG 8-10-5  
\*\* See SWIG 8-10-1 for required signatures

SWIG\_Ref\_Files\constr-admin-flwchrt2018.docx  
Contact: K Addison / D. Howe  
Rev Feb 2018

# III-IV FINALS DATES & RECORDS FLOWCHART





# Electronic Submittal of Finals Records

Jim Rohe

February 27th, 2018



# Electronic Submittal of Finals Records

- ▶ Recommended for this year
- ▶ File Structure
- ▶ Submittal Process



# Electronic Submittal of Finals Records

- ▶ Recommended for this year. Next year, potentially mandatory.
- ▶ Select one way, electronic or paper, for this year. Please don't do a combination.
- ▶ Signatures can be electronic on the forms that need signatures.





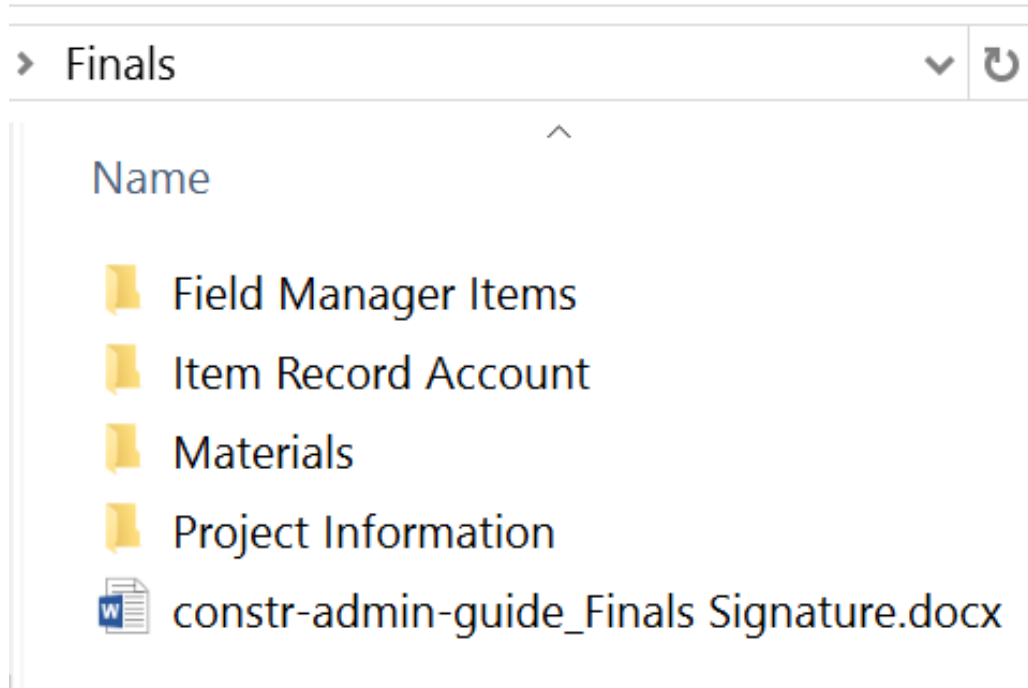
# Electronic Submittal of Finals Records

## ► File Format

- Please follow the structure that provided on the next slides.



# File Structure



# File Structure



FieldManager Items



Daily Diaries



Estimates



Item History to Date



Weekly Report of Time Chargers

# File Structure



Item Record Account



Earthwork Yardage



Quantities



Source Docs

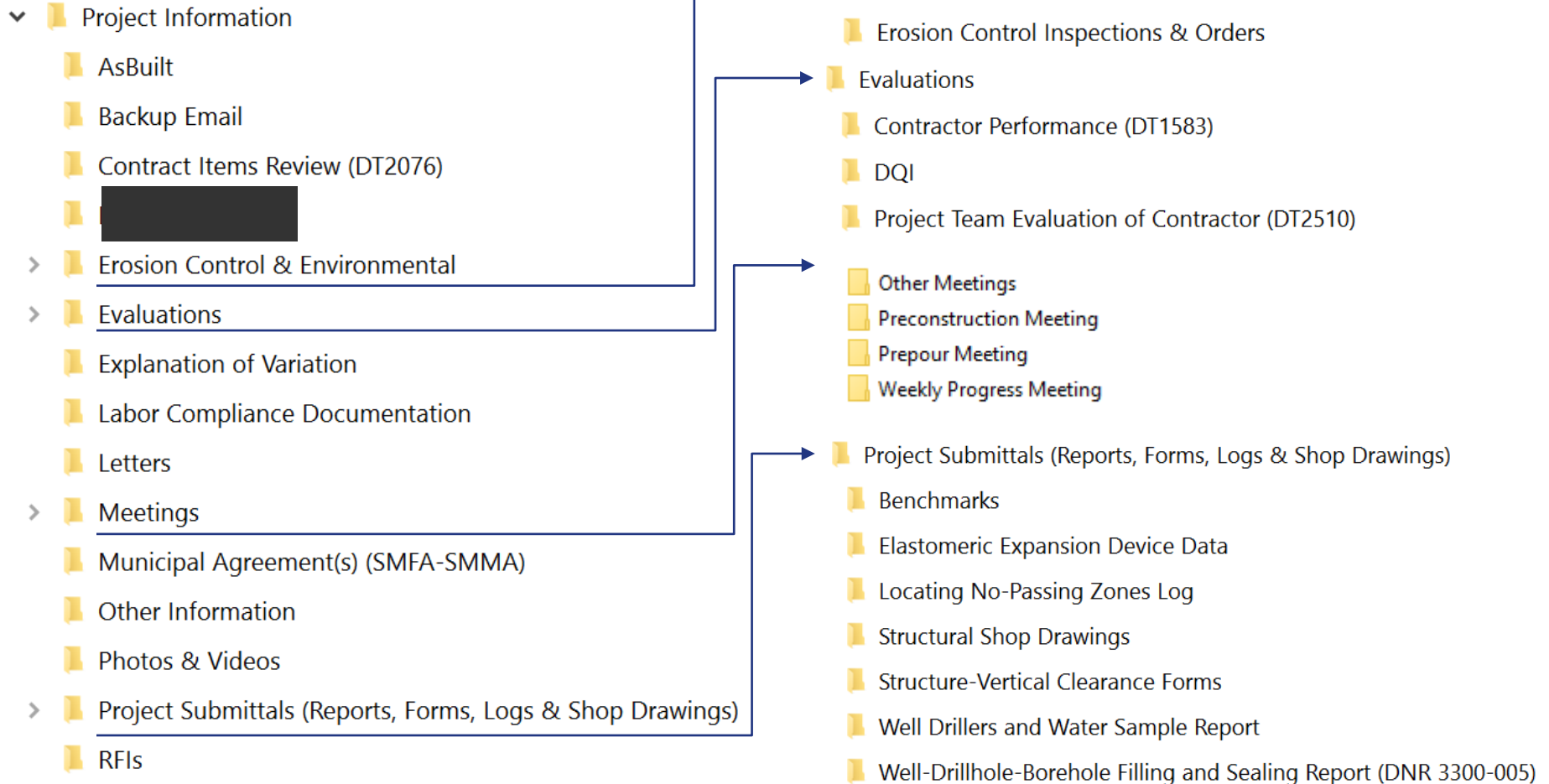
# File Structure

- Materials
  - 905 Report (Materials Diary)
  - Additional Material Documentation
  - Asphalt & Concrete Plant Records
  - DT1310
  - IDR Summary & Index
  - QC Plans
  - QMP & QC Reports
  - Special Provisions
  - Test Report Index
  - Test Results & QMP Project Records





# File Structure



# Submittal

- ▶ Flash Drive given to the Project Manager or place it on the FTP site or zip and email if small enough
- ▶ Finals Box
  - Even with electronic submittal, there will be a final box to submit
  - Copies of aggregate and asphalt tickets, seed tickets, hard diaries, etc.



# Project Manager's Responsibility

- ▶ On the P Drive, Under the Construction Folder, Create a Folder called Finals
- ▶ Copy the Finals into this Folder
- ▶ Send a link to the Materials Section
- ▶ Check the finals
- ▶ Send an email to Deb after the finals have been checked



# Electronic File Submittal

▶ Questions?

