



WisDOT e-Contracting Committee Meeting

When: Wednesday, November 18, 2015

Time: 1:00 pm – 4:00pm

Location: Southwest Region – Dane Room

ATTENDEES:























X	Sharon Bremser	X	Diane Phaneuf
X	Randy Knoche	X	Shannon Riley
X	Darin Blang - OTIE	X	Nate Czech
X	Joe Bunker – Strand Associates	X	Bill Strobel
X	Brian Wilson - EMCS	X	Dan Meinen
X	Brenda Veeseer	X	Beth Cannestra
X	Mark Ploederer	X	Mitch Patoka
X	Biren Patel	X	Mike Treazise
Time	Lead	Topic	
1:00 PM	Sharon	New Items <ul style="list-style-type: none"> No new items added 	
1:10 PM	Sharon, Dan, Randy, Nate	e-contracting system update <ul style="list-style-type: none"> Sharon and others from selection team gave information on award to Aurigo – Masterworks for the use of the web-based system for e-contracting. Handed out schedule to introduce items where consultants will be needed for business requirements and testing. All present agreed to be part of pilot and testing program through deployment. E-contracting is being coordinated with all e-delivery components that use data to share between systems. PMP/CARS/PeopleSoft all have impacts to e-contracting configuration. WisDOT Project Plan 	
1:45 PM	Sharon	Business Requirements – Breakdown of functions for new system <ul style="list-style-type: none"> Will discuss business requirements we will need to discuss at future meetings Went through process in which business requirements will be written and discussed various procedures involved reviewed by committee. On-site contractor will be invited for demonstration and discussion at January meeting. Consultant registration will be first requirements addressed. E-Contracting Requirements 	
2:30 PM	Sharon	Project Management - Work Breakdown Structure <ul style="list-style-type: none"> will discuss WisDOT project management training and emphasis on better management tools for tracking and reporting performance Group discussed levels of functions/sub-functions/activities/tasks/deliverables and how they are being used for estimating and scoping a project. Discussed current process being used by firms and others in regions and 	

		<p>consultant representatives offered to meet with their counterparts and get comments to Sharon by Dec. 4. Discussed scope/estimate/schedule workbook and PMP screens that will be upgraded to prototype to use for data sharing to new system when setting up solicitation. Sharon reviewed differences with Ohio DOT breakdown and how cost fee documents will be mapped to WisDOT activities.</p> <ul style="list-style-type: none"> • Work Breakdown Structure
3:30 PM	Sharon	<p>Action Items</p> <ol style="list-style-type: none"> 1. Shari will send a poll out to get best date for January meeting. 2. Consultant representatives will meet with the other 4 members of their group and get comments/additions on activities in white sections to Sharon by December 4.
3:45 PM	All	Adjourn

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Nov 29, '15 S M T
						6	
1		Business Process Study	52.5 days	Mon 11/30/15	Wed 2/10/1		
2		Project Kick Off	4 days	Mon 11/30/15	Thu 12/3/15		
3		Program Goals Review	1 day	Mon 11/30/15	Mon 11/30/1		
4		Core Team Formation	0 days	Mon 11/30/15	Mon 11/30/13		1
5		High Level Program Planning	2 days	Tue 12/1/15	Wed 12/2/15		
6		Core Team Kick-off Meeting	1 day	Thu 12/3/15	Thu 12/3/15	5	
7		Interviews	10 days	Fri 12/4/15	Thu 12/17/1		
8		Management	4 days	Fri 12/4/15	Wed 12/9/15		
9		Inspectors	4 days	Thu 12/10/15	Tue 12/15/15		
10		Engineering	4 days	Thu 12/10/15	Tue 12/15/15		
11		Project Management	4 days	Thu 12/10/15	Tue 12/15/15		
12		Contracts/administration	4 days	Fri 12/11/15	Wed 12/16/15	11SS+1 day	
13		Finance	4 days	Mon 12/14/15	Thu 12/17/15	12SS+1 day	
14		Final Planning	38.5 days	Fri 12/18/15	Wed 2/10/16		
15		Preliminary Statement of Work	10 days	Fri 12/18/15	Mon 1/11/16	13	
16		WisDOT Review	5 days	Mon 1/11/16	Mon 1/18/16	15	
17		Joint Review	2 days	Mon 1/18/16	Wed 1/20/16	16	
18		Rework	10 days	Wed 1/20/16	Wed 2/3/16	17	
19		Finalized Statement of Work	5 days	Wed 2/3/16	Wed 2/10/16	18	
20		Statement of Work Signoff	0 days	Wed 2/10/16	Wed 2/10/16	19	
21		Phased Configuration	107 days	Wed 2/10/16	Fri 7/8/16	20	
22		Release 1	58 days	Wed 2/10/16	Mon 5/2/16		
23		Configure forms templates	10 days	Wed 2/10/16	Wed 2/24/16		

Task	Inactive Summary	External Tasks
Split	Manual Task	External Milestone
Milestone	Duration-only	Deadline
Summary Project	Manual Summary Rollup	Progress Manual
Summary	Manual Summary	Progress

Project: WisDOT Project Plan.m
Date: Fri 11/6/15

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Nov 29, '15		
								S	M	T
24			Configure workflows	15 days	Fri 2/19/16	Fri 3/11/16	23FS-3 days			
25			Configure Reports	15 days	Tue 3/8/16	Tue 3/29/16	24FS-3 days			
26			Training Material Creation	15 days	Thu 3/24/16	Thu 4/14/16	25FS-3 days			
27			Solution Manual Creation	4 days	Thu 3/24/16	Wed 3/30/16	26SS			
28			Project Module Training	12 days	Thu 4/14/16	Mon 5/2/16				
29			Installation and Commissioning	2 days	Thu 4/14/16	Mon 4/18/16	26			
30			Data Import	5 days	Mon 4/18/16	Mon 4/25/16	29			
31			Train the Trainers	3 days	Mon 4/25/16	Thu 4/28/16	30			
32			Train Support	2 days	Thu 4/28/16	Mon 5/2/16	31			
33			Phase 1 Go Live	0 days	Mon 5/2/16	Mon 5/2/16	32			
34			Release 2	61 days	Thu 4/14/16	Fri 7/8/16	29SS			
35			Integration with PeopleSoft	20 days	Thu 4/14/16	Thu 5/12/16				
36			Initial Integration with Data Warehouse	20 days	Thu 4/28/16	Thu 5/26/16	35FS-10 days			
37			Confirure forms templates	20 days	Thu 4/14/16	Thu 5/12/16	35SS			
38			Configure workflows	20 days	Mon 5/9/16	Mon 6/6/16	37FS-3 days			
39			Configure Reports	15 days	Mon 5/23/16	Mon 6/13/16	38FS-10 days			
40			Training Material Creation	15 days	Wed 6/1/16	Wed 6/22/16	39FS-8 days			
41			Solution Manual Creation	3 days	Wed 6/1/16	Mon 6/6/16	40SS			
42			Release 2 Training	12 days	Wed 6/22/16	Fri 7/8/16	40			
43			Installation and Commissioning	2 days	Wed 6/22/16	Fri 6/24/16				
44			Data Import	5 days	Fri 6/24/16	Fri 7/1/16	43			
45			Train the Trainers	3 days	Fri 7/1/16	Wed 7/6/16	44			
46			Train Support	2 days	Wed 7/6/16	Fri 7/8/16	45			

Project: WisDOT Project Plan.m
Date: Fri 11/6/15

Task



Inactive Summary



External Tasks



Split



Manual Task



External Milestone



Milestone



Duration-only



Deadline



Summary



Manual Summary Rollup



Progress



Project Summary



Manual Summary



Manual Progress



Inactive Task



Start-only















Inactive Milestone



Finish-only




ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Nov 29, '15		
								S	M	T
47			Phase 2 Go Live	0 days	Fri 7/8/16	Fri 7/8/16	46			
48			Deployment	30 days	Fri 7/8/16	Fri 8/19/16	47			
49			Finial User Acceptance Testing	30 days	Fri 7/8/16	Fri 8/19/16				
50			Final Data Migration	10 days	Fri 7/8/16	Fri 7/22/16				
51			End User Refresher Training	20 days	Fri 7/8/16	Fri 8/5/16				
52			Train the Trainers session 1	10 days	Fri 7/8/16	Fri 7/22/16				
53			Session 1 Core User Training	5 days	Fri 7/8/16	Fri 7/15/16				
54			Session 2 ore User Training	5 days	Fri 7/15/16	Fri 7/22/16	53			
55			Session 3 Core User Training	5 days	Fri 7/22/16	Fri 7/29/16	54			
56			Session Core User Training	5 days	Fri 7/29/16	Fri 8/5/16	55			
57			Go Live / Rollout Phase Continues	0 days	Fri 8/5/16	Fri 8/5/16	56			


Project: WisDOT Project Plan.m

Date: Fri 11/6/15


Task




Inactive Summary




External Tasks




Split




Manual Task




External Milestone




Milestone




Duration-only




Deadline




Summary




Manual Summary Rollup




Progress




Project Summary



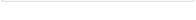
Manual Summary




Manual Progress




Inactive Task




Start-only



Inactive Milestone



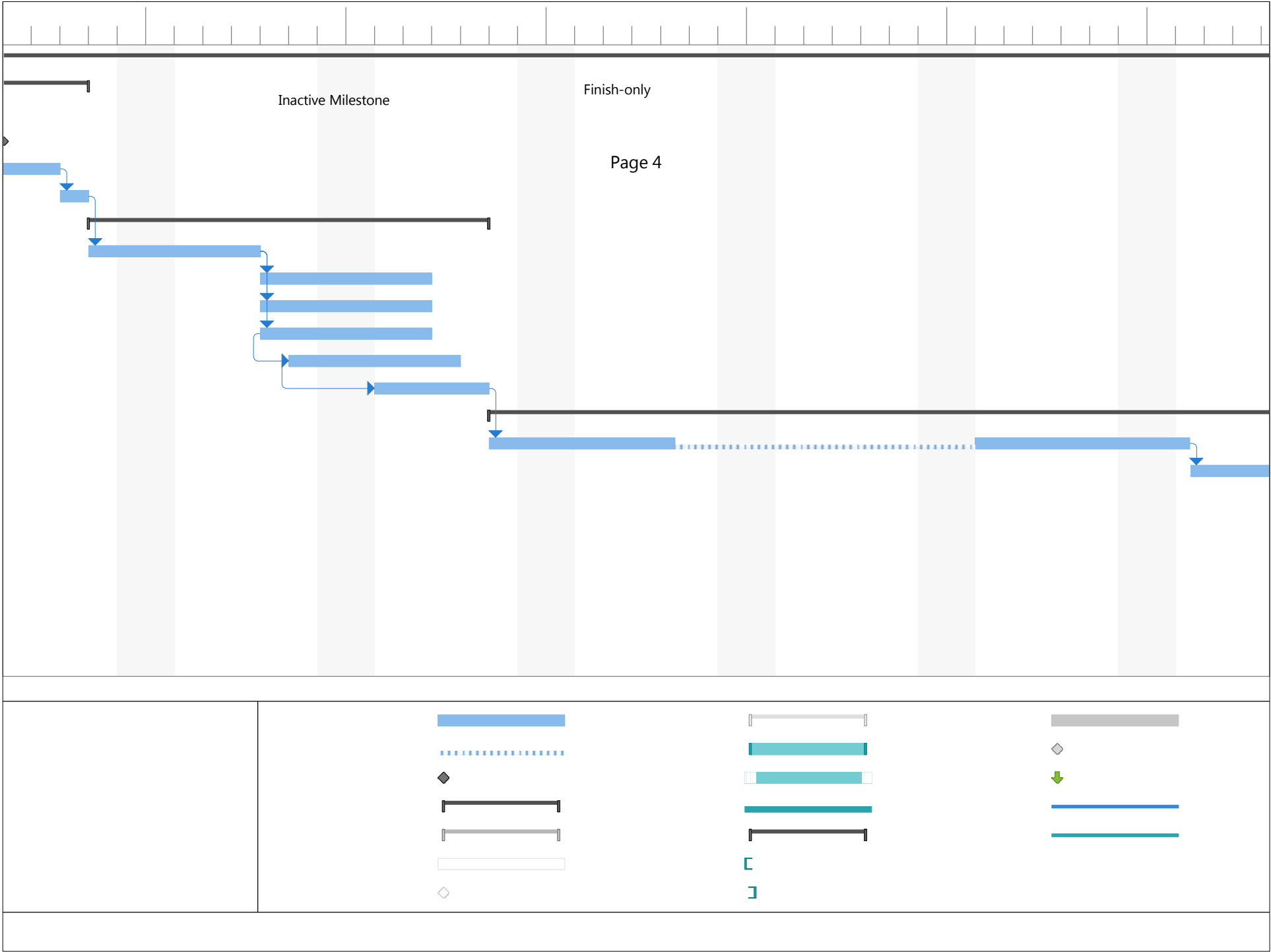
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11/30




















Project: WisDOT Project Plan.m
Date: Fri 11/6/15

Task	Inactive Summary	External Tasks
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Summary	Manual Summary	Progress
Inactive Task	Start-only	



'15					Dec 6, '15							Dec 13, '15							Dec 20, '15							Dec 27, '15							Jan 3, '16							Jan 10, '16			
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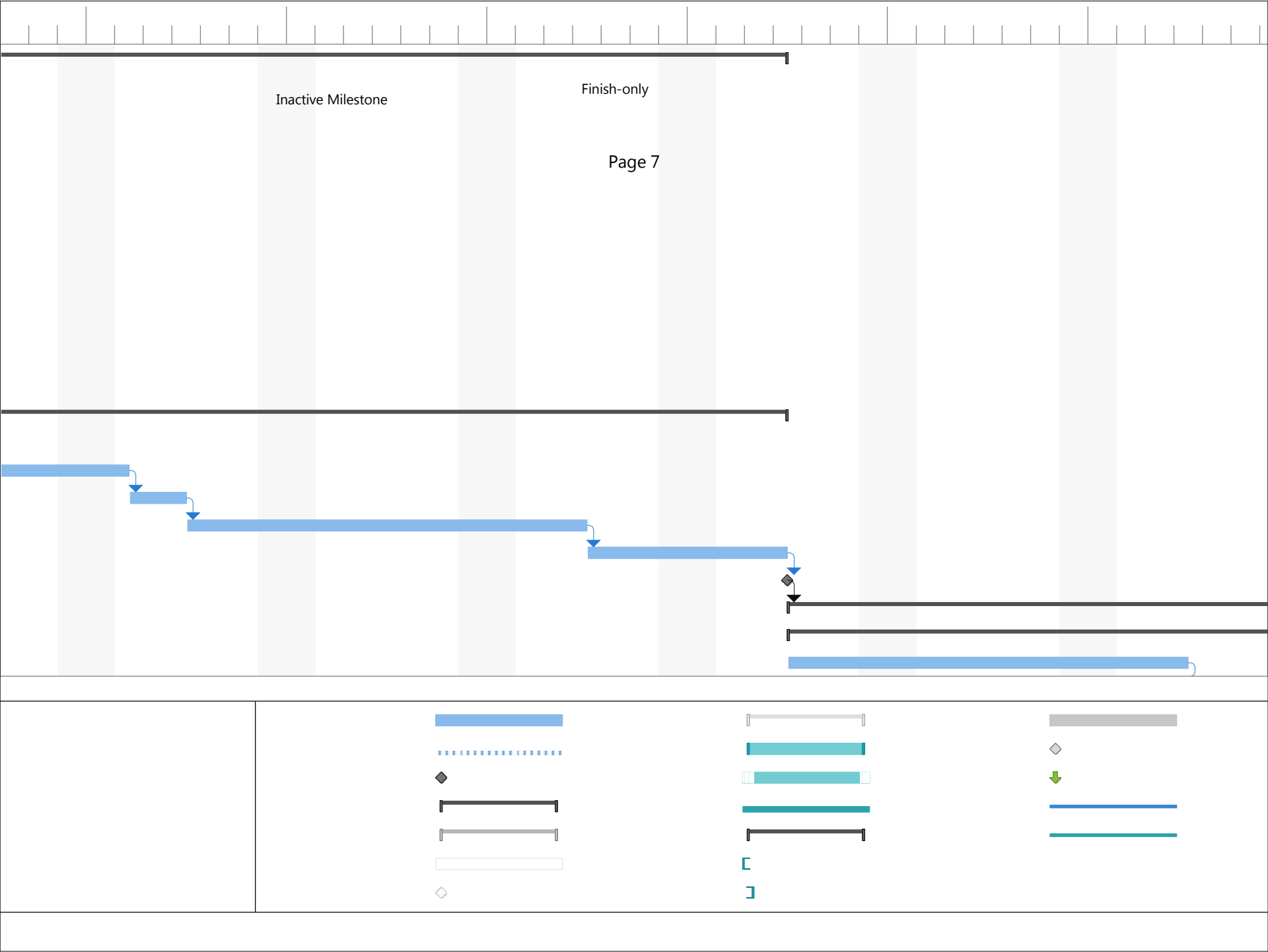
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	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			

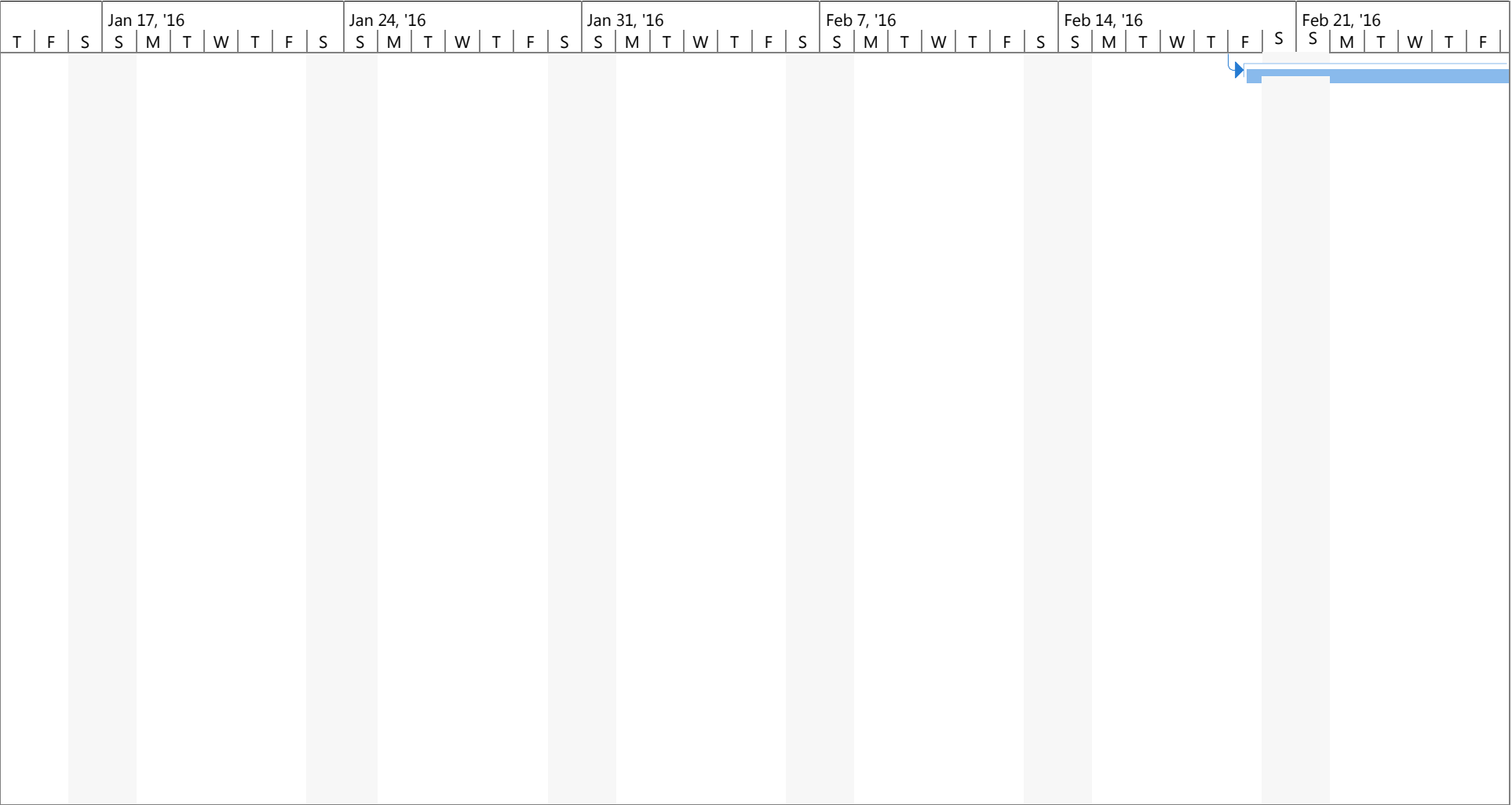
Jan 17, '16 Jan 24, '16 Jan 31, '16 Feb 7, '16 Feb 14, '16 Feb 21, '16
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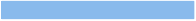


















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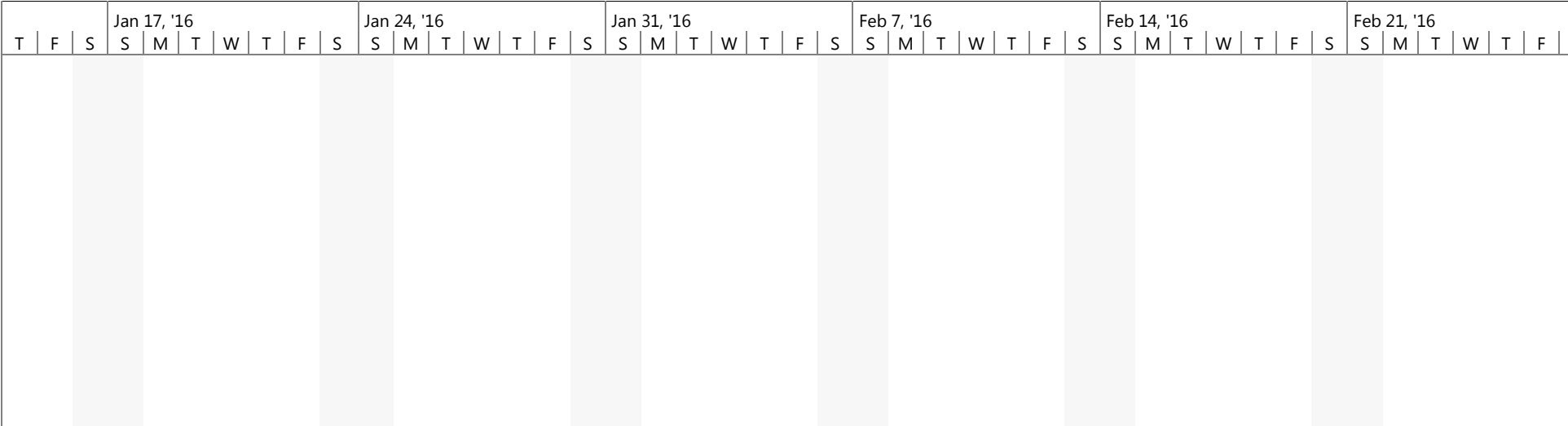
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	Inactive Milestone		Finish-only			

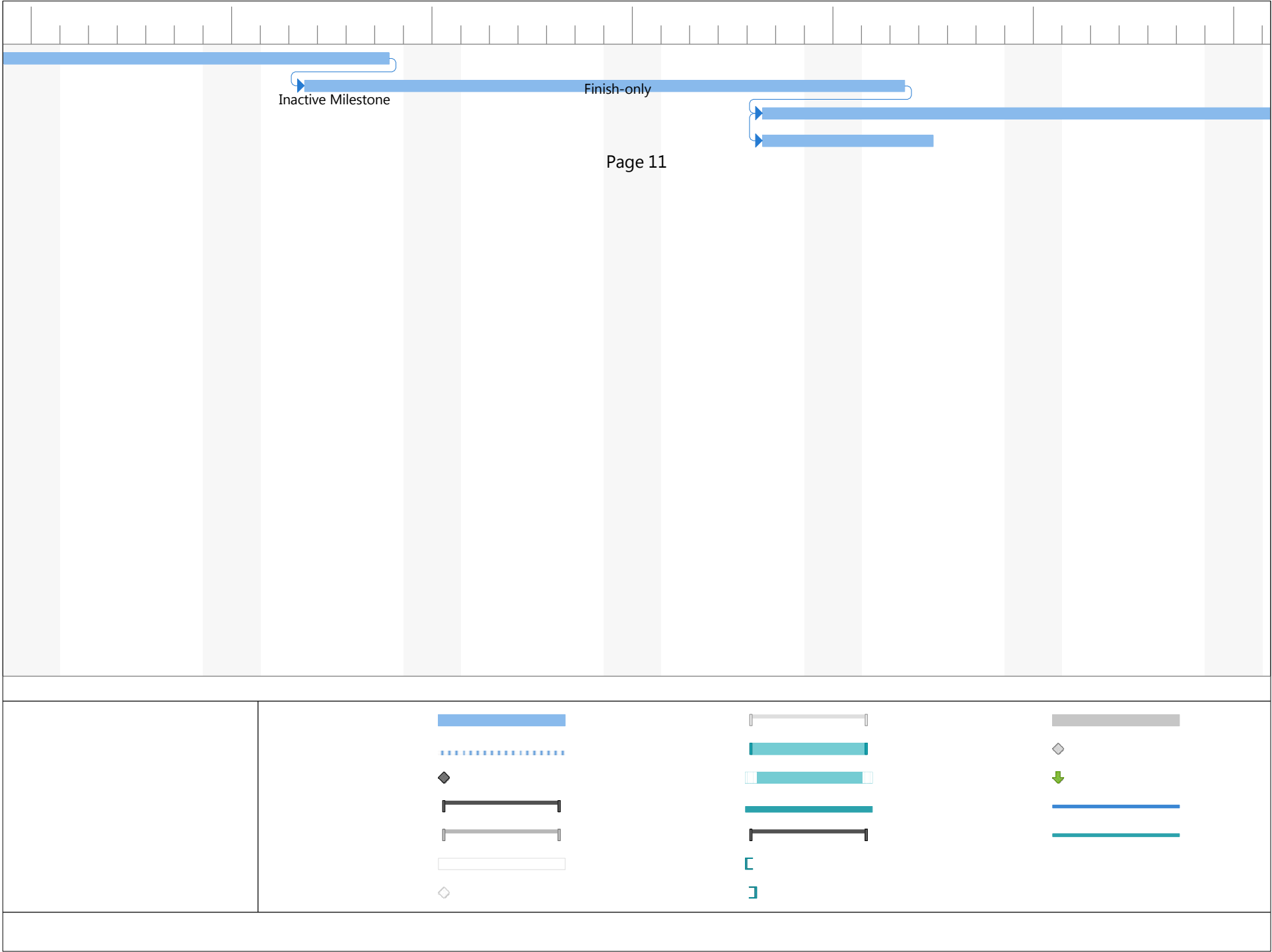


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	Inactive Task		Start-only			
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Feb 28, '16 Mar 6, '16 Mar 13, '16 Mar 20, '16 Mar 27, '16 Apr 3, '16 Apr 10, '16




















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	Inactive Task	Start-only	



S	Feb 28, '16						S	Mar 6, '16						S	Mar 13, '16						S	Mar 20, '16						S	Mar 27, '16						S	Apr 3, '16						S	S	Apr 10, '16

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	Project Summary		Manual Summary		Manual Progress	
	Inactive Task		Start-only			
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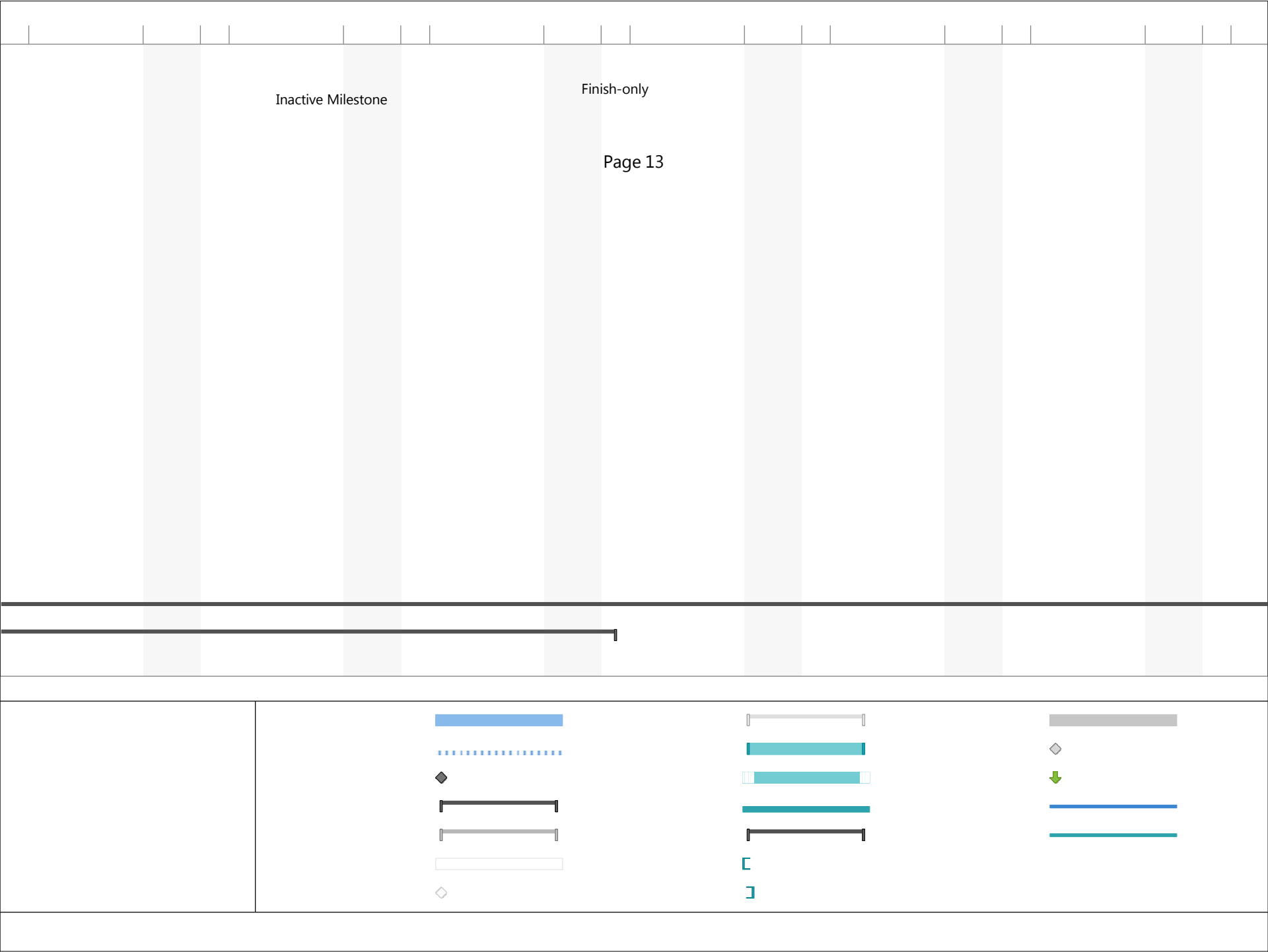
May 15, '16

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	Summary	Manual Summary	Progress
	Inactive Task	Start-only	



Inactive Milestone

Finish-only

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Project: WisDOT Project Plan.m
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Task

Inactive Summary

External Tasks

Split

Manual Task

External Milestone

Milestone

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Deadline

Summary Project

Manual Summary Rollup

Progress Manual

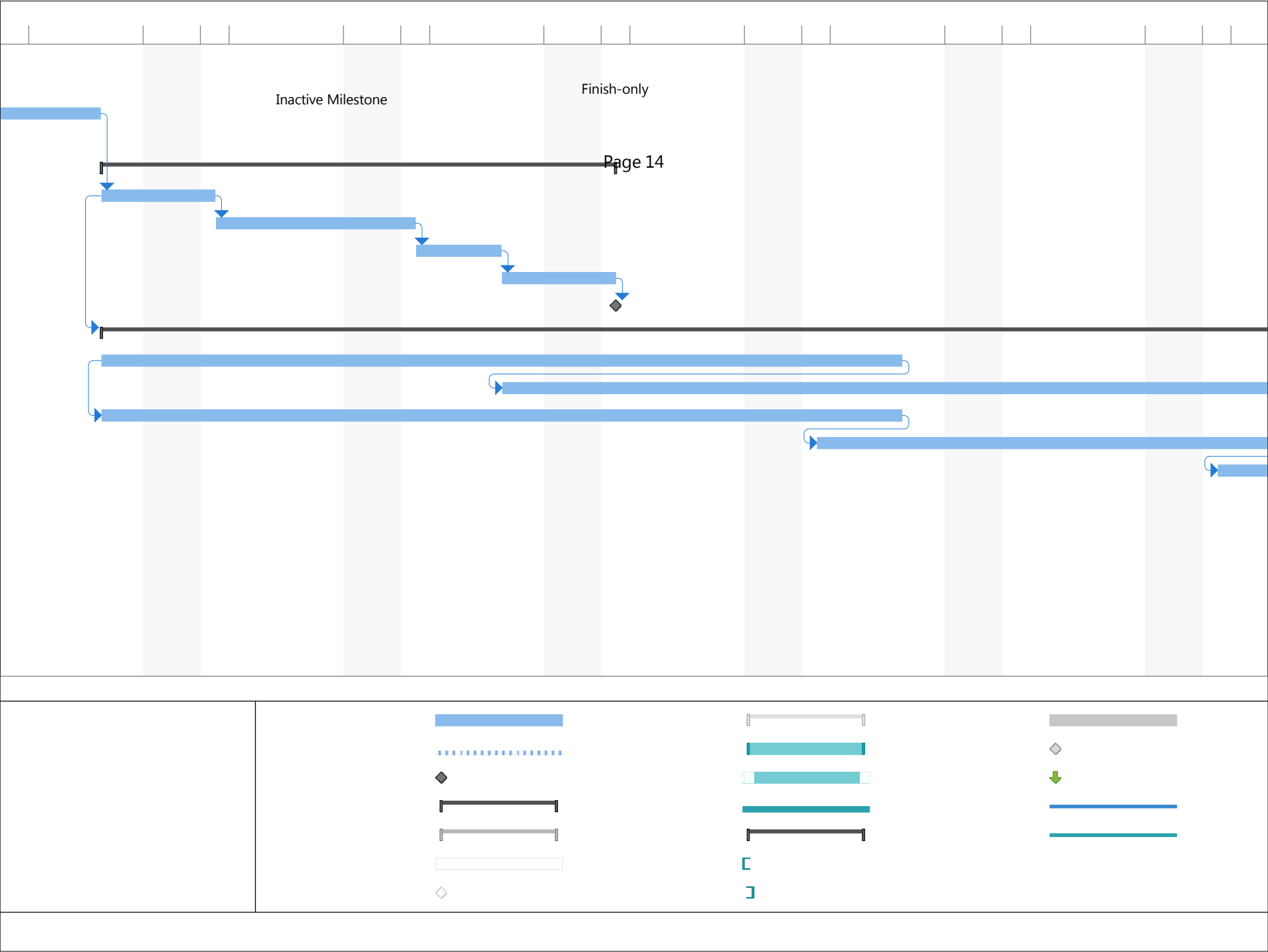
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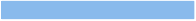


















Manual Summary

Progress

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Project: WisDOT Project Plan.m

Date: Fri 11/6/15

Task

Split

Milestone

Summary

Project Summary

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

External Tasks

External Milestone

Deadline

Progress

Manual Progress

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May 29, '16

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Jun 5, '16

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Jun 12, '16

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Jul 3, '16

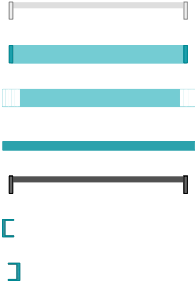
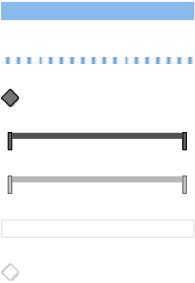
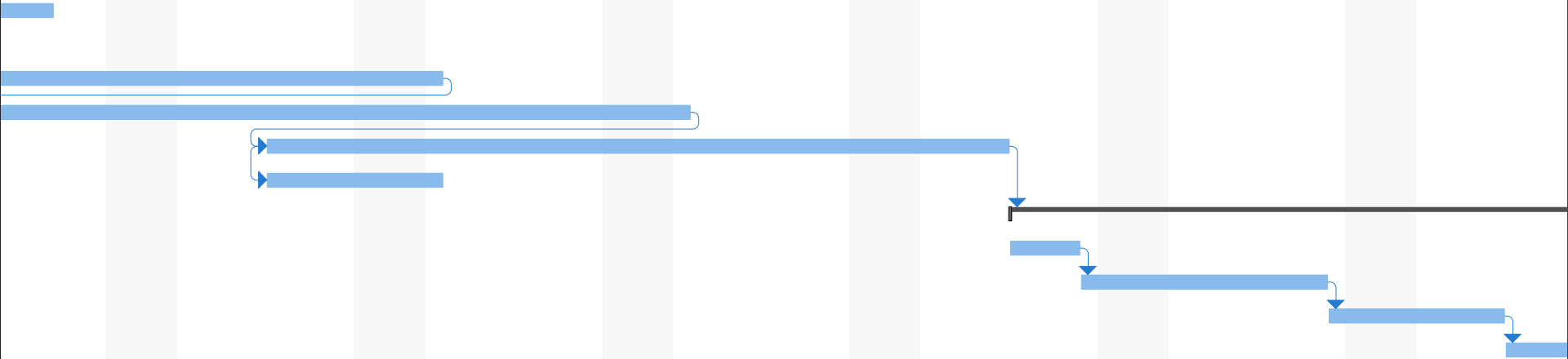
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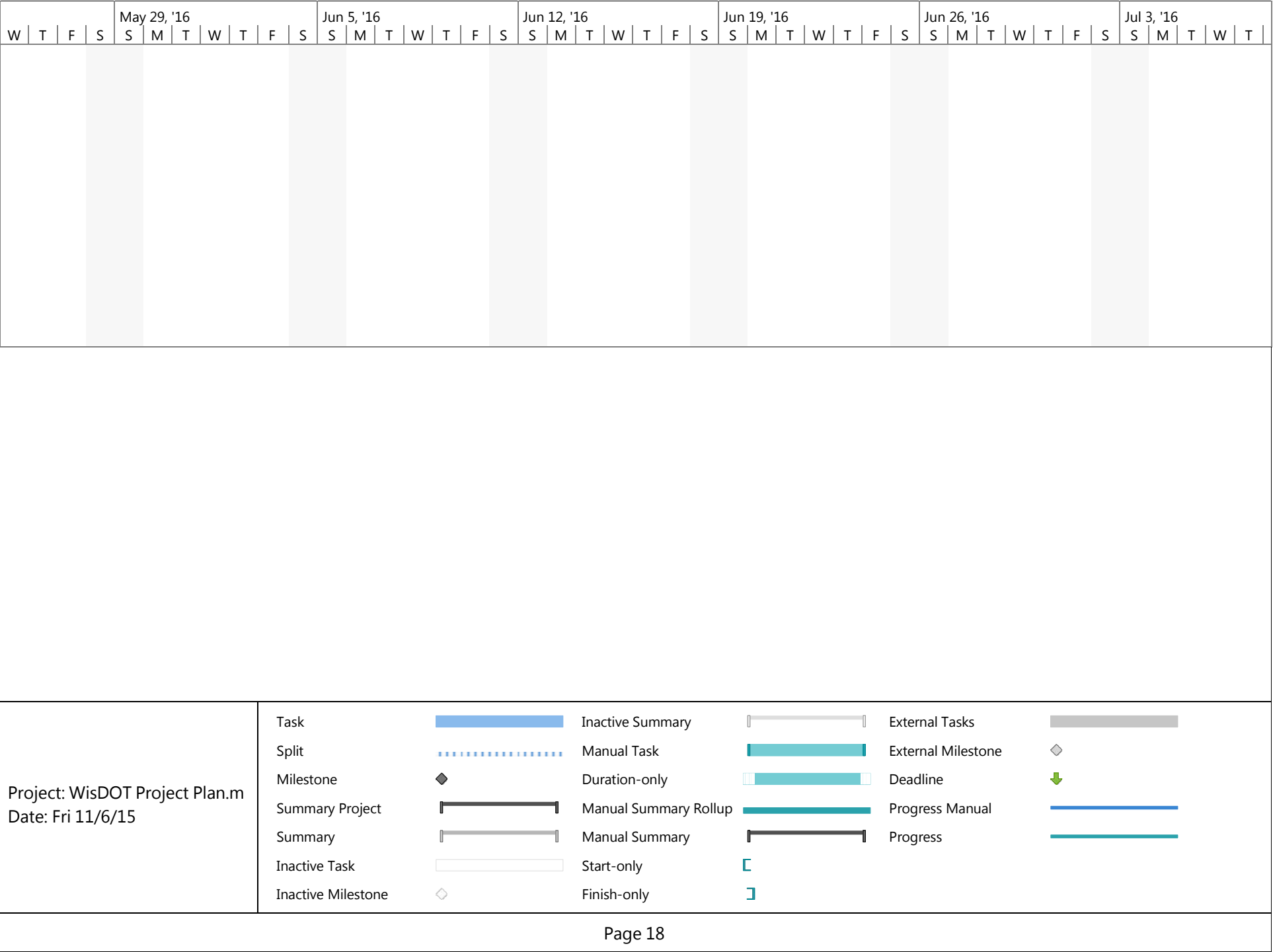
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	Inactive Task	Start-only	

Inactive Milestone

Finish-only

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Jul 10, '16
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Jul 17, '16
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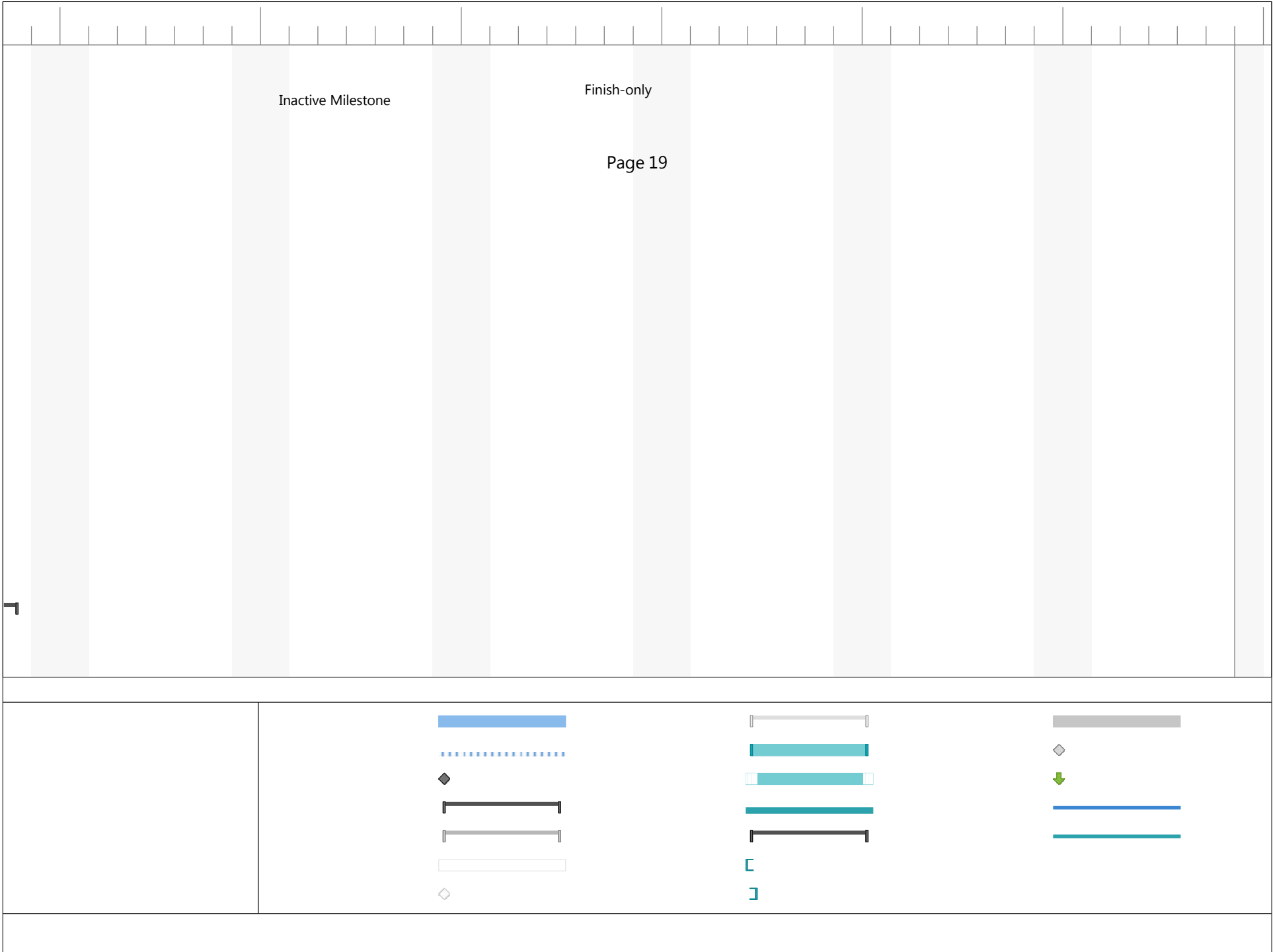
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Aug 7, '16
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Aug 14, '16
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Project: WisDOT Project Plan.m

Date: Fri 11/6/15

Task

Split

Milestone

Summary Project

Summary

Inactive Task

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

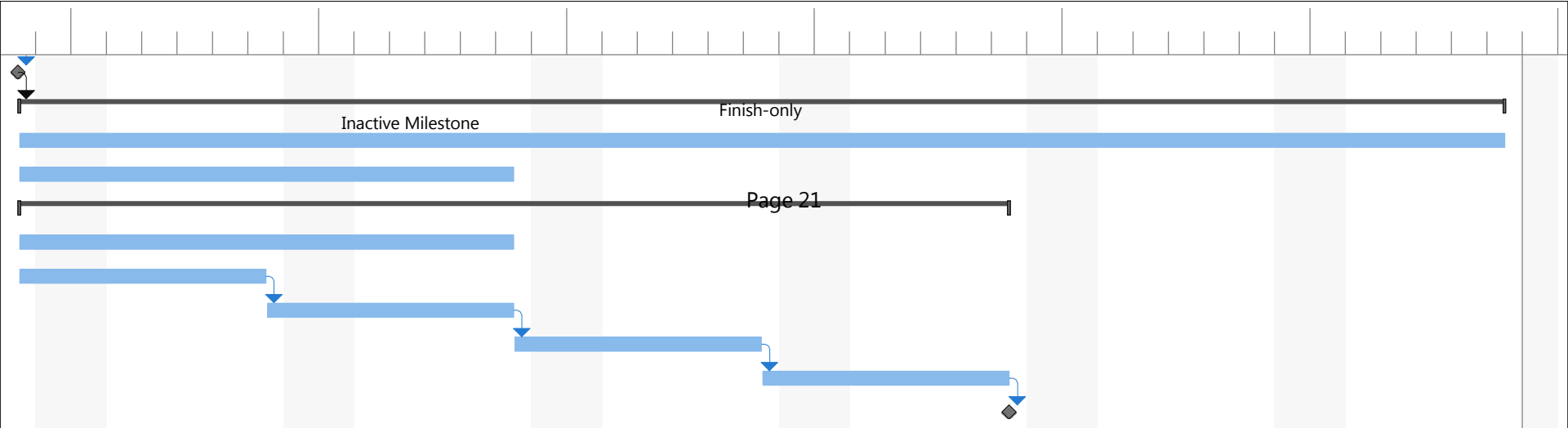
External Tasks








External Milestone

Deadline

Progress Manual

Progress



	      	      	    
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E-Contracting Business Requirements

DRAFT 11/17/2015

Outline

Current Procedure Current CSS

1. Introduction		
1.1. Overview of Consultant Services	8-1-1	
1.2. Flowchart of contract process		
1.3. WisDOT employee roles/responsibilities		p 107
1.3.1. Conflict of interest	8-5-3.1,2	
1.4. CARS, Reporting, and EContracting	8-1-3	p 63
1.5. Performance Measures		
1.6. COOP	8-1-15	
2. Doing Business as a Consultant with WisDOT		
2.1. Roster	8-5-45	
2.2. CFR	8-5-47	
2.3. DBE	8-5-50.2,4	
2.4. Management Consultants	8-5-55	
2.5. Conflict of Interest	8-5-3.3,4	
2.5.1. Testing Services Allowed	ATT 8-5-3.1	
2.6. Internet Resources		
3. Planning and Programming		
3.1. Scoping, Budgeting, Scheduling	8-10-1	
3.2. Estimating	8-10-1	
3.3. CBA	8-1-15	p 45, 70
3.4. C/E I/E Decisions		
3.5. Consultant Program Budgeting		p 7-8
3.6. 12 Month Rolling Solicitation		
4. Solicitations		
4.1. Schedule		
4.2. Considerations		
4.2.1. JV provisions	8-15-2	p 30
4.2.2. Transparency	8-1-10	
4.2.3. Basis of Payment Types	8-10-15	p 34
4.2.4. Field Rate	8-10-20	
4.2.5. Length of Contracts	8-5-2	
4.3. Documents		
4.3.1. Scope of Services and NOI Questionnaire		
4.3.2. Estimate		
4.3.3. Staffing Justification		
4.4. Consultant Services Process		
4.4.1. DBE Goals	8-5-50.3	
4.4.2. Fixed Fee	8-10-10	
4.5. Solicitation and Request Types		
4.5.1. State Design and Related	8-5-15	p 10-21
4.5.2. Master Contract	8-5-30	p 24-28
4.5.3. Construction	8-5-25	
4.5.4. Local Design	8-5-20	
4.5.5. RFP	8-5-40	
4.5.6. Sole Source	8-5-5	

E-Contracting Business Requirements

DRAFT 11/17/2015

Outline

Current Procedure Current CSS

4.5.7. Small Purchase	8-5-10	
4.5.8. Work Orders		p 108-117
4.6. Selection Process		
4.6.1. Region/Bureau Responsibilities		
4.6.2. Approval Process		
5. Contract Development		
5.1. Boilerplates	8-15-1	p 37
5.2. Special Provisions		
5.3. Negotiation and Negotiation Tools	8-10-5	
5.4. Subconsultants	8-10-25	
5.5. DBE Commitment procedure	8-5-50.5	p 24
5.5.1. Flowchart for Contracts w/DBE Goals	ATT 8-5-50.1	
5.5.2. DT1029 Instructions	ATT 8-5-50.2	
5.5.3. Examples	ATT 8-5-50.3	
5.6. Fee Computation	8-10-30	
5.6.1. Labor Direct Cost		
5.6.2. Indirect Cost		
5.6.3. Direct Expenses		
5.6.4. Fixed Fee		
5.7. Submittal	8-20-1	pp 38-44
5.7.1. DT 25		
5.7.2. Checklists		
5.8. Authorization	8-20-5	
6. Contract Management		
6.1. Progress Reports	8-25-1	
6.2. Payments/Invoices	8-25-10	pp 49-50
6.3. Evaluations	8-25-5	p 51
6.4. Amendments	8-25-15	pp 47-48
6.5. Conflict Resolution	8-25-20	
6.6. Claims	8-25-25	p 55
6.7. Auditing	8-25-30	
6.8. Contract Closeout		pp 52-54
7. WisDOT Resources		
7.1. WisDOT online resources (DOTNET)		pp 67-88
7.2. Financial Planning Tools		pp 89-103
7.2.1. PeopleSoft		
7.2.2. FIIPS		

Activity Code	Activity Name	Activity Description
	Transportation Program Delivery: Transportation Project Management	
	Transportation Program Delivery: Preliminary and Final Design	
	Transportation Program Delivery: Preliminary and Final Plan Preparation	
	Transportation Program Delivery: Construction Management	
	Transportation Program Management	
General		

Activity Code	Activity Name	Activity Description
Transportation Program Delivery: Transportation Project Management		
	Scope, Schedule & Change Management	
	Budget and Cost Management	
	Consultant & Vendor Services Management <i>(includes municipalities)</i>	
	Communications & Stakeholder Management	
	Quality & Risk Management	
Transportation Program Delivery: Preliminary and Final Design		
	Project Alternatives	
	Data, Survey & Mapping	
	Environment & Cultural Impact <i>(each includes any required report preparation and submittal - EA, EIS, etc.)</i>	
	Structures <i>(includes any CADD and plan reviews)</i>	
	Pavement Design	
	Drainage Design	
	Traffic Operations	
	Real Estate, Railroads and Utilities	
Transportation Program Delivery: Preliminary and Final Plan Preparation		
	Plan Preparation	
Transportation Program Delivery: Construction Management		
	Post-PSE/Pre-Award	
	Contract Administration	
Transportation Program Management		
	Systems Planning	
	Systems Operations	
	Technical Services	
General		

Activity Code	Activity Name	Activity Description
Transportation Program Delivery: Transportation Project Management		
Scope, Schedule & Change Management		
340	Program Level Scoping	
884	Manage Change	Includes processes for identifying, monitoring and controlling change on a project.
886	Develop Project Scope	Includes activities directly related to scope development.
887	Manage Project Scope, Schedule	Includes processes for establishing the policies, procedures and documentation needed to plan, develop, manage, execute and control the project schedule.
Budget and Cost Management		
863	Program Controls	Includes tasks involving budget and cost management, schedule management, issue management and project and document management.
888	Manage Project Delivery Cost	Includes management of project engineering delivery costs.
889	Manage Project Non-Delivery Cost	Includes management of payments made to contractor(s) for the construction project.
892	Manage Procurement of Goods and/or Services	Includes activities related to the purchase and acquisition of other goods and non-engineering services needed for a project.
Consultant & Vendor Services Management <i>(includes municipalities)</i>		
773	Manage Consultant Contract	Includes activities to determine and manage the scope of the consultant contract(s), consultant management oversight, and consultant contract administration oversight.
803	Negotiate Consultant Contract	Involves negotiation, development and oversight of the consultant contract(s).
880	Evaluate Vendor	Includes activities to evaluate vendor performance under a contract. Does not include evaluating a vendor for selection.
882	Manage Consultant Solicitation	Includes preparation of the Request for Proposals (RFP).
883	Manage Consultant Selection	Involves the process of selecting a consultant based on federal and state requirements (ex. QBS). Includes time to document all selection activities.
Communications & Stakeholder Management		
743	Manage Project Stakeholders	Includes engagement of stakeholders in project information activities such as Public Involvement Meetings and Public Hearings, contacts and response to inquiries.
893	Develop and Manage Project Communications	Includes development and implementation of communications plans and tools based on stakeholder information needs and project requirements.
Quality & Risk Management		
890	Manage Project Quality	Includes activities directly related to managing and monitoring quality outcomes.
894	Manage Project Risks	Includes activities related to risk planning, identification, analysis and response/control.
Transportation Program Delivery: Preliminary and Final Design		
Project Alternatives		
208	Design Soils & Earthwork	Includes design activities related to earthwork and soils engineering.
268	Develop Access Control	Determine development/access issues that need to be addressed on the project.

776	Design Geometrics	Includes existing horizontal alignment; existing vertical profile; preliminary horizontal alignment; preliminary vertical profile; and preliminary intersection/interchange design.
895	Analyze Design	Document and prepare design study report and exceptions
Data, Survey & Mapping		
380	Conduct Structure Survey	Includes gathering structure boring and soils information; conducting structure site investigation; and preparing Structure Survey Report for Region Soils Engineer and Structure Design Request for Central Office.
610	Conduct Photogrammetry Survey	Includes aerographic and aerial photography; digital orthophotos.
665	Develop Mapping	Perform expedient mapping and map editing includes base mapping, graphics and Draft.
666	Develop Geodetic Control	Includes activities related to establishing geodetic control.
721	Conduct Alignment Survey	Includes activities related to horizontal and vertical alignments and earthwork.
722	Develop Control Survey	Includes activities related to establishing horizontal engineering control and elevations of control.
723	Develop Cross-Section/Digital Terrain Mapping	Includes efforts to gather data to generate cross-sections; Digital Terrain Mapping.
724	Survey-Corner/Prop/Stat Per	
725	Survey Research & Develop	
726	Develop Right-of-Way	Develop existing and proposed right-of-way easements; develop preliminary and final right-of-way staking.
727	Conduct Utility Survey	Delineate existing utilities.
728	Conduct Environmental Survey	Delineate existing wetlands or other environmental needs.
730	Perform Topography	Delineate existing features to create a map or supplement an existing map.
775	Process Survey Data	Includes all tasks related to processing of survey data, such as loading, set-up, translation of DTMs, topography, etc.
862	Archive Project Data	Archive improvement project.
896	Conduct Drainage Structure Survey	Review existing drainage structures for replacement and extension needs.
897	Place Monumentation	Includes tasks to identify, recover and preserve a landmark, monument or corner.
Environment & Cultural Impact <i>(each includes any required report preparation and submittal - EA, EIS, etc.)</i>		
298	Analyze Environmental Justice and Land Impact	Coordinate investigation and analysis of environmental justice issues and sight impacts and cultural issues.
762	Analyze Air Quality Impact	Perform air quality calculations.
763	Analyze Cultural Impact	Includes activities related to archeological resources, information exhibits, impacts, clearance and SHPO archeological clearance.
765	Analyze HazMat Site Impact	Applies to contaminated sites. Includes Phase 1 investigation; site investigation; record search; reconnaissance report; field investigation; Phase 2 report; and responsible party identification.

766	Analyze Drainage/Stormwater Impact	Includes drainage/stormwater investigations and stormwater management activities.
768	Analyze Erosion Control Impact	Prepare/review plan to ensure that erosion control and landscaping needs are addressed on the project.
796	Analyze Sound Quality Impact	Complete sound quality calculations and report; evaluate construction stage sound quality and traffic noise.
797	Analyze Species Habitat Impact	Conduct species/habitat investigation.
798	Analyze Wetland/Waterway Impact	Conduct wetlands and types delineation; mitigation plan; impact tracking; DNR and COE coordination and correspondence; 401 certification and 404 permit process.
992	Analyze Tribal Impact	Coordinate and manage tribal relations.
Structures (includes any CADD and plan reviews)		
647	Develop Structure Survey Report	Includes development of the Structure Survey Report.
648	Design Box Culvert	Includes design activities related to box culvert on project.
649	Draft Box Culvert	Includes drafting of box culvert plans.
650	Design Retaining Wall	Includes design activities related to retaining wall on project.
651	Draft Retaining Wall	Includes drafting of retaining wall plans.
652	Design Noise Wall	Includes design activities related to noise wall on project.
653	Draft Noise Wall	Includes drafting of noise wall plans.
654	Design Sign Structure	Includes design activities related to sign structure on project.
655	Draft Sign Structure	Includes drafting of sign structure plans.
656	Design Bridge	Includes design activities related to proposed bridge work on project.
657	Draft Bridge	Includes drafting of bridge plans.
658	Design Hydrology	Includes design activities related to hydrology on project.
659	Design Hydraulics	Includes design activities related to hydraulics on project.
779	Review Structure Plan	Includes review of final structure plan from consultant.
Pavement Design		
277	Design Pavement Structure	Includes roadway site investigation; pavement design; and pavement design report.
Drainage Design		
778	Design Drainage	Includes activities related to existing and preliminary drainage structures/systems, existing drainage areas and flow rates.
Traffic Operations		
313	Analyze Traffic Data/ Forecast	Conduct analysis of traffic data and forecasting/projections.
347	Conduct Traffic Counts	Conduct and review traffic counts.
785	Design Traffic Signal	Prepare or review signal plans. Includes control, continuous, coverage, special request, and intersection turn counts.
788	Develop Traffic Control & Staging	Traffic Control and Construction Staging

819	Design Signing	Includes tasks related to signing information, recommendations, plans and/or review for design (SPO); and field work on improvement projects (review of sign locations, limited installations/staking).
827	Design Pavement Marking	Includes activities related to pavement marking, pavement marking review and oversight.
830	Design Street Lighting	Improvement Project Operational Improvement - Lighting Plan & Inspection
832	Design ITS	ITS Project and System Delivery (ODP, stand-alone)
898	Develop Traffic Management Plan	Prepare or review Traffic Management Plan.
Real Estate, Railroads and Utilities		
247	Manage Real Estate Relocation	Includes activities related to acquisition stage relocation plan and relocation assistance.
253	Conduct Title Searches & Updates	Includes activities related to completing, requesting and receiving parcel titles.
254	Develop Real Estate Appraisal	Includes activities related to real estate appraisal preparation and appraisal review.
256	Negotiate Real Estate Agreement	Includes negotiation of real estate agreement (except nominal parcel).
265	Litigate Real Estate	Includes activities related to Real Estate litigation.
266	Coordinate Local Public Agency (LPA)	Includes activities related to Local Public Agency coordination.
745	Develop Right-of-Way Plat	Includes activities related to providing design information to R/W plat section; identifying existing R/W lines, easements, alignments and access control; section corners; determining property ownership and property lines; conducting field review; developing preliminary plat; identifying proposed R/W lines, easements, alignments and parcels; and completing final plat and relocation order. This includes any drafting and revisions.
746	Coordinate Utilities	Includes 1077 preparation, identification of utilities impacted, Project Notification to Utilities, utility
847	Coordinate Railroad	Includes activities related to project submittal, railroad coordination meeting, signatures from local agencies, signed agreement (WisDOT and Governor), and OCR hearings (pre-conference, proposed and final decision).
Transportation Program Delivery: Preliminary and Final Plan Preparation		
Plan Preparation		
742	Develop Final Plans	Includes activities related to plan review and finalization of design elements. Includes CADD.
786	Develop Quantities & Estimates	Compute quantities and estimate details.
799	Review Project Plans	
856	Develop Special Provisions	Establish construction items; develop plans, special provisions and PS&E documents.
Transportation Program Delivery: Construction Management		
Post-PSE/Pre-Award		
790	Develop Construction Project Addendum	Includes activities related to post-PS&E corrections and development of addenda.
Contract Administration		

271	Perform Construction Surveying	Construction Surveying includes construction staking, quantity measurement, as-built development and digital file storage for archive.
826	Complete Construction Finals	Final documentation and checking of all project records including contractor payments, materials and evaluations
852	Evaluate Construction Material	Tasks involved with the evaluation of construction materials, including quality control, material
853	Evaluate Work Operations	Includes activities involving the evaluation of work operations and vendor performance.
855	Design Work - Post Letting	Includes modification of plans and/or specials to meet field requirements
881	Manage Construction Contract Accounting	Tasks involved with updating FieldManager and other project records
885	Enforce Labor Provisions	Includes activities to ensure contract requirements are met.
Transportation Program Management		
Systems Planning		
211	Statewide System Plans	
214	Corridor Study (Major Highway)	
249	Corridor Study (Other Highway)	
250	84.25 Access Control Project New/Update	
251	84.295 Statutory Expressway/Freeway	
252	Conceptual Land Division Review Activities	
257	Formal Land Division Review	
263	Land Division TIA Review	
269	Functional Class Routine Activities	
280	Census Review - (Urban Boundary Change)	
281	Jurisdictional Transfers on Non-State Roads	
282	Jurisdictional Transfers per STH Change Statute 84.02(3)	
283	Jurisdictional not Associated with any Relocation Project 84.02(8)	
284	Comprehensive Plan Involvement	
285	MPO and RPC Planning Liaison Activities	
286	Miscellaneous Land Use Studies	

287	Corridor Planning (Non-statutory Access Management Plans)	
288	Non-Highway Special Studies	
289	Public Transit Coordination and Outreach	
296	Park and Ride Lot and Commuter Center Management & Coordination	
297	Bike and Pedestrian Coordination and Outreach	
299	Coordination of Rail and Harbor Activities	
300	State Highway Program Development	
314	STN Activities	
348	Local Program Management and Implementation	
349	State Program Management and Implementation	
687	Rideshare Coordination and Outreach	
991	Tribal Activities	
Systems Operations		
227	Roadside Facilities	
228	Bridge Maintenance	
231	Accident Damage Administration	
275	Bridge Inspection	
322	Inventory Or Data Gathering	
332	Outdoor Advertising	
333	Adopt-A-Highway	
334	Utility Permits	
335	Driveway and Street Connection Permits	
338	Work on Right-of-Way Permits	
520	Crash Investigation	
684	Sign & Miscellaneous Permits	
685	Diggers Hotline Administration	
686	Miscellaneous Structure Inspection	

688	Bridge Maintenance & Operations- Operational Bridges	
689	Bridge Maintenance & Operations- Ferry	
690	Bridge Maintenance & Operations- Miscellaneous Structures	
691	Roadway Maintenance-Pavement & Shoulder	
692	Roadway Maintenance-Culverts	
693	County Budget Development & Oversight	
694	Winter Maintenance Field Monitoring	
695	Winter Chemical Oversight	
696	Roadside Maintenance- Encroachments	
697	Roadside Maintenance-Drainage & Slopes	
698	Roadside Maintenance-Vegetation Management	
738	Lighting Design (non-improvement work)	
739	Contacts & Response to Inquiries	
800	COMPASS	
801	Improvement Project Operational Involvement-Roadway Maintenance	
802	Improvement Project Operational Involvement-Bridge Maintenance	
804	Traffic Engineering Studies	
805	Traffic Regulations & Declarations	
806	Electrical Facility Locates	
807	Improvement Project Operational Involvement-Traffic General	

808	Traffic Signal/Beacon-Design & Review (non-improvement work)	
809	Traffic Signal/Beacon Operational Review-Engineering	
810	Traffic Signal/Beacon Maintenance & Installation	
811	Signal/Lighting Inventory Data Management	
812	Improvement Project Operational Involvement-Traffic Signal/Beacon	
813	Sign Program Management	
814	Sign Plan Design (non-improvement work)	
815	Sign Inventory Data Management	
817	Sign Installation Review & Oversight	
818	Engineering Evaluation of Sign Needs/Requests	
820	Pavement Marking Program Management	
821	Pavement Marking Plan Design (non-improvement work)	
822	Pavement Marking Inventory Data Management	
828	Lighting Equipment Installation & Maintenance	
829	Lighting Permits	
835	ITS Activities	
867	Traffic Signal System Program Delivery (admin of "stand-alone" only)	
868	Implements of Husbandry	
Technical Services		
232	Analytical Control	
237	Softcopy Analytical Triangulation	
239	Materials Research	
259	R/E Technical User Groups	

260	Property Management	
262	Surplus Land Sales	
375	Static LIDAR acquisition	
376	Static LIDAR processing	
382	Survey project setup	
668	Digital Scanning	
669	Digital Orthophotos	
General		
101	Work time	
104	Supervision	
121	Training	
122	Meetings and conventions	
123	Travel time	

Activity Code	Activity Name	Activity Description
Transportation Program Delivery: Transportation Project Management		
Transportation Project Management: Scope, Schedule & Change Management		
340	Program Level Scoping	
		Determine project program
		Prepare STIP and TIP
884	Manage Change	Includes processes for identifying, monitoring and controlling change on a project.
		Change management process and plan
		Program Re-balance
886	Develop Project Scope	Includes activities directly related to scope development.
		Develop and review project concept definition
		Define purpose and need
		Define study area and logical termini
		Conduct field review
		Identify and define design deficiencies
		Identify design issues
		Identify geotechnical issues
		Identify utility issues
		Identify environmental issues
		Determine ITS needs for project
		Determine and document need for design exception
		Prepare/attend scoping meeting
		Prepare/attend for OPM
		Prepare alternative evaluation report
		Perform value engineering
		Conduct feasibility study
887	Manage Project Scope, Schedule	Includes processes for establishing the policies, procedures and documentation needed to plan, develop, manage, execute and control the project schedule.
		Create project schedule
		Track project progress/percent complete
		Prepare/attend milestone scheduling meetings
Transportation Project Management: Budget and Cost Management		
863	Program Controls	Includes tasks involving budget and cost management, schedule management, issue management and project and document management.
		Update project tracking applications (ex FIIPS, FOS, PeopleSoft)
		Project audits (LAB)
		Performance measurement management

888	Manage Project Delivery Cost	Includes management of project engineering delivery costs.
		Develop initial project delivery cost estimate
		Develop revised project delivery cost estimate
889	Manage Project Non-Delivery Cost	Includes management of payments made to contractor(s) for the construction project.
		Develop construction project cost estimate
		Develop R/W costs
		Develop Utility costs
892	Manage Procurement of Goods and/or Services	Includes activities related to the purchase and acquisition of other goods and non-engineering services needed for a project.
Transportation Project Management: Consultant & Vendor Services Management <i>(includes municipalities)</i>		
773	Manage Consultant Contract	Includes activities to determine and manage the scope of the consultant contract(s), consultant management oversight, and consultant contract administration oversight.
		Review consultant invoices
		Review errors and omissions/disputes
		Prepare RFI/DIN services during construction
		Setting up CARS roles - Region administrator
803	Negotiate Consultant Contract	Involves negotiation, development and oversight of the consultant contract(s).
		Prepare/attend consultant scoping meeting
		Draft consultant contract
		Review consultant contract proposal
		Draft consultant contract amendment
		Prepare consultant contract documents
880	Evaluate Vendor	Includes activities to evaluate vendor performance under a contract. Does not include evaluating a vendor for selection.
882	Manage Consultant Solicitation	Includes preparation of the Request for Proposals (RFP).
		Prepare scope of services
		Establish selection criteria
883	Manage Consultant Selection	Involves the process of selecting a consultant based on federal and state requirements (ex. QBS). Includes time to document all selection activities.
		Review NOIs
		Select "short list"
		Conduct and evaluate consultant interviews
		Make final selection
Transportation Project Management: Communications & Stakeholder Management		
743	Manage Project Stakeholders	Includes engagement of stakeholders in project information activities such as Public Involvement Meetings and Public Hearings, contacts and response to inquiries.
		Develop public involvement plan
		Prepare/attend public involvement meeting

		Notify property owners
		Prepare/attend local program meeting
		Determine social and economic resources
		Prepare/attend noise public meeting
		Evaluate aesthetic options
		Evaluate community sensitive design
		Prepare/attend public hearings
		Respond to inquiries
893	Develop and Manage Project Communications	Includes development and implementation of communications plans and tools based on stakeholder information needs and project requirements.
		Manage project website
		Develop project pamphlet/brochure
		RCM coordination
Transportation Project Management: Quality & Risk Management		
890	Manage Project Quality	Includes activities directly related to managing and monitoring quality outcomes.
		Prepare/attend oversight meetings
		Review plans and documents
		Review cost estimate
		Attend 30/60/90 plan review meetings
		Construction site review and weekly meetings
894	Manage Project Risks	Includes activities related to risk planning, identification, analysis and response/control.
		Prepare alternative evaluation report
		Perform value engineering
		Conduct feasibility study
		Develop risk assessment and risk management plan
Transportation Program Delivery: Preliminary and Final Design		
Project Alternatives		
208	Design Soils & Earthwork	Includes design activities related to earthwork and soils engineering.
		Prepare soils request
		Collect borings and information
		Subsurface roadway investigation
		Prepare and analyze preliminary soils report
		Review and approve soils report
		Determine waste and borrow locations
		Laboratory analysis and testing
268	Develop Access Control	Determine development/access issues that need to be addressed on the project.
		Determine land development and access
		Prepare access point request IMS/IJS

		Develop service road/emergency access
		Develop pedestrian overpass justification
776	Design Geometrics	Includes existing horizontal alignment; existing vertical profile; preliminary horizontal alignment; preliminary vertical profile; and preliminary intersection/interchange design.
		Create existing geometrics
		Develop preliminary horizontal alignments (<i>mainline and side road</i>)
		Develop preliminary vertical alignments (<i>mainline, side road, and driveway</i>)
		Develop preliminary intersection/interchange design
		Finalize preliminary geometrics
		Update interchange geometrics and details
		Perform airway/highway clearance analysis
		Determine need for design exception
895	Analyze Design	Document and prepare design study report and exceptions
		Develop and document Design Study Report
		Develop and prepare Design Exceptions Report
Data, Survey & Mapping		
380	Conduct Structure Survey	Includes gathering structure boring and soils information; conducting structure site investigation; and preparing Structure Survey Report for Region Soils Engineer and Structure Design Request for Central Office.
610	Conduct Photogrammetry Survey	Includes aerographic and aerial photography; digital orthophotos.
665	Develop Mapping	Perform expedient mapping and map editing includes base mapping, graphics and Draft.
		Create base mapping
666	Develop Geodetic Control	Includes activities related to establishing geodetic control.
		Set project control
		Set project benchmarks
		Set project reference points
721	Conduct Alignment Survey	Includes activities related to horizontal and vertical alignments and earthwork.
722	Develop Control Survey	Includes activities related to establishing horizontal engineering control and elevations of control.
723	Develop Cross-Section/Digital Terrain Mapping	Includes efforts to gather data to generate cross-sections; Digital Terrain Mapping.
		Create typical section
		Set design criteria
724	Survey-Corner/Prop/Stat Per	
725	Survey Research & Develop	
726	Develop Right-of-Way	Develop existing and proposed right-of-way easements; develop preliminary and final right-of-way staking.
		Determine property lines

		Prepare encroachment report
		Prepare right of way encroachment report
		Set right of way pins
727	Conduct Utility Survey	Delineate existing utilities.
		Call diggers hotline
		Update TUMS
		Determine utility/airport impacts
728	Conduct Environmental Survey	Delineate existing wetlands or other environmental needs.
730	Perform Topography	Delineate existing features to create a map or supplement an existing map.
775	Process Survey Data	Includes all tasks related to processing of survey data, such as loading, set-up, translation of DTMs, topography, etc.
862	Archive Project Data	Archive improvement project.
896	Conduct Drainage Structure Survey	Review existing drainage structures for replacement and extension needs.
		Create stream cross sections
897	Place Monumentation	Includes tasks to identify, recover and preserve a landmark, monument or corner.
		Place type A monument
		Place type B monument
		Recover monumentation
Environment & Cultural Impact <i>(each includes any required report preparation and submittal - EA, EIS, etc.)</i>		
298	Analyze Environmental Justice and Land Impact	Coordinate investigation and analysis of environmental justice issues and sight impacts and cultural issues.
		Prepare Phase I environmental site assessment screening
		Prepare Phase II environmental site assessment
		Make 4f determinations <i>(section 106 property and park/recreational/refuge resource)</i>
		Make 6f determinations
		Conduct farmland studies
		Perform Secondary and cumulative review
		Identify NEPA specific environmental justice issues
		Develop environmental impact commitment
		Trans 75
		Purpose and need
762	Analyze Air Quality Impact	Perform air quality calculations.
		Conduct air quality analyses
763	Analyze Cultural Impact	Includes activities related to archeological resources, information exhibits, impacts, clearance and SHPO archeological clearance.
		Perform Phase 1 cultural archaeological survey
		Determine archeological resources

		Create archeological information exhibit
		Determine archeological impacts
		Determine archeological clearance
		Obtain SHPO archeological clearance
		Identify potential archeological impact
		Complete section 106 review
		Obtain MOA/NAE
		Perform Phase I cultural resource history/architectural survey
		Determine historic resources
		Create historical information exhibit
		Perform historical investigation
		Determine eligibility for Historical Register
		Determine historic property within area of potential effect
		Document historical site
		HABS approval
		Determine relocation and rehabilitation needs
		Evaluate relocation/rehabilitation/salvage proposals
		Submit proposals to SHPO
		Implement proposal
		Follow up with historic issues
		Environmental review - purpose and need
765	Analyze HazMat Site Impact	Applies to contaminated sites. Includes Phase 1 investigation; site investigation; record search; reconnaissance report; field investigation; Phase 2 report; and responsible party identification.
		Determine presence of hazardous substances or USTs
		Perform site investigation
		Perform record search
		Create site reconnaissance report
		Perform Phase 1 investigation
		Perform field investigation and phase 2 report
		Responsible party identification
		Perform additional investigation
		Determine extent of contamination
		Obtain agency concurrence on remediation plan
		Create remediation plan
766	Analyze Drainage/Stormwater Impact	Includes drainage/stormwater investigations and stormwater management activities.
		Investigate drainage/stormwater

		Manage stormwater
		Determine impact on streams and floodplains
		Determine impact on lakes or other open water
768	Analyze Erosion Control Impact	Prepare/review plan to ensure that erosion control and landscaping needs are addressed on the project.
		Create preliminary erosion control plan
		Create landscaping plan
796	Analyze Sound Quality Impact	Complete sound quality calculations and report; evaluate construction stage sound quality and traffic noise.
		Perform noise analysis
		Perform sound quality calculations
		Create sound quality report
797	Analyze Species Habitat Impact	Conduct species/habitat investigation.
		Conduct group 1 mussel survey
		Conduct group 2 mussel survey
		Conduct group 3 mussel survey
		Create ecological survey report level I and level II
		Biological assessment for federally listed species
		Conduct species/habitat investigations
798	Analyze Wetland/Waterway Impact	Conduct wetlands and types delineation; mitigation plan; impact tracking; DNR and COE coordination and correspondence; 401 certification and 404 permit process.
		Develop pre-construction notification
		Develop individual 404 with individual 401 (IP)
		Develop isolated wetland PAN (IWP)
		Develop, review, stream and wetland opportunities inventory report
992	Analyze Tribal Impact	Coordinate and manage tribal relations.
Structures (includes any CADD and plan reviews)		
647	Develop Structure Survey Report	Includes development of the Structure Survey Report.
		Evaluate structure boring and soils information
		Conduct structures site investigation
		Evaluate bridge rehab over road
		Evaluate bridge over stream/waterway
		Evaluate complete replacement
		Prepare structure survey report
		Preliminary structure plan
648	Design Box Culvert	Includes design activities related to box culvert on project.
649	Draft Box Culvert	Includes drafting of box culvert plans.

650	Design Retaining Wall	Includes design activities related to retaining wall on project.
651	Draft Retaining Wall	Includes drafting of retaining wall plans.
652	Design Noise Wall	Includes design activities related to noise wall on project.
653	Draft Noise Wall	Includes drafting of noise wall plans.
654	Design Sign Structure	Includes design activities related to sign structure on project.
655	Draft Sign Structure	Includes drafting of sign structure plans.
656	Design Bridge	Includes design activities related to proposed bridge work on project.
657	Draft Bridge	Includes drafting of bridge plans.
658	Design Hydrology	Includes design activities related to hydrology on project.
659	Design Hydraulics	Includes design activities related to hydraulics on project.
779	Review Structure Plan	Includes review of final structure plan from consultant.
Pavement Design		
277	Design Pavement Structure	Includes roadway site investigation; pavement design; and pavement design report.
		Conduct site investigation
		Prepare pavement design report
		Complete preliminary and final pavement design
Drainage Design		
778	Design Drainage	Includes activities related to existing and preliminary drainage structures/systems, existing drainage areas and flow rates.
		Review existing drainage system
		Compare prop drainage areas flow rates
		Design storm sewer system, size pipes, and inlet spacing
		Analyze hydraulics for culvert
		Evaluate FEMA flood zones
		Determine channel relocation
		Perform drainage calculations
Traffic Operations		
313	Analyze Traffic Data/ Forecast	Conduct analysis of traffic data and forecasting/projections.
		Transportation and land use plans
		Perform crash analysis and documentation - crash report
		Plan year and k factor
		Certified traffic for preferred alternative
		Access requests
		Traffic modeling
		Safety analysis and review - road safety audit RSA
		Traffic projection and traffic forecast
347	Conduct Traffic Counts	Conduct and review traffic counts.
		Turning movement counts at intersections

		Machine counts on roadways and ramps
		Manual traffic counts
		Special request counts
		Control and continuous counts
785	Design Traffic Signal	Prepare or review signal plans. Includes control, continuous, coverage, special request, and intersection turn counts.
		Prepare, submit, review signal warrant
		Develop signal plan
788	Develop Traffic Control & Staging	Traffic Control and Construction Staging
		Temporary signals
		Temporary lighting
		Detour signing
		Temporary ITS
		Detour plan
		Traffic control plan
		Traffic control staging plans
		Pedestrian/bike/snowmobile detour
		Traffic management plan
819	Design Signing	Includes tasks related to signing information, recommendations, plans and/or review for design (SPO); and field work on improvement projects (review of sign locations, limited installations/staking).
		Signing plan
		Signing inspection
827	Design Pavement Marking	Includes activities related to pavement marking, pavement marking review and oversight.
		Pavement marking plan
		Pavement marking inspection
830	Design Street Lighting	Improvement Project Operational Improvement - Lighting Plan & Inspection
		Determine potential locations for lighting
		Investigate lighting warrants
		Lighting plan
		Lighting inspection
832	Design ITS	ITS Project and System Delivery (ODP, stand-alone)
		ITS architecture
		Railroad signals
898	Develop Traffic Management Plan	Prepare or review Traffic Management Plan.
Real Estate, Railroads and Utilities		

247	Manage Real Estate Relocation	Includes activities related to acquisition stage relocation plan and relocation assistance.
		Relocation assistance program conceptual survey
		Acquisition stage relocation plan
		Parcel acquisition
		Demolition/razing contracts
253	Conduct Title Searches & Updates	Includes activities related to completing, requesting and receiving parcel titles.
254	Develop Real Estate Appraisal	Includes activities related to real estate appraisal preparation and appraisal review.
		Purchase parcel
256	Negotiate Real Estate Agreement	Includes negotiation of real estate agreement (except nominal parcel).
265	Litigate Real Estate	Includes activities related to Real Estate litigation.
		Right-of-way acquisition
		Litigation assistance
266	Coordinate Local Public Agency (LPA)	Includes activities related to Local Public Agency coordination.
		Develop SMA
		LPA coordination
745	Develop Right-of-Way Plat	Includes activities related to providing design information to R/W plat section; identifying existing R/W lines, easements, alignments and access control; section corners; determining property ownership and property lines; conducting field review; developing preliminary plat; identifying proposed R/W lines, easements, alignments and parcels; and completing final plat and relocation order. This includes any drafting and revisions.
		Develop total take parcels
		Railroad right of way
		Develop legend sheet
		Develop centerline survey plat
		Develop property map
		Develop summary of parcels and additional right of way
		Legal descriptions and closure calculations
		Record R/W plats
		Design information to R/W plat section
		Section corners
		Title searches
		Existing R/W lines, easements, alignments, and access control
		Determine ownership and layout property lines
		Field review
		Preliminary plat

		Proposed R/W lines, easements, alignments, parcels, etc.
		Final plat to real estate section and TSS utility unit
		Individual parcels
		Final plat relocation order
		Plat drafting (<i>Title sheet, Schedule of interests, Detail sheets</i>)
		Relocation order revision
746	Coordinate Utilities	Includes 1077 preparation, identification of utilities impacted, Project Notification to Utilities, utility
		Prepare, receive, review DT1077 Proposed Highway Improvement Notice
		Prepare, receive, review DT1078 Project Plan Transmittal
		Prepare utility clear report
		Project notification to utilities
		Utility acknowledgement of project notification
		Utility mapping
		Utility coordination meeting
		Project plans to utilities
		Utility work plan
		Compensable utility work
		Review utility contract
		Utility plans and permits
		Utility status report
		Preconstruction utility relocation
		Manage utility relocation
847	Coordinate Railroad	Includes activities related to project submittal, railroad coordination meeting, signatures from local agencies, signed agreement (WisDOT and Governor), and OCR hearings (pre-conference, proposed and final decision).
		Project submittal
		Railroad coordination meeting
		Signature from locals
		DOT & Governor sign agreement
		OCR hearing
		Prehearing OCR conference
		Proposed OCR decision
		Final OCR decision
Transportation Program Delivery: Preliminary and Final Plan Preparation		
Plan Preparation		
742	Develop Final Plans	Includes activities related to plan review and finalization of design elements. Includes CADD.

		Complete profile
		Complete alignment
		Create cross sections
		Create erosion control plan
		Create drainage structures/systems
		Create intersection/interchange details
		Concrete paving details
		Construction details
		Title sheet
		General notes
		Schematic plan
		Typical sections
		Plan and profile - mainline
		Plan and profile - crossroads
		Plan and profile - ramps
		Cross sections
		Superelevation table
		Intersection details
		Driveway details
		Design exception request
		Create basic templates and design files
		Utilities details
		Culvert details
		Detailed right of way sheet
		Create project notes
786	Develop Quantities & Estimates	Compute quantities and estimate details.
		Earthwork
		Determine miscellaneous quantities
		Prepare non-delivery cost (AASHTOWARE Project-Estimator)
		Pavement
		Drainage
		Roadway
		Landscape
		Pavement marking
		Signing
		Signal
		Noise wall
		Retaining wall

		Lighting
		Bridge
		Utilities
		Real estate
799	Review Project Plans	
		Review pavement plan
		Review project plan
		Archive electronic project design data
		Construction staking packet
		Archive 3D models
		Develop surface model
856	Develop Special Provisions	Establish construction items; develop plans, special provisions and PS&E documents.
		Create special provisions
		Create PS&E documents including supporting documents (plan letter, USR, Right of way proposal, DT25, etc.)
Transportation Program Delivery: Construction Management		
Post-PSE/Pre-Award		
790	Develop Construction Project Addendum	Includes activities related to post-PS&E corrections and development of addenda.
Contract Administration		
271	Perform Construction Surveying	Construction Surveying includes construction staking, quantity measurement, as-built development and digital file storage for archive.
826	Complete Construction Finals	Final documentation and checking of all project records including contractor payments, materials and evaluations
		Prepare construction finals
852	Evaluate Construction Material	Tasks involved with the evaluation of construction materials, including quality control, material
		Evaluate construction material quality
		Materials quality control
853	Evaluate Work Operations	Includes activities involving the evaluation of work operations and vendor performance.
		Inspect work operations
		General construction engineering
		General field inspection
		Analyze and review contractor change order and claims request
855	Design Work - Post Letting	Includes modification of plans and/or specials to meet field requirements
		Revise plan
881	Manage Construction Contract Accounting	Tasks involved with updating FieldManager and other project records

		Create pay estimate
		Quantity measurement
885	Enforce Labor Provisions	Includes activities to ensure contract requirements are met.
Transportation Program Management		
Systems Planning		
211	Statewide System Plans	
214	Corridor Study (Major Highway)	
249	Corridor Study (Other Highway)	
250	84.25 Access Control Project New/Update	
251	84.295 Statutory Expressway/Freeway	
252	Conceptual Land Division Review Activities	
257	Formal Land Division Review	
263	Land Division TIA Review	
		Determine land divisions
269	Functional Class Routine Activities	
280	Census Review - (Urban Boundary Change)	
281	Jurisdictional Transfers on Non- State Roads	
282	Jurisdictional Transfers per STH Change Statute 84.02(3)	
283	Jurisdictional not Associated with any Relocation Project 84.02(8)	
284	Comprehensive Plan Involvement	
285	MPO and RPC Planning Liaison Activities	
286	Miscellaneous Land Use Studies	
287	Corridor Planning (Non-statutory Access Management Plans)	
288	Non-Highway Special Studies	
289	Public Transit Coordination and Outreach	

296	Park and Ride Lot and Commuter Center Management & Coordination	
297	Bike and Pedestrian Coordination and Outreach	
299	Coordination of Rail and Harbor Activities	
300	State Highway Program Development	
314	STN Activities	
348	Local Program Management and Implementation	
349	State Program Management and Implementation	
687	Rideshare Coordination and Outreach	
991	Tribal Activities	
Systems Operations		
227	Roadside Facilities	
228	Bridge Maintenance	
231	Accident Damage Administration	
275	Bridge Inspection	
322	Inventory Or Data Gathering	
332	Outdoor Advertising	
333	Adopt-A-Highway	
334	Utility Permits	
335	Driveway and Street Connection Permits	
338	Work on Right-of-Way Permits	
520	Crash Investigation	
684	Sign & Miscellaneous Permits	
685	Diggers Hotline Administration	
686	Miscellaneous Structure Inspection	
688	Bridge Maintenance & Operations-Operational Bridges	
689	Bridge Maintenance & Operations-Ferry	

690	Bridge Maintenance & Operations-Miscellaneous Structures	
691	Roadway Maintenance-Pavement & Shoulder	
692	Roadway Maintenance-Culverts	
693	County Budget Development & Oversight	
694	Winter Maintenance Field Monitoring	
695	Winter Chemical Oversight	
696	Roadside Maintenance-Encroachments	
697	Roadside Maintenance-Drainage & Slopes	
698	Roadside Maintenance-Vegetation Management	
738	Lighting Design (non-improvement work)	
739	Contacts & Response to Inquiries	
800	COMPASS	
801	Improvement Project Operational Involvement-Roadway Maintenance	
802	Improvement Project Operational Involvement-Bridge Maintenance	
804	Traffic Engineering Studies	
805	Traffic Regulations & Declarations	
806	Electrical Facility Locates	
807	Improvement Project Operational Involvement-Traffic General	
808	Traffic Signal/Beacon-Design & Review (non-improvement work)	
809	Traffic Signal/Beacon Operational Review-Engineering	

810	Traffic Signal/Beacon Maintenance & Installation	
811	Signal/Lighting Inventory Data Management	
812	Improvement Project Operational Involvement-Traffic Signal/Beacon	
		Create signal plan
		Inspect signal
813	Sign Program Management	
814	Sign Plan Design (non-improvement work)	
815	Sign Inventory Data Management	
817	Sign Installation Review & Oversight	
818	Engineering Evaluation of Sign Needs/Requests	
820	Pavement Marking Program Management	
821	Pavement Marking Plan Design (non-improvement work)	
822	Pavement Marking Inventory Data Management	
828	Lighting Equipment Installation & Maintenance	
829	Lighting Permits	
835	ITS Activities	
867	Traffic Signal System Program Delivery (admin of "stand-alone" only)	
868	Implements of Husbandry	
Technical Services		
232	Analytical Control	
237	Softcopy Analytical Triangulation	
239	Materials Research	
259	R/E Technical User Groups	
260	Property Management	
262	Surplus Land Sales	

375	Static LIDAR acquisition	
376	Static LIDAR processing	
382	Survey project setup	
668	Digital Scanning	
669	Digital Orthophotos	
General		
101	Work time	
104	Supervision	
121	Training	
122	Meetings and conventions	
123	Travel time	