



Traffic Guidelines Manual

ORIGINATOR State Traffic Engineer	6-3-5
CHAPTER 6	Work Zone Traffic Control
SECTION 3	Elements
SUBJECT 5	Mitigation Contracts: Law Enforcement, Freeway Service Teams, Emergency Services, Traffic Control/Capacity & Multi-modal Improvements

Purpose

Freeway and expressway construction projects with significant safety and mobility impacts, especially those with Type 3 or 4 Transportation Management Plans (TMPs), often employ mitigation contracts for services such as law enforcement, freeway service teams, emergency response services, traffic control or capacity improvements on alternate routes, and multi-modal improvements. This policy outlines a process to follow in determining need and scope for mitigation contracts.

Law Enforcement Services

Law Enforcement support for work zones typically includes:

- Speed enforcement, with a focus on increasing work zone safety
- Traffic incident management efforts and facilitation of quick clearance
- Assistance with lane/ramp closures
- Coordination point between local law enforcement and project team

Freeway Service Teams

The purpose of the Freeway Service Team (FST) is to facilitate quick clearance by expediting the relocation of disabled vehicles, including those involved in traffic crashes. The FST utilizes dedicated tow trucks that continuously patrol designated highway segments during specified hours of operations. The FST will relocate a disabled vehicle from the highway to a safe location, such as a crash investigation site or drop-off location, where the motorist can contact a private towing service for further help. All FST services are offered free of charge to motorists. The FST is a contracted service between WisDOT and private towing and recovery professionals.

Emergency Response Services

Mitigation contracts with emergency service agencies may be executed for TMP Type 4 projects to facilitate quick response to incidents for functions such as stabilizing the scene and providing

necessary medical attention.

Traffic Control or Capacity Improvements

For TMP Type 4 projects, arterial street capacity improvements, such as intersection turn lane improvements, may be considered on alternate routes if necessary to minimize congestion and facilitate adequate traffic operations along the route. Contracts with local agencies for traffic signal improvements on alternate routes under local jurisdiction may be considered if the existing signal system and timing do not allow adequate capacity to accommodate diverted traffic from the freeway, and frequent long traveler delays are expected to recur on the freeway throughout the construction project. Improvements to signing and pavement marking may also be considered to improve capacity (e.g., minor re-striping, parking restrictions, and lane use designations).

Multi-modal Improvements

Improvements to pedestrian/bicycle routes and existing transit operations may be considered for TMP Type 4 projects where the multi-modal improvement provides a good substitute for the trips affected by the construction project and is determined to be cost-effective. Consult with Bureau of Traffic Operations for guidance on procedures to determine cost effectiveness.

Mitigation Contracting Process

To determine appropriate mitigation services, the Project Team contacts the Regional Traffic Engineer who will work with BTO/STOC and the DSP Liaison to determine scope of mitigation services necessary. The following process should be used.

Step 1: Needs Identification

During TMP development the Project Team should consult with the Regional Traffic Engineer and review Table 1 to determine if the project meets the considerations for implementing mitigation contracts.

Table 1: Considerations for Implementing Work Zone Mitigation Support Services

For Projects That:	Law Enforcement	Freeway Service Team	Emergency Response Services	Traffic Control or Capacity Impv.	Multi-modal Impv.
Are anticipated to cause recurring delay	x	x	x	x	x
Require a Type 3 or 4 Transportation Management Plan (TMP) and/or requires a Work Zone Incident Management Plan	x	x	x – Type 4	x – Type 4	x – Type 4
Include challenging geometries, such as crossovers, lane shifts or sharp curves	x	x	x		
Have reduced lane capacity or shoulder widths	x	x	x		

Are on the Interstate/freeway	x	x	x		
Include a speed limit reduction	x				
Require speed management	x				

Step 2a: Need for Law Enforcement Support Identified

Once the need for Law Enforcement support services is identified:

1. The Project Team should contact the Regional Traffic Engineer, who will work with the STOC Operations Engineer, Project Team and DSP liaison to determine the scope of Law Enforcement support services necessary.
2. A description of the law enforcement support services and anticipated cost will be documented in the project TMP.
3. If the State Patrol is only able to provide partial coverage of the services, the project manager will coordinate the remaining service needs with local law enforcement.
4. The project manager will develop a Law Enforcement Scope of Services Proposal with assistance from the STOC.
5. The Law Enforcement Scope of Services Proposal will be presented to the DSP Bureau of Field Operations Director and the DTSD Division Operations Director for approval. If they are not able to reach an agreement the proposal will be presented to the DSP/DTSD JSOOC for approval.
6. Once approved, the required contracts will be facilitated by the STOC and completed by the Region. Day-to-day operations and administration of the contracts will be covered by project staff.

Step 2b: Need for Freeway Service Team (FST) Support Identified

Once the need for Freeway Service Team (FST) support services is identified:

1. The Project Team should contact the Regional Traffic Engineer, who will work with the STOC TIM Engineer, the Project Team and the STOC State Patrol Liaison to determine the scope of FST support services necessary.
2. The FST services will be documented in the project TMP.
3. After the scope of services is approved the STOC will determine if the service can be provided by an existing contractor or if the services will require a bid. If necessary, the STOC will complete the bid process and select a new contractor to provide the services.
4. Once the contractor is selected a purchase order will be issued. This process will be coordinated by the STOC.
5. Day-to-day operations and administration for the FST service will be overseen by the STOC.

Step 2c: Need for Emergency Response Services Support Identified

Once the need for Emergency Response services is identified:

1. The Project Team should contact the Regional Traffic Engineer, who will work with the STOC TIM Engineer, Project Team and DSP liaison to determine the scope of services necessary.
2. A description of the emergency response services, applicable local agencies and anticipated cost will be documented in the project TMP.

3. The project manager will coordinate the service needs with the local emergency service agency.
4. The project manager will develop an Emergency Services Scope of Services Proposal for review and concurrence by STOC.
5. The Emergency Services Scope of Services Proposal will be presented to the BPD Project Services Chief for approval.
6. Once approved, the required contracts will be facilitated and completed by the Region. Day-to-day operations and administration of the contracts will be covered by project staff.

Step 2d: Need for Traffic Control or Capacity Improvements

Once the need for Traffic Control or Capacity Improvements is identified:

1. The Project Team should contact the Regional Traffic Engineer, who will work with the STOC WZ Operations Engineer, BTO Traffic Signal Systems Engineer, and Project Team to determine the scope of improvements necessary.
2. A description of the traffic control or capacity-improvements, contracting method, applicable county or local agencies and anticipated cost will be documented in the project TMP.
3. The project manager will develop a Traffic Control or Capacity Improvements Proposal for review and concurrence by STOC and BTO/TES.
4. The Traffic Control or Capacity Improvements Proposal will be presented to the BPD Project Services Chief for approval.
5. The project manager will coordinate the preparation of any contract documents and coordinate the improvement needs with the county or local public works agency.
6. Once approved, the required contracts will be facilitated and completed by the Region. Day-to-day operations and administration of the contracts will be covered by project staff.

Step 2e: Need for Multi-modal Improvements

Once the need for Multi-modal Improvement is identified:

1. The Project Team should contact the Regional Traffic Engineer, who will work with the STOC WZ Operations Engineer and Project Team to determine the scope of improvements necessary.
2. A description of the multi-modal improvements, contracting method, applicable county or local agencies, anticipated cost and benefits will be documented in the project TMP.
3. The project manager will develop a Multi-modal Improvements Proposal for review and concurrence by STOC.
4. The Multi-modal Improvements Proposal will be presented to the BPD Project Services Chief for approval.
5. The project manager will coordinate the preparation of any contract documents and provide any necessary coordination of improvement needs with county or local agencies.
6. Once approved, the required contracts will be facilitated and completed by the Region. Day-to-day operations and administration of the contracts will be covered by project staff.

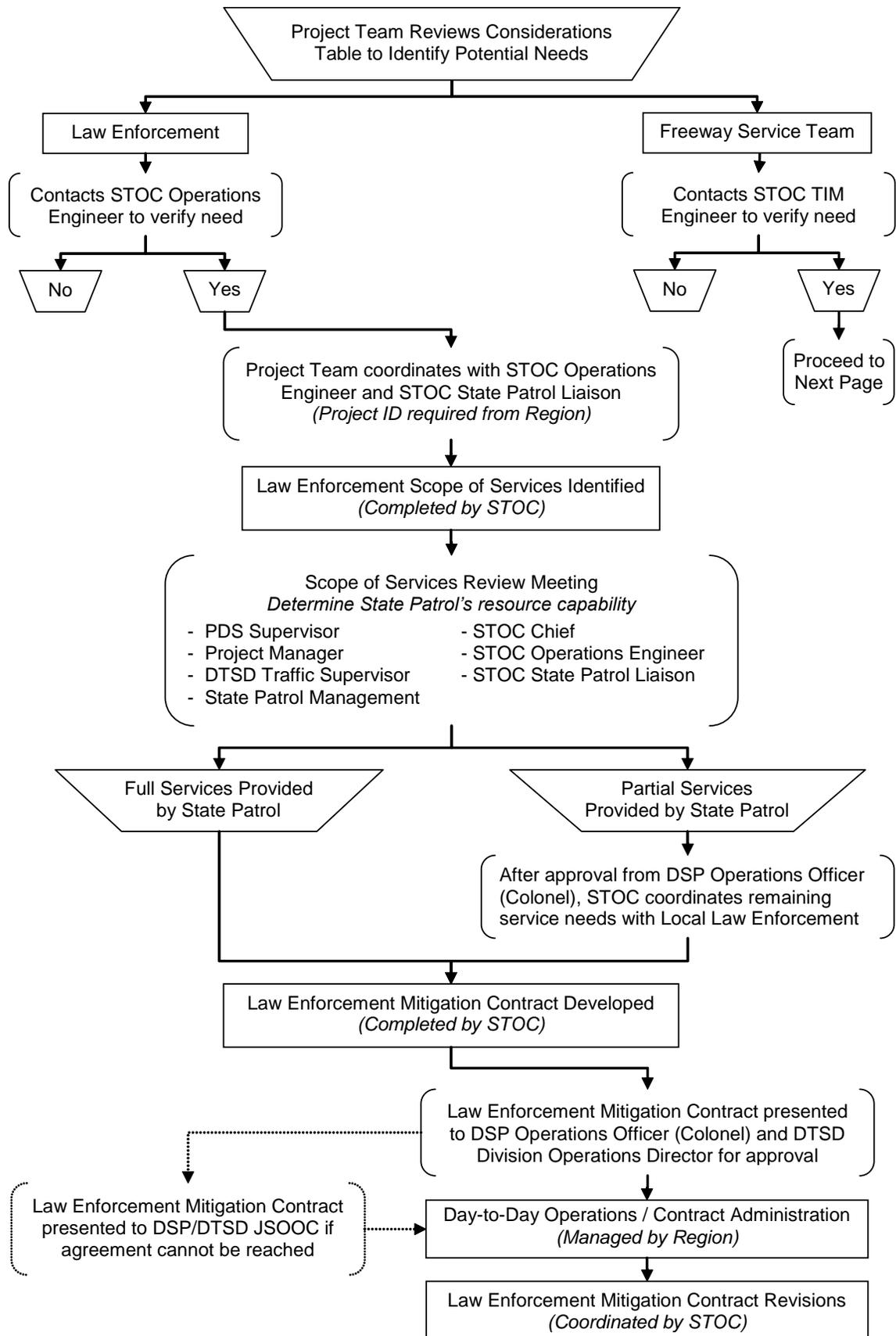
Mitigation Services

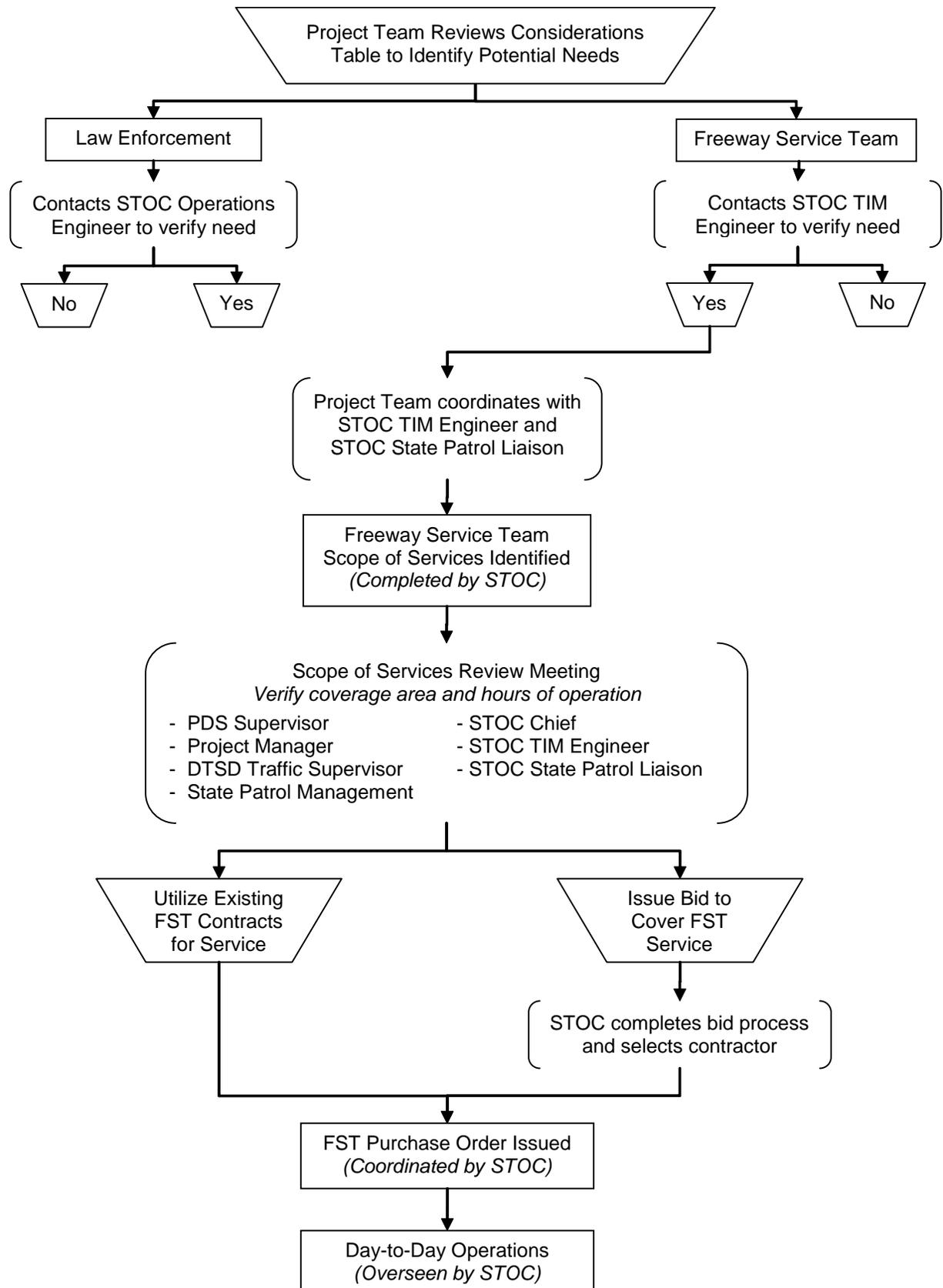
The following are examples of services eligible for funding:

- Law enforcement
 - o Patrol and support services outlined on page 1 of this policy
 - o Staff time involving project planning, providing data, meetings or training if a mitigation contract has been executed with the applicable agency
- Freeway Service Team
 - o Continuous service patrol during specified hours
 - o Facilitate quick clearance of incidents by expediting relocation of disabled vehicles
- Emergency Response Services
 - o Emergency services for on-site scene response, including crash/incident response, clearing debris
- Traffic Control or Capacity Improvements
 - o Traffic signal, signing or marking improvements on alternate routes
 - o Arterial street capacity improvements/repairs on alternate routes (Intent is to use let contracts. Work by county or local agency may be considered for minor pavement repairs on detour routes.)
- Multi-modal Improvements
 - o Crossing guard services for school crossings on alternate routes
 - o Pedestrian/bicycle improvements (Intent is to use let contracts. Work by county or local agency may be considered for minor improvements.)
 - o Improvements to existing transit operations if the service is a good substitute for the trips affected by the construction project and if determined to be cost-effective (Consult with Bureau of Traffic Operations for guidance on procedures to determine cost effectiveness.)

The following are examples of services that are not eligible for funding:

- Procurement of equipment such as speed display boards, total stations, uniforms, traffic control devices (Consider exception if can be reimbursed at a daily/weekly/monthly rate, or if equipment is consumable, i.e. typically has no useful life remaining after the project)
- County or local agency staff time involving project planning, providing data, meetings or training, unless related directly to project incident management such as for dry run exercises. (Consider exception if a mitigation contract has been executed with the agency based on complexity of project, e.g., if there are multiple ramp/road closures involving frequent modifications to emergency access.)





Request for Mitigation Assistance

Prior to submitting the form to request law enforcement mitigation assistance, contact the local State Patrol (see list below) to discuss your project. Determine if the post will be able to assist you with this work. If State Patrol is unable to assist with your project, contact the STOC prior to coordinating with the local County Sheriff agency or municipal Police Departments. The request for mitigation assistance form *should* be completed.

State Patrol Contact Information:

Region/Post	Associated Counties	Address	Phone #
SW/DeForest	Columbia, Dane, Dodge, Green, Iowa, Jefferson, Lafayette, Rock, Sauk	911 W North St. DeForest, WI 53532-1971	(608) 846-8500
SW/Tomah	Crawford, Grant, Juneau, La Crosse, Monroe, Richland, Vernon	23928 Lester McMullen Drive Tomah, WI 54660-5376	(608) 374-0513
SE/Waukesha	Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, Waukesha	21115 Highway 18 Waukesha, WI 53186-2985	(262) 785-4700
NE/Fond du Lac	Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan, Winnebago	851 S. Rolling Meadows Dr P.O. Box 984 Fond du Lac, WI 54936-0984	(920) 929-3700
NW/Eau Claire	Buffalo, Chippewa, Clark, Dunn, Eau Claire, Jackson, Pepin, Pierce, St. Croix, Trempealeau	5005 STH 53 South Eau Claire, WI 54701-8846	(715) 839-3800
NW/Spooner	Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Taylor, Washburn	7102 Green Valley Road Spooner, WI 54801	(715) 635-2141
NC/Wausau	Adams, Florence, Forest, Green Lake, Iron, Langlade, Lincoln, Marathon, Marquette, Menominee, Oneida, Portage, Price, Shawano, Vilas, Waupaca, Waushara, Wood	2805 Martin Avenue Wausau, WI 54401-7172	(715) 845-1143

REQUEST FOR MITIGATION ASSISTANCE

Prior to submitting this form, contact the local State Patrol Post (see list below) to discuss your project. Determine if the post will be able to assist you with this work. If State Patrol is unable to assist with your project, contact the STOC prior to coordinating with the local County Sheriff agency or municipal Police Departments.

Requester Information:

Name: _____
 Phone: _____
 Email: _____
 Region/Office: _____
 Law Enforcement Agency Providing Assistance: _____

Project Information:

Construction Project ID: _____ Mitigation Project ID: _____
 Project Termini: _____ Project Length: _____
 Highway: _____ County: _____
 Affected Municipalities: _____
 Anticipated Start Date: _____ Anticipated Completion Date: _____

Type of Mitigation Assistance Needed/Type of Work: _____

Is this a primary daily commuter route?

Does this route expect increased recreational traffic on weekends?

Rolling Lane Closures

Full Roadway Closures How many? _____

Peak Hour Lane Closures Please Describe: _____

Are there any large special events scheduled near your project?

Please Describe: _____

Will weekly meetings be held requiring attendance by law enforcement personnel?

Will the regulatory speed limit be reduced?

If so, will targeted speed enforcement be necessary?

Is there a detour/alternate route that may need extended monitoring?

Please Describe: _____

Other Comments: _____

Remit completed form to:
 STOC Operations Engineer
 433 W. St. Paul Ave, Suite 300
 Milwaukee, WI 53203