

SECTION 238 Administrative Items

238.1 Schedule of Administrative Items

The complete list of administrative items is provided in table 238-1. The correct use of these items in completing estimates is discussed in 236. Items with (xxxx) in the description should be further defined in the supplemental description in AASHTOWare Project Construction and Materials®. These items are considered a change modification in AASHTOWare Project Construction and Materials® but are not change orders requiring contractor approval.

238.2 Payment Instructions for Administrative Items

The engineer is not authorized to make entries other than those shown here in 238.

238.2.1 Railroad Flagging Reimbursement

Railroads may issue progressive bills. The engineer should notify the railroad when the work is completed and request a final bill from the railroad. The railroad will issue a final bill. The engineer should promptly pay railroad-flagging bills, less any charges that may be in dispute. The department will pay for flagging reimbursement under the Railroad Flagging Reimbursement administrative item. The department will withhold flagging reimbursement until any disputed charges are resolved and the final bill is paid. No reimbursement for flagging will be made by the department if a violation of subsection B is documented.

238.2.2 Nonconforming Work and Disincentive Work

[CMM 810](#) presents important factors the engineer should consider when deciding to allow nonconforming materials to remain in place. The region oversight engineer should be involved in decisions involving nonconforming materials. If the decision is made to leave the material in place and apply a price adjustment, it is important to use the 800 series administrative items listed in table 238-1. The administrative items allow the statewide bureaus to track the frequency and types of work that require price adjustments.

238.2.3 Cost Reduction Incentive

Used to credit contractor for approved proposals for cost savings. Make sure to fill in the supplemental description to briefly describe of the nature of the CRI. Use the 800 series items listed in table 238-1. Refer to [CMM 244](#) for a more thorough discussion.

238.2.4 Fuel Cost Adjustment, Credit, and Payment

Used to credit or charge for fuel cost adjustment. Use the 800 series items listed in table 238-1.

The department pays a fuel cost adjustment on contracts containing ASP 5, located after the special provision articles in the contract proposal. The department does not entertain contractor requests to apply adjustments for special provision bid items not included in the contract ASP 5.

238.2.5 Credit for Replacing Construction Stakes (\$100/hr)

[Standard spec 105.6](#) allows WisDOT to take a credit if the contract requires WisDOT staff to replace damaged stakes. Use the 800 series items in table 238-1.

238.2.6 Trees, Shrubs, and Vines Adjusted Price Payment

Use the standard 632.XXX item number with a supplemental description added for adjustment.

For example: bid item 632.0100 - Trees, Maple, 2-inch is a contract bid item. To pay for the item at 65% a new bid item would be added with an adjusted price and appropriate supplemental description. (i.e. 632.0100- Trees Maple 2-inch Adjusted Price 65%). If another adjustment is needed another item will be added. At the end of a proving period these items are changed to a zero quantity and the original contract item is paid in full, if applicable.

238.2.7 Special Provision Adjusted Payment Items

These items pertain to adjusted payments made under unique contract special provisions. Items with an adjusted price are added through AASHTOWare Project Construction and Materials® using the standard bid item number and description with a supplemental description added to differentiate between them.

In the following example, the contract has a unique special provision limiting payment under standard bid item 611.8110 Adjusting Manhole Covers, to 50% of contract bid price if the final cover elevation varies by at least 3/8-inch but less than 5/8-inch from abutting pavement elevation. Item 611.8110 was subsequently established by the engineer to cover a needed price adjustment using the supplemental description Adjusting Manhole Covers - 50% Price Reduction. It was assumed the contract bid price for item 611.8110 was \$215.00, therefore this item's unit price is \$107.50.

238.2.8 Item Transfer Between Categories

Item transfer between existing contract categories can be done in the AASHTOWare Project Construction and Materials® application.

238.2.9 Force Account Price Update

This involves updating the price, from the estimated CO price to the final audited price, of a force account item included in an approved change order.

238.2.10 Addition of New Project to Contract

New projects must be added in the AASHTOWare Project Construction and Materials® application by the region office and approved with a change order.

238.2.11 Addition of a Project Site

New sites must be entered in the AASHTOWare Project Construction and Materials® application by the region office. New project sites could include intermediate completion dates or working days provided in the special provisions of the contract. Sites may be added at the engineer's request if additional site time is tracked using AASHTOWare Project Construction and Materials®.

TABLE 238-1 Administrative Items

ITEM	DESCRIPTION	UNIT	REFERENCE
800.0005	Non-Performance of QMP	DOL	all QMPs
800.0010	Referee Testing	DOL	special provision & all QMPs
801.0104	Failing to Open Road to Traffic	DOL	special provision
801.0111	Failing to Open Road to Trains	DOL	special provision
801.0117	Railroad Flagging Reimbursement	DOL	special provision
801.0150	Cost Reduction Incentive	DOL	standard spec 104.10.4.2
801.0400	Material from Right-of-Way	DOL	standard spec 104.8
801.0436	Dispute Review Board	DOL	CMM 253
801.0905	Fuel Cost Adjustment	DOL	ASP 5
801.0910	Steel Price Adjustment	DOL	special provision
802.0105	Removing Miscellaneous Concrete Structures	DOL	standard spec 204.5
802.0305	Removing Large Boulders	DOL	standard spec 205.5
802.0500	EBS Quantity Overrun	DOL	standard spec 205.5
802.0505	EBS Post Grading	DOL	standard spec 205.5
802.0510	EBS Post Placing Subbase	DOL	standard spec 301.5
802.0515	EBS Post Placing Base	DOL	standard spec 301.5
802.0520	Restoration Post Completion (Item)	DOL	standard spec 301.5
803.0100	Nonconforming QMP Base Aggregate Gradation	DOL	standard spec 730.5
803.0200	Nonconforming QMP Base Aggregate Fracture	DOL	standard spec 730.5
803.0300	Nonconforming QMP Base Aggregate Plasticity	DOL	standard spec 730.5
804.2005	Disincentive Density HMA Pavement	DOL	standard spec 460.5
804.2010	Disincentive Density PWL HMA Pavement	DOL	PWL special provision
804.2012	Disincentive Density HMA Pavement Longitudinal Joints	DOL	special provision
804.2015	Disincentive Air Voids HMA Pavement	DOL	PWL special provision
804.4306	Nonconforming QMP Asphaltic Material	DOL	standard spec 460.2
804.4308	Nonconforming QMP HMA Mixture	DOL	standard spec 460.2
804.4405	Excessively Diluted Tack Coat	DOL	standard spec 455.5
804.4410	Disincentive IRI Ride	DOL	standard spec 740.5
804.4420	Grinding for Bridge Ride	DOL	Bridge Ride special provision
804.4625	Nonconforming Tack Coat	DOL	standard spec 455.5
804.5005	HMA Delayed Test Strip	DOL	PWL special provision
804.5010	HMA Additional Test Strip	DOL	PWL special provision
804.5015	HMA Regional Lab Testing	DOL	PWL special provision

ITEM	DESCRIPTION	UNIT	REFERENCE
804.5105	Disincentive HMA Binder Content	DOL	PWL special provision
804.6005	Nonconforming Thickness Concrete Pavement	DOL	standard spec 415.5
804.6051	Disincentive Flexural Strength Concrete Pavement	DOL	standard spec 715.5
804.6052	Disincentive Compressive Strength Concrete Pavement	DOL	standard spec 715.5
804.6055	Disincentive Strength Concrete Structures	DOL	standard spec 715.5
804.6057	Disincentive Strength Concrete Barrier	DOL	standard spec 715.5
804.6060	Hot Weather Concreting	DOL	standard spec 501.5
804.7000	Crack Repair Concrete Pavement	DOL	standard spec 415.5
804.7010	Crack Repair Ancillary Concrete	DOL	standard spec 416.5
805.0252	Follow-Up Deck Crack Sealing	DOL	standard spec 502.5
805.0506	Excess Costs for Fabrication Shop Inspection	DOL	standard spec 506.5
805.5500	Pile Splices	DOL	standard spec 550.5
805.5505	Piling Quantity Variation	DOL	standard spec 550.5
806.2810	Failing to Perform Corrective Action for Erosion Control	DOL	standard spec 628.5
806.2811	Failing to Mobilize for Erosion Control	DOL	standard spec 628.5
806.2812	Failing to Mobilize for Emergency Erosion Control	DOL	standard spec 628.5
806.0603	Nonconforming Smoothness Concrete Barrier	DOL	standard spec 603.5
806.0630	Failing to Perform Native Seeding Surveillance	DOL	standard spec 630.7
806.0632	Failing to Perform Landscape Surveillance	DOL	standard spec 632.5
806.2510	Restoration Post Acceptance Topsoil	DOL	standard spec 625.5
806.5610	Electrical Service Lateral	DOL	standard spec 656.5