

CORRESPONDENCE/MEMORANDUM _____ STATE OF WISCONSIN

Date: {Current Date} Version 8.0

To: Scott Lawry, P.E.
 Attn: Chief Proposal Management Engineer
 Bureau of Project Development, Room 601 Hill Farms

From: {Name}
 Project Manager
 Choose an item: Region

Approved: {Name of Supervisor of Project Manager for State Projects/Local Program Manager for Local Projects}
 {Title}

Subject: {Controlling Construction ID}
 {Title}
 {Limits}
 {Highway}
 {County}

Other Subject Projects:
 {List Project ID, Title, Limits, Highway, County for all other projects}

Legislative Subprogram Code {Legislative Subcategory/WisDOT program}

Bid Letting Date (for Bid Contracts): {Let Date}

Associated Design Project ID contract: {Design ID}

INTRODUCTION

We are submitting for your review and approval, the P.S.& E. for the proposed {Describe Project, include type of work} project. Major items of work include {Be specific and include major items of work}. The project is {Miles} miles in length and is located {Exact location (city/town & county)}. {Name of County} County has the greatest percentage of work.

Contract Type: {Designate LET or force account agreement (if force account agreement indicate state or local project)}

Alternative Contracting Methods Used: Indicate Yes or No. If Yes, list methods used for this contract.

PS&E Due Date: {PS&E Date}

Anticipated Construction Starting Date: {MM/DD/YYYY}

Anticipated All Work Complete Date: {MM/DD/YYYY, see FDM 19-10-15.1.2 for guidance}

Performance Miles: {Only miles of paved surface count as performance miles (not grading or base course contracts)}

The [] Region Design contact person is:
 {Name} Phone No. () - [] {Internet E-Mail Address}

The [] Region Local Program Management Consultant Design contact person is:
 {Name} Phone No. () - [] {Internet E-Mail Address}

The [] Region contact person for project information after advertising is:
 {Name} Phone No. () - [] {Internet E-Mail Address}

The Consultant contact person is:
 {Name} Phone No. () - [] {Internet E-Mail Address}

The estimate was prepared by: Choose an item.
 Consultant Company Name: {Name}

This project Choose an item. on the National Highway System.

This project Choose an item. subject to federal oversight.

The region Choose an item. requesting prequalification be waived for this proposal.

PS&E EXHIBITS

All PS&E Exhibits {See FDM 19-10-1 (1.2.1) Table 1.1} Choose an item. included in this submittal.

{If any exhibits are missing, list them and state reasons why or N/A}

PRE-BID MEETING

A Pre-Bid Meeting {See FDM 19-10-15} Choose an item. be held for this project. The pre-bid meeting Choose an item. mandatory.

{If a meeting will be held; provide date, time, location and topics to be discussed. N/A if none}

SYNOPSIS OF SIGNIFICANT APPROVALS, ACCEPTANCES OR COMPLETED ACTION:

<u>Description</u>	<u>Date</u>
Concept Definition Report	{MM/DD/YYYY}
Final Environmental Document Choose an item.	{MM/DD/YYYY}
Department of Natural Resources Final Concurrence	{MM/DD/YYYY}
DNR 401 Water Quality Certification	{MM/DD/YYYY}
Corps of Engineers Permit	{MM/DD/YYYY}
Section 106 report	{MM/DD/YYYY}
Pavement Design	{MM/DD/YYYY}
Exception to Standards	{MM/DD/YYYY}

Design Study Report {MM/DD/YYYY}

Hazardous Material, Site Reconnaissance {MM/DD/YYYY}

Asbestos Inspection {MM/DD/YYYY}

{Any others, ie. Permits, Public Interest Finding (proprietary items), cost effective finding (LFA).
Include dates. N/A if none}

ENVIRONMENTAL ISSUES/COMMITMENTS

Asbestos **Choose an item** present on structures.

{If there are environmental commitments, follow FDM 19-10-15. If asbestos is present on bridges,
indicate which STSP was added to the specials.}

PERMITS

{See FDM 19-10-15 or N/A}

RIGHT-OF-WAY

{See FDM 19-10-15 or N/A}

UTILITIES

{See FDM 19-10-15 or N/A}

SANITARY SEWER and WATER MAIN

{See FDM 19-10-15 or N/A}

RAILROADS

{See FDM 19-10-15 or N/A}

HAZARDOUS MATERIALS and ASBESTOS

{See FDM 19-10-15 or N/A}

DESIGN DATA

{See FDM 19-10-15 or N/A}

STRUCTURES

{See FDM 19-10-15 or N/A}

LANDSCAPE ARCHITECTURE

{See FDM 19-10-15 or N/A}

TRAFFIC SIGNALS

{See FDM 19-10-15 or N/A}

TRAFFIC

{See FDM 19-10-15 or N/A}

{Name of person granting approval} approved the Transportation Management Plan on {date of approval}.

The Finished Traffic Control Plan & Review Meeting was held on {date of meeting or N/A}.

LIGHTING

{See FDM 19-10-15 or N/A}

This project is on the State Highway System and is Choose an item.

This project is not on the State Highway System and is Choose an item.

SPECIAL PROVISIONS

The contract contains the following unusual specification modifications and/or unusual special SPV.xxx.0x items:

Item No. and Description

{Item No., Item Name and Description, see FDM 19-10-15}

PROPRIETARY ITEMS

A Proprietary Product Justification has been submitted to, and approval has been received by, the Project Development Engineer for the use of the following proprietary items:

Item No. and Description

{Bid Item No., Bid Item Name and Description or N/A}

STANDARDIZED SPECIAL PROVISIONS (STSP's)

Revisions have been made to the following STSP's:

{Item No., Item Name, Description and Change Made, see FDM 19-10-15}

PLANS and PROPOSALS

The {regional office or management consultant} requests 11"x17" size plans and proposals for construction purposes.

SIGN DETAILS

See FDM 19-10-15 for guidance

Choose an item.

ADDITIONAL SPECIAL PROVISIONS (ASP's)

See FDM 19-10-15

ASP-1 Choose an item.

 Total Graduate Hours per Proposal; Number of Graduates {Number of Graduates}; {Number of hours per project ID or N/A}

 Total Apprentice Hours per Proposal; Number of Apprentices {Number of Apprentices}; {Number of hours per project ID or N/A}

ASP-3 is required in all federally funded contracts.

ASP-4 is required in all state and federally funded contracts.

ASP-5 Choose an item. {List SPV Earthwork items ASP-5 applies to, and list fuel usage factor.}

ASP-6 is required in all state and federally funded contracts.

ASP-7 is required in all state and federally funded contracts.

ASP-8-NS Freeway Choose an item.

ASP-8-USH 41 Choose an item.

ASP-9 is required in all state and federally funded contracts.

FUNCTIONAL CLASSIFICATION OF ROAD

Note: The functional classification of the roadway is noted in the Design Study Report. The functional classification determines which wage rates will be added to the proposal. Federally funded projects for roadways functionally classified as a local road or rural minor collector use state wage rates while all other functional classifications use federal wage rates.

This road **Choose an item** classified as a local road or rural minor collector.

FORCE ACCOUNT AGREEMENTS

Total Agreement Amount: **{for force account agreement or N/A}**

Excluded Costs: **{for force account agreement (materials and specialized equipment) or N/A}**

Cost Effectiveness Findings for Force Accounts Agreements **{See FDM 19-10-15} **Choose an item.****
{Briefly describe reason for approval.}

{See FDM 19-10-15. "The submitted agreement is within the policy limits." or follow instructions in FDM 19-10-15, or N/A if LET contract.}

POSTING OF PRELIMINARY PLANS

BPD will post preliminary plans on the HCCI for projects that meet the criteria. (See FDM 19-10-15 for guidance.)

Preliminary plans will be posted on the HCCI if one or more of the following answers is "yes":

Does this project have 50,000 CY or more of earthwork? **Choose an item.**

Does this project have any of the following unique structural components: **Choose an item.**

- Steel Girders
- Specialty Steel
- Large Quantities
- Accelerated Bridge Construction (ABC)
- Specialized Construction ("Roll-ins," etc.)

Is the engineer estimate for this project greater than \$20 million? **Choose an item.**

Does the Region deem it appropriate to post preliminary plans for another reason? {Briefly describe reason for posting preliminary plans. (List only reasons that are different than the criteria listed above)}

CONCLUSION

{See FDM 19-10-15 or N/A}

{cc if applicable}

{author initials}: {typist initials}

Date: {Current Date}

Prepared By: [Redacted]

Subject: {Controlling Construction Project ID}
 {Title}
 {Limits}
 {Highway}
 {County} County

Legislative Subprogram Code [Redacted]

Let Date: {Let Date}

Summary of Review Documentation	
Division of Transportation System Development DTSD and Division of Transportation Investment Management DTIM Reviews See FDM 3-20-44 & 19-10-15	Date of Completion State status of review, or not applicable, NA. Provide applicable information but strive for Date of Completion:
Bureau of Project Development	
Design & Construction Services Section • Project Development Unit	[Redacted]
Regional Utilities Coordinator	Region responsibility (DT1080)
Structure Design Section • Preliminary Design	[Redacted]
• Final Design Submitted to Bureau of Structures	[Redacted]
Bureau of Traffic Operations	
Winter Operations and Roadside Management Section • Pavement Maint. & Roadside Facilities	[Redacted]
• Landscape Architecture	[Redacted]
Traffic Engineering Section • Traffic Design (Signing & Marking)	[Redacted]
• Traffic Operations (Safety)	[Redacted]
• Transportation Management Plan	[Redacted]
Traffic Operations, Maintenance, and Electrical Section • Electrical Implementation Section (STOC)	[Redacted]
• Intelligent Transportation Systems (STOC)	[Redacted]
Bureau of Technical Services	
Contaminated Sites Team • Hazardous Materials	[Redacted]
• Asbestos	[Redacted]
Natural Resources Team • Wetlands	[Redacted]
• Endangered Resources	[Redacted]
Environmental Review & Analysis Team • Archeology / Historical Structures	[Redacted]
• Air & Noise	[Redacted]
• Erosion control / Storm Water Discharge	[Redacted]
Bureau of Transit, Local Roads, Rails & Harbors	
Rail Engineering and Safety	[Redacted]
Bureau of Technical Services	
Acquisition and Services Section	Region responsibility (DT1899)