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### INSERT GUIDELINES

#### REMOVE

On the Special Provisions Insert form, use the Remove section to list the name(s) of the article(s) to be removed. Do not use an article number to indicate the article, since the articles may have been rearranged during the review process.

If replacing an article with a new one, list the name of the article to be removed under the Remove section of this form, and add the new article under the Add section of this form.

#### REVISE

On the Special Provisions Insert form, use the Revise section to provide ALL changes needed to any article. Do NOT provide completely new articles; only provide the changes.

When a longer section of text within an article needs revising, follow these guidelines:

- Do not send in large blocks of article text unless there are significant changes to it (at least 75%).
- If replacing, adding, or deleting only a few words or sentences, refer to Example 1 below.
- Properly format the text as directed in the manual *Creating Special Provisions*.

Here are some examples:

#### Example 1 – Changing a few phrases or words

Title of Article: General

Make the following change:

In the first sentence, replace “Project 1223-12-71” with “Projects 1223-12-71 and 1223-12-72”

#### Example 2 – Making multiple changes in one article

Title of Article: Prosecution and Progress

Make the following change:

In the first sentence under Freeway Work Restrictions, replace “Holiday Work Restrictions” with “Holiday and Weekend Work Restrictions”

Make the following change: Insert the following after the 4th paragraph, which begins with “Keep IH 43 open to traffic”:

The contract time for completion assumes working on both the IH 43 northbound off ramp and southbound on ramp at the same time. Due to potential for inclement weather or other unexpected delays during construction, an expedited work schedule using extraordinary forces or equipment may be required to ensure that the contract completion date is met.

Make the following change: Replace the last sentence in the paragraph before the section **Freeway Work Restrictions** with the following:

If contract time expires before completing all work on all contract projects, liquidated damages will be affixed in accordance to 108.11 of the standard specifications.

### Example 3 – Longer selections

Title of Article: Utilities

Make the following change: Add the following after AT&T Telecommunications:

**Wisconsin Power & Light Company – Electric** has facilities within the project area that will require relocation.

Wisconsin Power & Light Company maintains an overhead electric line along the south right of way of Rowe Road and crosses over IH 43.

Wisconsin Power & Light Company will adjust these facilities prior to construction. They will relocate poles along Rowe Road horizontally to be outside of the proposed slope intercepts and adjust the lines vertically to increase the clearance at Ramp B.

The field contact is Randy Marco, 4421 Tower Drive, Sheboygan, WI 53081, 920-946-3667.

**TDS Metrocom (TDS) – Communications** has facilities within the project area that will require relocation.

TDS maintains an underground telephone line along the south right of way of Rowe Road and crosses beneath IH 43, with local service to the residence in the northeast quadrant of the interchange. TDS will relocate the line to the north side of Rowe Road and abandon the existing line.

TDS will adjust these facilities prior to construction.

The field contact is Jeremiah Luben, 1130 Hillcrest Lane, Seymour, WI 54165, 920-655-8748.

### Example 4 – Delete, add, or change information (phrase/word, sentence, or paragraph)

#### Deleting Information

Title of article: Signs Refacing Type II, Item SPV.0165.01

Make the following change: In **A Description**, first paragraph, the first sentence, delete the following: “, complete with Type H reflective sign face and legend,”

-OR-

Make the following change: In **C Construction** delete the entire fifth paragraph. (Begins with the words “Space the application...”)

-OR-

Make the following change: In **C Construction**, 2nd paragraph beginning with “Construct the panels with”, delete the first sentence (Completely remove the existing extruded aluminum Type II sign legend, leaving no rivets protruding for the surface of the panel).

## **ADDING**

Title of Article: QMP Concrete Ancillary

Make the following change: Under A.1 General, paragraph 1 beginning with "Conform to standard spec 390", add the following to the list of items:

Item SPV.0090.01 Concrete Curb and Gutter 31-Inch Type D Special

Item SPV.0105.01 Overhead Sign Support Black Finish Structure S-05-200

-OR-

Title of Article: Utilities

Make the following change: Add the following contact information at the end of the section

**Wisconsin Power & Light Company:**

The field contact is Randy Marco, 4421 Tower Drive, Sheboygan, WI 53081, 920-946-3667.

-OR-

Title of Article: Utilities

Make the following change: In the section **Wisconsin Power & Light**, add the following paragraph after the 2nd paragraph, which begins with "WP&L has facilities along STH 27":

Wisconsin Power & Light Company will adjust these facilities prior to construction. They will relocate poles along Rowe Road horizontally to be outside of the proposed slope intercepts and adjust the lines vertically to increase the clearance at Ramp B.

## **Changing**

Title of Article: Holiday and Weekend Work Restrictions

Make the following change: in the last two sentences change "8:00 PM" to "6:00 PM"

-OR-

Title of Article: Holiday and Weekend Work Restrictions

Make the following change: Add the following to the list of restrictions:

From noon, Friday July 2, 2010 until 6:00 AM Tuesday, July 6, 2010;

-OR-

Title of Article: Traffic

Make the following change: replace second paragraph beginning with "Reduce IH northbound in each" with the following:

IH 43 northbound may be reduced to one lane in each direction each weekday, Monday, Tuesday, Wednesday, Thursday, and Friday, from 6:00 AM to 12:00 PM. IH-43 southbound may be reduced to one lane in each direction each weekday, Monday, Tuesday, Wednesday, Thursday, and Friday, from 6:00 AM to 2:00 PM.

## **ADD**

On the Special Provisions Insert form, use this section to submit completely new articles. Do not send us articles which are already contained in the special provisions and for which there are changes (use the Revise section above to make these changes). Follow the directions below for adding an article to the special provisions.

## **STSP(s)**

On the Special Provisions Insert form below “STSP(s)”, list all STSPs, by number, that need to be added. Do NOT include the entire article\*. Central Office will insert the most current version of the STSP into the special provisions. Provide all information that is needed to complete the STSP.

*\*NOTE: If the STSP contains many fields that require information from the designer, such as 107-120, fill in all of the fields and include the entire article.*

### **Example 5 – Adding an STSP**

STSP(s)

107-054

Name of Contact - Chris Jones

Phone Number – 262-555-1234

### **Other Articles**

On the Special Provisions Insert form, provide any additional SPV or other (non-STSP) articles which need to be added to the special provisions. When preparing the article(s), follow the formatting guidelines specified in the manual *Creating Special Provisions*.

## Special Provisions Insert

Project ID:

Let Date:

Contact Person:

Phone Number:

Submit Date:

### **Remove**

List the articles that need to be removed from the special provisions. Use only the article names.

### **Revise**

Provide a list of revisions needed starting with the article name and then a description of the change needed.

Title of Article:

Make the following change:

### **Add**

#### **STSP(s)**

List the STSP(s) by their number(s) to be added to the special provisions. Provide all information needed to complete the fields in the STSP.

### **Add**

#### **Other Articles**

Provide only ALL new articles.

## **APPENDIX F: WORD PROCESSING SKILLS NEEDED TO PREPARE SPECIAL PROVISIONS**

The skills and software needed to produce special provisions documents are detailed below.

### SOFTWARE

- MS Office Word and Excel 2007

### FILE MANAGEMENT SKILLS

- Creating a new folder
- Copying a file
- Locating the template folder

### BASIC MS WORD SKILLS

- Selecting words, sentences, lines, paragraphs, all
- Copying and pasting
- Inserting / deleting text
- Working with tabbed text
- Running a spell check
- Saving a document
- Using print preview and printing a document
- Opening a document
- Working with footers

### INTERMEDIATE MS WORD SKILLS

- Applying the four approved styles (1 Heading 1, Normal, STSP, List Paragraph)
- Using a predefined template (refer to Word 2007 Manual)
- Opening templates in a new document screen
- Working with tables (refer to Word 2007 Manual)
- Updating a table of contents
- Working in Draft View to review styles
- Moving text in Outline view
- Moving around a large document

### ADVANCED MS WORD SKILLS

- Using Building Blocks
- Working with fill-in information
- Working with drop down boxes