



Proposal Management Express

October 2026

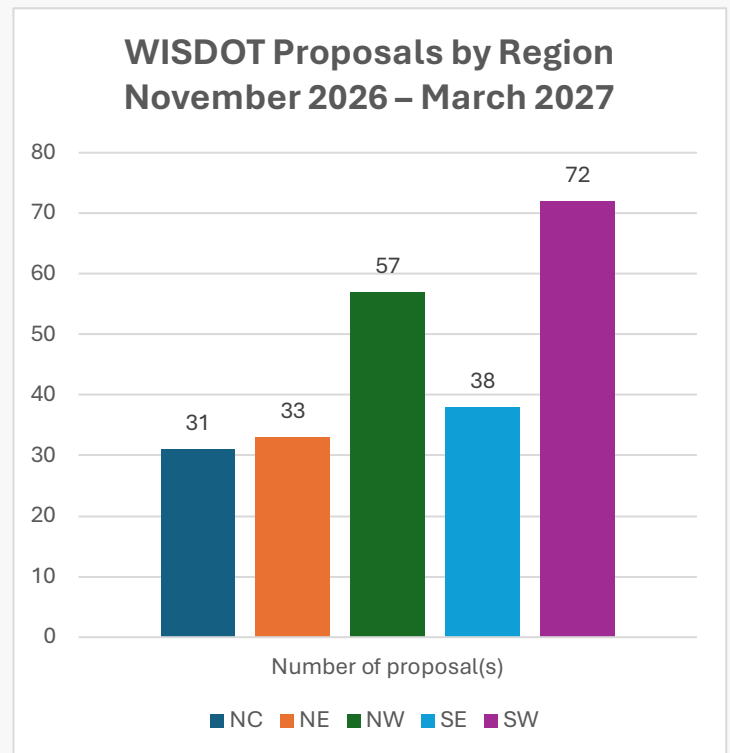
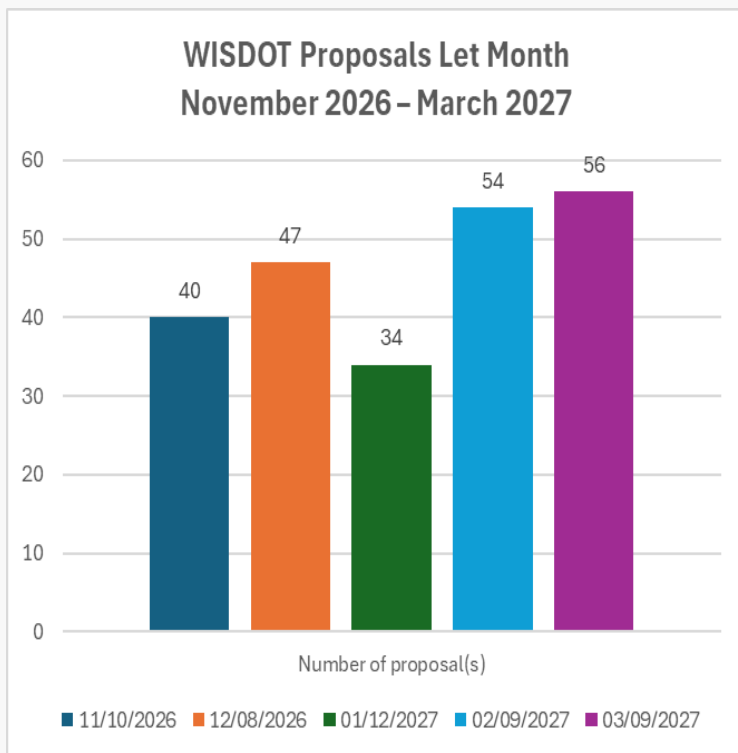
INTRODUCTION

Welcome to the third edition of the Proposal Management newsletter. This newsletter will be distributed quarterly, about one month ahead of the quarterly final PS&E submittals. The intent of the newsletter is to provide helpful information and other resources to help designers with submittals and other coordination from their PS&E through the bid letting. Among items in this newsletter:

- [WISDOT UPCOMING LETTINGS \(November 2026 – March 2027\)](#)
- [eSubmit Tips & Reminders.](#)
- [Latest information on Special Provision updates and other PS&E requirements.](#)
- [Advertisement, Contractor QA, and Addenda](#)
- [Noteworthy Topics from Previous Edition.](#)

WISDOT UPCOMING LETTINGS (November 2026 – March 2027)

The information provided below presents the number of proposals being Let by WISDOT in the next five-month period, spanning from November 2026 through March 2027. The data is organized to provide insights into proposal distribution across both geographic regions and monthly letting schedules.

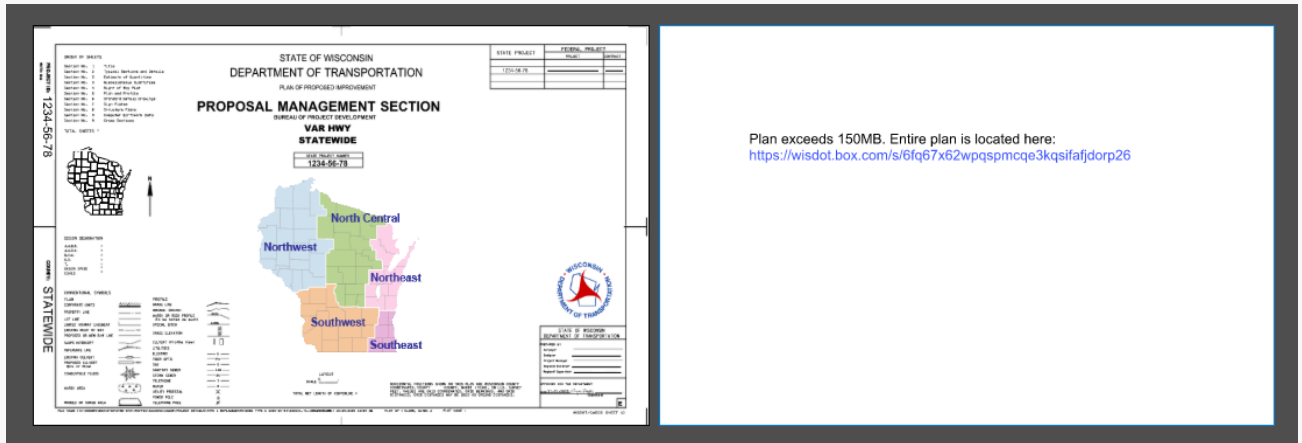




PS&E SUBMITTAL

eSubmit Tips & Reminders:

- For large plans that exceed the 150MB size limit, place the entire plan in a shared/public folder in Box. Then eSubmit a 2-page PDF of just the title sheet and a page with a link to the plan in Box.



- When submitting an Advanceable project, select the ExLET box within eSubmit. Do not submit to the proposed advanceable letting month.

2026 ▼ Please Select ▼ or ☒ ExLET

Final PS&E ▼

Please Select ▼

- PS&E documents for Advanceable projects should be filled out with the current scheduled Let date, not the proposed Advanceable date.
- When submitting Special provisions, the document needs to be in a docx format.
- For tied projects, only submit one Plan Letter, one set of Special Provisions, one Estimate, one Estimate Documentation Report, one Contract Time for Completion, one set of Environmental Commitments and one Construction Data Packet, all named under the lowest ID. If there are multiple plan sets (plan/plans with their own title sheet) submit each plan set separately along with an SDD.xls file for each plan set, named under the lowest ID in each plan. All other documents should be individually for each project ID, unless the document encompasses multiple IDs, then submit under the lowest ID.

*****Please reach out with any questions or issues prior to submittal.**

For questions general questions on PS&E documents, the submittal process, or plan reviews, please contact Cyle Haag (608)266-5563 cyle.haag@dot.wi.gov



Special Provisions submittal and review:

*Please be on the lookout if your project needs electronic load tickets. If the project has > 30,000 tons of HMA pavement (sum of all HMA items), >20,000 SY of Concrete Pavement (sum of all bid items) and/or 1,300 CY Concrete Masonry Structures, you need to include STSP 107-230 Notice to Contractor – Electronic Load Tickets.

Here are three formatting tips to help organize Special Provisions:

Hard Return for Article Titles.

Each article's name needs to be on its own line. To obtain this after the semicolon push shift + enter for a hard return to separate the article names and it does not create a new article.

25. **Removing Traffic Signals STH 50 & Cook St, Item 204.9060.S.601;**
Removing Traffic Signals STH 50 & Broad St, Item 204.9060.S.602;
Removing Traffic Signals STH 50 & Center St, Item 204.9060.S.603;
Removing Traffic Signals STH 50 & Wells St, Item 204.9060.S.604;
Removing Traffic Signals STH 50 & Edwards Blvd, Item 204.9060.S.605;
Removing Traffic Signals STH 50 & USH 12 SB Ramp, Item 204.9060.S.606.

Styles.

It is important to use the STSP template the styles are preloaded there for providing the correct style options. To pop out the styles table click on the arrow pointed down to the right. If it is desired to change existing text highlight the text with the cursor and select the correct style.

Use 1 Heading 1 for article titles

Use spHeading for subtitles, example: A Description

Use spParagraph or Normal (bottom of the list) for body of article text

Article
General.....
Scope of Work.....
Prosecution and Progr

Use spTable & spTableTitle for tables & table titles, if possible.

Use ssBidItem in the E Payment section of SPVs. Sometimes need to double click to ssBidItem get correct format to populate.

ITEM NUMBER	DESCRIPTION	UNIT
611.9900.S	Drain Slotted Vane	EACH

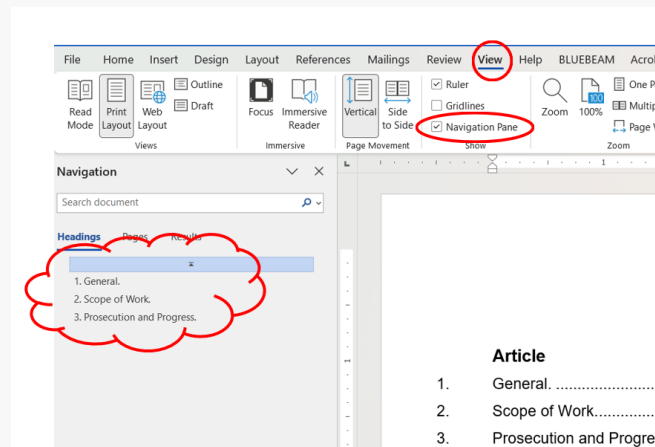
spVerison is for the stp or code at the bottom of the SPV

Posting Verison stp-611-015 (20260701)



Navigation Pane.

Articles can be dragged to easily reorder articles, delete articles by right clicking article in the Navigation Pane and by selecting the article in the pane the document will go right to that article. No more scrolling through the document to get to an article! It will also show if there are any odd things going on with article titles.



****Please reach out with any questions or issues prior to submitting special provisions. ****

Any questions contact Jodi Jarosinski, Statewide Proposal Engineer, 920-412-0798, jodi.jarosinski@dot.wi.gov.

Advertisement, Contractor QA, and Addenda

- Designers – If a contractor calls or emails requesting information from you about a project, explain to the contractor that they must submit their questions through Bid Express. **DO NOT** answer their question directly.
- Contractor questions are forwarded to the proposal's Plan Letter listing of the proposal's Project Supervisor, Project Manager, Construction Project Manager (if listed), Consultant Designer, and the Regions' QA Engineers for design and construction. Posted answers to questions are not contractual. An addendum will be needed to address any changes required from the contractor questions.
- An emergency addendum requires additional coordination with potential bidders. In an emergency addenda situation, please contact either Mike Coleman (608) 266-3985 or Rielly O'Donnell (608) 266-3721 to discuss whether an emergency addendum is warranted.
- Addenda need to be submitted to the Proposal Management Mailbox. dotdtsdbpd@dot.wi.gov. Do not submit as part of the BidxQ/A correspondence.
- For more information on the addenda process refer to [FDM 19-22](#).

For questions on Advertisements, please contact the Proposal Management Section dotdtsdbpd@dot.wi.gov



Noteworthy Topics from Previous Edition

- *New Special Provision Review* See July's Edition for more information. [Proposal Management Express](#)
- Plan and proposal print requests are currently being submitted to DOA Publishing at the time of the letting rather than during the advertisement phase.
- Review The PS&E-PreSubmittal Tasks in AWP prior to submitting a PS&E: [PS&E Pre-Submittal Tasks for Designers](#)
- Review [FDM 15-5 Methods](#) for EPlan requirements.
- Review [FDM 19-10 PS&E Transmittal and Composition](#) for information on required documents and submittal process.
- Review [FDM 19-40 Exhibit 1.2 Standard Detail Drawings \(Examiner's List\)](#), Attachment 1.2 for guidance on SDDs to include.
- Review [FDM 19-10-30](#) for guidance on developing the Time Chart. Make sure concrete cure times are properly incorporated.
- Reach out to Proposal Management if there are any changes or revisions after the initial submittal. Do not resubmit documents without coordination.
- Keep Proposal Management aware of any schedule changes after the PS&E has been submitted.
- Verify ASP-1 hours prior to submittal. ASP-1 is only to be included with Federal Funding. If required, the items should be included in the estimate. Hours for Apprentice and Graduate listed in the plan letter and included in the estimate should be consistent. The plan letter should include the number Apprentices and Graduates and the total number of hours.
- Verify project funding and make sure the funding in AWP matches what is in FIIPs at the time of submittal.