



## 8-75-1 Release of Retainage

Removed October 11, 2023

### 1.1 Originator

Project Development Section

### 1.2 Introduction

This section has been removed.

### 1.3 Process

### 1.4 References

Construction SWIG Team  
Author

1/10/2017  
Date

## 8-75-5 Contract Items Review Form DT2076

Updated October 11, 2023

### 5.1 Originator

Project Development Section

### 5.2 Introduction

This section provides regional guidance for the completion of Contract Items Review Form [DT2076](#), which is required by the Finals Process for Let Project Closeout.

### 5.3 Process

During the finals process, the Contract Items Review ([DT2076](#)) form, found in the Statewide Pantry Forms, is completed while reviewing the contract records. The project engineer initiates the review process by entering the contract information at the top of the form. The form and the contract records are then delivered to the project manager after Conditional Final Acceptance. The project manager or a reviewer designated by the project manager uses the guidance found in Contract Items Review ([DT2076](#)) to select which contract item records to review and the depth of the review. The review of the contract items is documented on the form, and the reviewer signs and dates the form after completion.

### 5.4 References

Contract Items Review ([DT2076](#))

Construction SWIG Review Team (see [SWIG 8-95-5](#))

Construction SWIG Team  
Author

1/10/2017  
Date

## 8-75-10 Late Finals Reason Codes

Updated October 11, 2023

### 10.1 Originator

Project Development Section

### 10.2 Introduction

This section provides guidance on the correct use and entry of Late Finals Reason Codes in the Contract Remarks Agency view in AWP.

### 10.3 Process

The Finals Tracking report is updated each month and a link to the current regionally sorted spreadsheet is emailed to all PDS supervisors and project managers each month. The report shows updated information for all contracts currently in the finals process. This report contains goal dates for each step in the finals process. All project managers who have contracts in the finals process should review the report each month and coordinate

with their project engineers to ensure their contracts are progressing through the finals process on schedule.

See [Table 10.1](#) below for the available Late Finals Reason Codes, and guidance on when each is to be used.

- 1) Late Finals Reason Codes for the interim goals should be entered for ALL of the goal dates, but ONLY if the project staff (primarily the project manager) feel that missing that date would lead to missing the 180 day goal to complete the Finals Process. If missing an interim goal likely won't affect getting the finals done on time, there is no need to enter a Late Finals Reason Code and remark.
- 2) Late Finals Reason Codes and remarks should be entered as the Finals Process proceeds, not waiting until after the process passes the 180 day goal and is late. When the process passes the 180 day goal, if additional codes and remarks are needed to explain the delay, they should be entered.
- 3) For every Late Finals Reason Code entered, there must be a corresponding remark entered in this format: XXXX (reason code) - remarks explaining the issue (initials of project manager / contract specialist, date). No remarks should be entered without a corresponding Reason Code, and no Reason Codes should be entered without corresponding comments in the remarks field.
- 4) In the SW Region, all Late Finals Reason Codes and remarks will be entered by the contract specialists at the direction of the project managers, since the contract specialists are the only staff having write access to Project Tracking. The Materials and Labor Compliance staff do not have access for entering Late Reason Codes, so there will need to be communication between the project manager, the TSS staff, and the contract specialist regarding entry of the codes and remarks related to the TSS responsibilities. The project manager is responsible for emailing the appropriate TSS staff to determine the cause of any delays during the TSS reviews, documenting the response and providing the information to the contract specialist for entering the appropriate late codes and remarks.
- 5) In the SW Region, contractor names will not be included in the comments for claims or wage investigations.
- 6) In the SW Region, entering a "resolved" comment and date for each of the remarks is not required, but may be added if the project manager desires.

At the completion of the finals process, when the Final Estimate is approved, the project manager should review all of the Late Finals Reason Codes and comments for accuracy and coordinate with the contract specialist to update or correct them if needed. Historical information should not be removed, but if inaccurate information was entered, corrections should be made as soon as any errors are discovered.

Examples:

- CDLY - Contractor did not return the subcontractor's Final Payment and Retainage Certification. (initials, date)
- PLST - WisDOT and the contractor mutually agreed to extend the punch list to 6/1/2016 for work that could not be completed with current traffic restrictions due to another nearby project. (initials, date)
- SFST - LCS vacancies led to falling behind in timely review of project payrolls. (initials, date)
- OTHR - Computer program failure caused delay in sending final estimate. (initials, date)

Table 10.1 - Late Finals Reason Codes

CODE	DESCRIPTION	EXPLANATION
CDLY	Contractor Delay	Use when delays occur due to the contractor not responding to inquiries; not submitting material certifications or other documentation on time, etc.
CLMS	Claims	Use when a claim (other than Wage/Investigation Labor Compliance) or lien has been filed on a project.
CNQL	Construction Quality Issues / Repairs to be Addressed	Use when projects need repair, warranty issues are pending, or when additional work is needed on a project.
DNRP	DNR WPDES Permit Coverage Not Terminated	Use when projects with WPDES permits have not fulfilled permit requirements and/or DNR has not terminated permit coverage.
MTLS	Nonconforming Materials	Use when issues with nonconforming materials or missing QMP tests need to be resolved. Do not use when issues with staffing or waiting for material certifications.
OTHR	Other	Use for any unique circumstances. Attempt to initially use other descriptions within this document first. Whenever this code is used, describe the issue <b>completely</b> in the Finals Remarks field. Do not use as a catch all.
PLFC	Project engineer Delay / Final Correction Needed	Use when project leader does not turn the records in on time or when finals have been reviewed and corrections are needed or missing documents have to be submitted by the project leader.
PLST	Punch List Items to be Completed	Use when there is still minor punch list work that has not yet been completed.
QTYD	Quantity Disputes	Use for quantity disputes with the contractor after the semi final has been sent and the 30 day period has expired.
SFST	Staff Shortages	Use when regional office staff is not available to perform timely reviews due to vacant positions or workload assignments. Whenever this code is used, describe the functional area (PDS, MATL, LCS) in the Finals Remarks field.
WCLC	Wage Claim/Investigation Labor Compliance	Use when wage claims or any investigation of labor compliance occurs.

#### 10.4 References

SW Region Contract Specialists- [SW Region Contract Specialist Contacts](#)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

*Construction SWIG Team*  
Author

*1/10/2017*  
Date

#### 8-75-15 As-Builts

*Updated October 11, 2023*

#### 15.1 Originator

Project Development Section

#### 15.2 Introduction

This section provides guidance on the preparation and uploading of as-built construction plans as required in the project finals process.

#### 15.3 Process

The Construction and Materials Manual ([CMM 1-65.12](#)) provides the guidance and requirements for the preparation of construction as-built plans.

## 15.4 References

[CMM 1-65.12 As-Built Plans](#)

[WisDOT Construction Administration Guide](#)

[Final Construction Project Record Checklist \(Form DT 2075\)](#)

SW Region Contract Specialists- [SW Region Contract Specialist Contacts](#)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

*Construction SWIG Team*

9/11/2018

Author

Date

## 8-75-20 Finals Boxes & Records Storage

*Updated March 10, 2025*

### 20.1 Originator

Project Development Section

### 20.2 Introduction

This section provides guidance on requirements for finals records storage.

In an effort to partner with FHWA E-construction initiative WisDOT will be minimizing the amount of physical documents received during the finals process. Construction project files are to be stored in Box. The [Box Construction Project File Structure Guidance](#) has been provided to give guidance on locations for where project files are to be located in Box. The [DT2075](#) and [WisDOT Construction E-finals Guidance](#) manuals on pantry are good references on proper naming convention.

### 20.3 Process

In the Madison and Edgerton offices, no binders or legal size wallets are allowed for finals records, including materials records, since they will not fit in the storage areas in the file room or on the dock. All finals records must be in letter size redrope wallets.

In the La Crosse office, finals records that are not paperless should go into the manila expandable files. **The project engineer should contact La Crosse contract specialist to obtain folders and project labels.**

Project labels must be placed on the lower left corner of the front flap of each wallet. If there are multiple wallets, they should be numbered in sequence (1 of 3, 2 of 3, etc.)

#### Electronic records

**The [WisDOT Construction Administration Guide](#) has been organized to represent the electronic finals process which now utilizes the [DT2075](#). Field staff during the finals process will complete the DT2075 and checking that each document that pertains to the contract is completed/checked from the list. The DT2075 provides naming convention and file saving locations.**

See [Final Construction Project Record Checklist \(Form DT 2075\)](#) for items to include.

### 20.4 References

[Box Construction Project File Structure Guidance](#)

[WisDOT Construction E-finals Guidance](#)

[Final Construction Project Record Checklist \(Form DT 2075\)](#)

[WisDOT Construction Administration Guide](#)

[WisDOT Construction E-finals Guidance](#)

SW Region Contract Specialists- [SW Region Contract Specialist Contacts](#)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

Construction SWIG Team  
Author

3/13/2017  
Date

## 8-75-25 Finals Tracking Spreadsheet Review

Updated October 11, 2023

### 25.1 Originator

Project Development Section

### 25.2 Introduction

This section provides guidance for PDS Project Managers and Supervisors to review the Finals Tracking Spreadsheet to follow the progress of their projects through the finals process.

### 25.3 Process

The [Statewide Construction Finals Tracking Report](#) (*link available to internal staff only*) is sent to the Region Program Control Design QA Engineer around the 12<sup>th</sup> of each month. The statewide report is filtered down to show only SW Region projects and then sent out to SW Region Project Managers and Supervisors. A copy of the [SWR Construction Finals Tracking Report](#) (*link available to internal staff only*) is placed in its designated Box folder location (see file link).

To see ONLY your projects, click the down arrow button for either the Project Manager (PM) or the Supervisor, then click the "select all" box to remove that check mark. Click on the name of the PM or Supervisor whose projects you want to see. Look through the entire list and check ALL the various spellings used for the name.

Where the "security warning" is showing that macros have been disabled near the top of the page, click on the "options" button and then "enable this content" and "ok" This allows you to "unhide" some hidden columns showing goal dates, etc.

If you want to be able to see the goal dates, and other hidden columns, click on the "Details" button at the top of the spreadsheet

The goal dates for various points in the finals process are based on the timeframes in the Finals Process. Clicking on the cell with the goal date in it will show you the formula if you want to know what those dates are based on.

Column BX of the report titled "(Remaining) Days Over/Under 180" will have a number for any contracts that are in the finals process. The number will be green if you are not past the goal date of 180 days for completing the finals, and will be red if your finals are beyond 180 days and therefore considered late. If this cell is blank, the contract in that row has either not started or has completed the finals process.

Column BV of the report indicates whether the goal was met and column BW will show how many days it took for that contract to complete the finals process. If all three of these columns are blank, the contract is not yet substantially complete, and has not begun the finals process.

For any contracts that are in the finals process and past the goal date, check that the Late Finals reason codes and remarks (columns BT & BU) are accurate and up-to-date. If not, contract your Contract Specialist to get the information updated in Project Tracking.

To add critical Finals Process dates and reminders to your Outlook Calendar, use this application that was developed by the NW Region. Required files can be accessed at the following location:

[Finals Tracking Reminder Tools](#) (*link available to internal staff only*)

### 25.4 References

[Statewide Construction Finals Tracking Report](#) (*link available to internal staff only*)

[SWR Construction Finals Tracking Report](#) (*link available to internal staff only*)

[Finals Tracking Reminder Tools](#) (*link available to internal staff only*)

SW Region Program Control Design QA Engineer- [SW Region Program Controls Contacts](#)

SW Region Contract Specialists- [SW Region Contract Specialist Contacts](#)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

*Construction SWIG Team*

3/13/2017

Author

Date

**8-75-30 Partial Acceptance***March 10, 2020***30.1 Originator**

Project Development Section

**30.2 Introduction**

This section provides guidance on the approval process for Partial Acceptance when requested by the contractor.

**30.3 Process**

As described in [Standard Specifications 105.11.1](#), upon completion of a portion of the work, the contractor may request partial acceptance of that work.

If the contractor requests Partial Acceptance, the Project Manager will arrange a meeting with the Bureau of Project Development (BPD) Oversight Construction Engineer, PDS Chief and PDS Supervisor to discuss if Partial Acceptance is appropriate and consistent with other projects in the region and statewide. Issuing of Partial Acceptance will only take place upon concurrence in this meeting.

**30.4 References**

[Standard Specifications 105.11.1](#)

BPD Oversight Construction Engineer- Wayne Chase, [wayne.chase@dot.wi.gov](mailto:wayne.chase@dot.wi.gov)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

*Construction SWIG Team*

3/10/2020

Author

Date

**8-75-35 Curb Ramp Compliance Post Construction Report***Updated October 11, 2023***35.1 Originator**

Project Development Section

**35.2 Introduction**

This section provides guidance on completion of the [Curb Ramp Compliance Post Construction Report](#) upon completion of the project.

**35.3 Process**

The [Curb Ramp Compliance Post Construction Report](#) will be completed and forwarded to the Region Bike/Pedestrian Coordinator following construction completion. Note, the report must be submitted by February 1<sup>st</sup> of the year after construction so it is advised that measurements be taken while still in the field.

For local program projects, the [Curb Ramp Compliance Post Construction Report](#) will be completed and an electronic scan kept in the project design drive. Forward the scan to the local municipality.

**35.4 References**

[Curb Ramp Compliance Post Construction Report](#)

SW Region Bike/Pedestrian Coordinators- [SW Region Bike/Pedestrian Coordinator Contacts](#)

Construction SWIG Review Team (see [SWIG 8-95-5](#))

*Construction SWIG Team*

10/11/2023

Author

Date