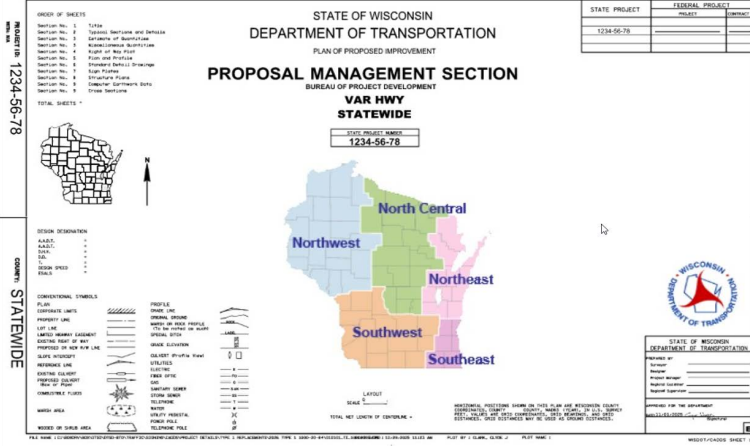




# Proposal Management Express

April 2026



**HIGHWAY WORK PROPOSAL**  
Wisconsin Department of Transportation  
DT1502 01/2020 s.66.0901(7) Wis. Stats

Proposal Number:

STATE ID	FEDERAL ID	PROJECT DESCRIPTION	HIGHWAY	COUNTY
1234-56-78	n/a	Proposal Management Section Bureau of Project Development	VAR HWY	Statewide

This proposal, submitted by the undersigned bidder to the Wisconsin Department of Transportation, is in accordance with the advertised request for proposals. The bidder is to furnish and deliver all materials, and to perform all work for the improvement of the designated project in the time specified, in accordance with the appended Proposal Requirements and Conditions.

Proposal Guaranty Required: \$0.00	Attach Proposal Guaranty on back of this PAGE.
Payable to: Wisconsin Department of Transportation	Firm Name, Address, City, State, Zip Code
Assigned Disadvantaged Business Enterprise Goal 0%	<b>SAMPLE NOT FOR BIDDING PURPOSES</b>

This contract is exempt from federal oversight.

This certifies that the undersigned bidder, duly sworn, is an authorized representative of the firm named above; that the bidder has examined and carefully prepared the bid from the plans, Highway Work Proposal, and all addenda, and has checked the same in detail before submitting this proposal or bid; and that the bidder or agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal bid.

Do not sign, notarize, or submit this Highway Work Proposal when submitting an electronic bid on the Internet.

Subscribed and sworn to before me this date \_\_\_\_\_

(Signature, Notary Public, State of Wisconsin) (Bidder Signature)

(Print or Type Name, Notary Public, State Wisconsin) (Print or Type Bidder Name)

(Date Commission Expires) (Bidder Title)

Notary Seal

Type of Work:	For Department Use Only
PS&E Submittal, STSPs, Plan Reviews, Special Provision Reviews, Estimating, Advertisement, Prequalifications, Bid Letting, Contract Award and Execution, Region and Bureau Support	
Notice of Award Dated	Date Guaranty Returned

## Introduction

Welcome to the first 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:

- Reminders on designer responsibilities in submittal of the PS&E, including required information in AASHTOWare Project (AWP)
- Latest information on Special Provision updates and other PS&E requirements.
- Common issues found during PS&E reviews that can be prevented.

Special Note: There will be an interim update to the STSP template made available around April 1, 2026. This template will be required for the May 1, 2026, quarterly PS&E submittal for the August, September, and October lettings:

- There is a correction to the Migratory Bird button.
- Formatting of General article to match how project information is presented in the Plans and Plan Letter.



## PS&E SUBMITTAL

- Once PS&Es are eSubmitted, do not resubmit documents without first contacting Proposal Management. They may have already started their review and should be consulted on how to best handle updates.
- If there are comments that necessitate an update to or updates to Plan Letter or Time Chart, these should be re-eSubmitted so Proposal Management has the most current information.
- Special Provision updates, either through resubmittals or to address review comments, should be done with an \_ins file. Follow guidance in FDM 19-10.

### **Prior to submitting the PS&E designers should review:**

- The PS&E-PreSubmittal Tasks in AWP: [PS&E Pre-Submittal Tasks for Designers](#)
- Verify the funding in AWP is consistent with FIIPS.
- Reference 15-5-10 [FDM 15-5 Methods](#) for EPlan requirements.
- 19-10-10 [FDM 19-10 PS&E Transmittal and Composition](#) for information on required documents and submittal process.
- 19-40-1 [FDM 19-40 Exhibit 1.2 Standard Detail Drawings \(Examiner's List\)](#), Attachment 1.2 for guidance on SDDs to include.
- Review 19-10-30 for guidance on developing the Time Chart [FDM 19-10 PS&E Transmittal and Composition](#). Make sure concrete cure times are properly incorporated.

### **PLAN REVIEWS:**

Below are common issues observed during plan reviews

- Duplicate, unnecessary, or inconsistent information in plan General Notes.
  - General notes should not repeat information covered on the Standard Spec, Special Provisions, or shown elsewhere in the plan.
- When copying things like notes or details from another project, make sure information (work shown, bid items, etc.) is updated accordingly to reflect the project you are copying to.
- Inconsistent callouts in the plan.
  - Make sure items called out in the plan are consistent with the items in the estimate and miscellaneous quantities...or that the items in the estimate and miscellaneous quantities reflect the call outs in the plan.
  - Only call out specific items in the plan when necessary. For example, if the intent of a detail is to show an inlet adjustment, there is no need to call the specific type of inlet cover, or the type of curb and gutter or pavement adjacent to the inlet, unless that information is critical to the detail.
- Do not include items in legends if they are not used in the project.
- Not using the most recent SDD.XLS file.
  - The file is updated quarterly; make sure you are downloading a new file prior to submitting the PS&E.
  - The file contains 2 tabs, one for the current PS&E and one for a future PS&E. Make sure you are using the tab that reflects your PS&E/Let date.

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](mailto:cyle.haag@dot.wi.gov)



## SPECIAL PROVISIONS SUBMITTAL AND REVIEW

Prior to submitting the PS&E, review [FDM 19-15](#) or resources on WisDOT's [Special Provisions web page](#).

- Create with the applicable template. If the submitted special provisions indicates an obsolete template is being used, it will be rejected, and a resubmittal will be required.
- Article order is to follow 19-15-1 [FDM 19-15 Special Provisions](#)
- Write articles in active imperative voice.
- Remove the grey highlights from the entry fields prior to submitting.
- Modify environmental commitments/DNR letter, etc. to be rewritten in language that directs the contractor work. Only include information that the contractor is contractually responsible for.
- Review local standard specs to ensure they are not in conflict with WisDOT standard specs. If using municipal specifications for water, sewer, lighting, etc., review all language and revise to WisDOT standards.
- Special provisions are not notes to construction.
- Do not bold, underline, or all-caps for emphasis. Do not repeat information already in the standard specs, elsewhere in the special provisions or in an existing process already documented elsewhere:
  - State or federal regulations.
  - Information found in section 100 of the standard specs.
  - ECIP

### Common issues seen during Special Provisions reviews:

- Formatting:
  - Follow formatting (font, style, spacing, tables, outlines) provided in FDM and Special Provisions Manual.
    - § Try to modify the bid item for a simple spec modification. Use the following statements when modifying standard specs:
      - Add the following to standard spec XXX.X:
      - Delete standard spec XXX.X(X):
      - Modify standard spec XXX.X.X:
    - § DO NOT use the terms “amend” or “supplement”.
  - Do not include “and for furnishing all labor, tools, equipment and incidentals necessary to complete the work” this has been included in the scope of work to cover all articles.
  - Avoid using “should” “may” “could” or “can”. These term suggest that the spec is not required.

### Special Provisions Prosecution and Progress ([FDM 19-15-15](#)):

- Provide latest provisions for environmental issues that affect contract timing (birds, bats, turtles, fish, etc). found in the special provision ribbon bar.
- Interim Liquidated Damages must be determined based on road user costs. Do not use standard spec 108.11 amounts for interim liquidated damages.
- Do not put notice to contractors in Prosecution and Progress. Those should be in a Notice to Contractor article.

### Special Provisions Traffic ([FDM 19-15-20](#)):

- Use the phrases “road closed to traffic”, “road closed to through traffic”, and “road open to all traffic”, as used in subsection 104.6 of the standard specifications.
- Do not duplicate the requirements of standard spec 104.6.1. Do not repeat information from standard spec 643, notes from the plan, or standards provided in the MUTCD / WMUTCD. Traffic article language must be in a matter that can be contractual direction.

For questions on Special Provisions requirements and guidance, please contact Jodi Jarosinski (920) 492-4129  
[jodi.jarosinski@dot.wi.gov](mailto:jodi.jarosinski@dot.wi.gov)



# ADVERTISEMENT, CONTRACTOR QA, and ADDENDA

## Advertisement

- The goal is to have ALL projects clear in PS&ETrak prior to the ad meeting date. Work with regional coordinators and statewide bureaus to expedite clearances in a timely manner.

## Bid Express Questions and Answers (BidxQA)

- Contractors are required to submit questions thru Bid Express. If contractors contact designers or regional personnel, do not share project information. Direct contractors to submit questions to Bid Express.
- 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 are not contractual. An addendum will be needed to address any changes required from the contractor questions.

## Addenda

- Addenda are required for any changes to the plans, specifications, quantities, wage rates, and time for completion changes after the proposal is advertised.
- Addenda need to be submitted to the Proposal Management Mailbox. [dotdtsdbpd@dot.wi.gov](mailto:dotdtsdbpd@dot.wi.gov). Do not submit as part of the BidxQ/A correspondence.
- Information on preparing an addendum can be found in FDM 19-22. Two forms are required for addenda submittal:
- The timelines for addenda are as follows:

**Table 1.1 Addendum Delivery Timeline**

<i>Timing of Addendum</i>	<i>On-Time</i>	<i>Late</i>	<i>Emergency</i>
<i>Delivery of addenda to BPD</i>	8 am, two-Thursdays before the letting	Between 8 am two-Thursdays before and 5 pm the Wednesday before the letting	After 5 pm the Wednesday before the letting <b>and</b> addenda not posted prior to 5pm on Thursday prior to let

- Emergency addenda requires additional coordination with potential bidders. If an emergency addenda situation, please contact either Mike Coleman (608) 266-3985 to discuss whether an emergency addendum is warranted.

For questions on Advertisements, Contractor QA, and Addenda, please contact Mike Coleman (608) 266-3985 [michael.coleman@dot.wi.gov](mailto:michael.coleman@dot.wi.gov)

# LETTING

- Local concurrence: If possible, work with locals ahead of the letting so that a contingency action plan is in place to get approval if the bid results in a need for local concurrence in order to award.
- Justification letters will be sent out to contacts based on the Plan Letter information:
  - Esubmit an updated plan letter if there is a change in contact information.
  - Notify Proposal Management if there is a change in other personnel that is part of the justification correspondence (Programming Supervisors, Program Control Engineers, Local Program Managers, etc.)
- Justification responses must go through regional review before submitted back to Proposal Management.



# MEET THE TEAM

