The Bureau of Project Development has implemented a new WisDOT procedure of providing contractors, FieldManager “Contractor Read-Only” electronic copies of construction contracts upon request by the contractor. This procedure applies to all construction contracts let by WisDOT, whether managed by the department or consultants. FieldManager is a computer application used to administer and track contract progress in the field.

Prime contractors and subcontractors who choose to license FieldManager may request to receive Contractor Read-Only copies of contracts they are working on.

This procedure encourages managing offices and contractors to take advantage of the following Contractor Read-Only benefits:

- Improved communication between managing offices and contractors
- Reduced volume of telephone calls, mailings, and faxes
- Reduced time required to gather information for contractors
- Reduced volume of questions from contractors
- More accurate and timely information from contractors
- Earlier identification of errors and concerns
- More efficient discussions concerning item status reviews
- More efficient review of contract modifications
- Timelier responses from project staff during the busy construction season
- Improved quality and timeliness of IDR
- Improved contract finalization process
- Elimination of some contractor spreadsheets and hand-generated data
- Elimination of difficulties related to viewing information received due to poor quality faxes
- Improved managing office/contractor relationships

Contractors must obtain a FieldManager license to receive Contractor Read-Only copies. Two different applications are available depending upon the needs of the contractor. To simply view the data, select the FieldManager Read-Only application. If in addition there is a need to manage the data, create discrepancy reports, establish subcontracts, etc., choose the FieldManager Contractor application.

Both options are available for licensing directly from Info Tech, Inc.

For further information, handouts, procedure and installation guides go to the WisDOT Roadway Standards Contract Administration webpage and look for FieldManager Contractor Read-Only. If you have any questions regarding this information, please contact David Castleberg at 608-264-7606 or Kristen McDaniel at 608-261-2561.

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