



FACILITIES DEVELOPMENT MANUAL

Wisconsin Department of Transportation

TABLE OF CONTENTS

Chapter 19: Plans, Specifications, and Estimates

Section 19-1 Introduction

<u>19-1-1</u>	General	
	<u>1.1</u>	Originator
	<u>1.2</u>	Purpose
	<u>1.3</u>	Composition
	<u>1.4</u>	Timing
	<u>1.5</u>	Processing
	<u>Attachment 1.1</u>	Abbreviations in FDM Chapter 19
	<u>Attachment 1.2</u>	Central Office PS&E Contacts
	<u>Attachment 1.3</u>	Utility Exception Example
	<u>Attachment 1.4</u>	Real Estate Exception Example
	<u>Attachment 1.5</u>	Proposal Preparation Process Schedule
	<u>Attachment 1.6</u>	Central Office Proposal Preparation Process
<u>19-1-3</u>	Project Letting Process (PLP)	
	<u>3.1</u>	Guidelines and Definitions
	<u>3.2</u>	The Purpose
	<u>3.3</u>	The Process
	<u>Attachment 3.1</u>	Project Letting Process for Fiscal Year "X"
	<u>Attachment 3.2</u>	Schedule for Establishing Annual Letting Implementation Plan (LIP)
	<u>Attachment 3.3</u>	Sample Letting Restriction List
	<u>Attachment 3.4</u>	Quarterly and Cumulative Monthly Goals
<u>19-1-5</u>	Proprietary Products	
	<u>5.1</u>	General
	<u>5.2</u>	Justification of Proprietary Applications
	<u>5.3</u>	Proprietary Product Documentation
	<u>5.4</u>	Publication of Proprietary Product Lists
	<u>5.5</u>	Approved Product Lists
	<u>5.6</u>	References
	<u>Attachment 5.1</u>	Example DT1584 Patented or Proprietary Product Justification
<u>19-1-7</u>	Use of Publicly Owned Equipment on Let Contracts	
<u>19-1-9</u>	State Owned, Furnished and Designated Materials for Let Contracts	
	<u>9.1</u>	Applicability
	<u>9.2</u>	Guidance
	<u>9.3</u>	Mandatory Disposal Sites
<u>19-1-11</u>	Expedited Lettings	
	<u>11.1</u>	Selecting an Appropriate Contract Type
	<u>11.2</u>	Expedited Letting Documents
	<u>11.3</u>	Final PS&E Review Process
	<u>11.4</u>	Timing
	<u>Attachment 11.1</u>	Selecting a Contract Type

Section 19-5 Estimates

<u>19-5-1</u>	General	
<u>19-5-3</u>	Bid Item Guidance	
	<u>3.1</u>	Updated/Newer Bid Items
	<u>3.2</u>	Usage Guidance for Other Items
	<u>3.3</u>	Quantities

	<u>Attachment 3.1</u>	Quantity Reference Table
	<u>Attachment 3.2</u>	FIIPS Quantities Update Form
<u>19-5-5</u>	Construction Estimates	
	<u>5.1</u>	Estimate Components and Accuracy
	<u>5.2</u>	Tools and Resources
	<u>5.3</u>	Construction Estimate Development
<u>19-5-6</u>	Construction Estimate Documentation	
	<u>6.1</u>	Estimate Documentation Report
<u>19-5-7</u>	Construction Estimate Review	
	<u>7.1</u>	Independent Review
	<u>7.2</u>	Region Program Controls Review
	<u>7.3</u>	Central Office Review
<u>19-5-10</u>	Create Estimate and Proposal	
<u>19-5-20</u>	FHWA Project Authorization Process (Delegated Projects)	
	<u>20.1</u>	Background Information
	<u>20.2</u>	Corrective Actions for the Cost Estimate Data
	<u>Attachment 20.1</u>	Sample FHWA Compliance Assessment Program Form

Section 19-10 PS&E Transmittal and Composition

<u>19-10-1</u>	Transmittal of Let Project PS&Es	
	<u>1.1</u>	Accessing eSubmit
	<u>1.2</u>	Submitting PSE Exhibits with eSubmit
<u>19-10-5</u>	Final Review	
	<u>5.1</u>	Approval of Plans and Grades
	<u>5.2</u>	Cost Effectiveness Finding
	<u>5.3</u>	Hazardous Materials
	<u>5.4</u>	Right of Way and Encroachments
	<u>5.5</u>	Permits and Environmental Documents
	<u>5.6</u>	Utilities and Railroads
	<u>5.7</u>	Justifications
	<u>5.8</u>	Proprietary Products
	<u>5.9</u>	Constructability Review
	<u>5.10</u>	Bureau Project Review
	<u>5.11</u>	PS&E Pre-Submittal Review
	<u>Attachment 5.1</u>	BPD - Quality Review Checklist
	<u>Attachment 5.2</u>	BOS – Quality Review Checklist
	<u>Attachment 5.3</u>	BHM - Quality Review Checklist
	<u>Attachment 5.4</u>	BTS Environmental Section - Quality Review Checklist
	<u>Attachment 5.5</u>	BTLRRH - Quality Review Checklist
	<u>Attachment 5.6</u>	BTS Acquisition & Services Section - Quality Review Checklist
<u>19-10-10</u>	Required Exhibits	
	<u>10.1</u>	List of Exhibits
<u>19-10-15</u>	Plan Letter	
	<u>15.1</u>	Plan Letter Contents
<u>19-10-20</u>	Governors Approval Form (DT25)	
	<u>Attachment 20.1</u>	Sample of Form DT25, Governor's Approval Form
<u>19-10-25</u>	Sample Proposal	
	<u>25.1</u>	Completing Form DT1502
	<u>Attachment 25.1</u>	Sample of Completed DT1502 Form Highway Work Proposal
<u>19-10-30</u>	Contract Time for Completion (DT1923)	
	<u>30.1</u>	General
	<u>30.2</u>	Contract Time
	<u>30.3</u>	Factors Influencing Contract Time
	<u>Attachment 30.1</u>	Sample of Form DT1923, Contract Time for Completion
	<u>Attachment 30.2</u>	Percentage Factors for Probable Working Days
<u>19-10-35</u>	Certificate of Right of Way (DT1899)	
	<u>35.1</u>	Right-of-Way Clearance
	<u>Attachment 35.1</u>	Certificate of Right of Way

<u>19-10-40</u>	Utilities Status Report (DT1080)
<u>40.1</u>	Utility Clearance
<u>19-10-42</u>	Certification of Railroad Coordination with Highway Construction
<u>19-10-43</u>	Digital Data Exchange and Project Data Awareness
<u>43.1</u>	General
<u>43.2</u>	Introduction
<u>43.3</u>	Digital Data Submittal
<u>43.4</u>	File Formats
<u>43.5</u>	Categories of Digital Data Exchange
<u>43.6</u>	Guidelines on Data Requirements by Project Type
<u>43.7</u>	Electronic Project Data Confirmation
<u>43.8</u>	Contractor Data Packet
<u>43.9</u>	Delivery
<u>43.10</u>	Project Archive
Attachment <u>43.1</u>	Civil 3D Metadata Sheet for WisDOT Project - Contractor Data Packet
Attachment <u>43.2</u>	Civil 3D Metadata Sheet for WisDOT Project - Design Data
Attachment <u>43.3</u>	Civil 3D Electronic Data Checklist
Attachment <u>43.4</u>	Civil 3D Slope Stake Report
Attachment <u>43.5</u>	Civil 3D Specific Design Deliverable Requirements
Attachment <u>43.6</u>	Contractor Data Packet Feedback
<u>19-10-45</u>	Changes to Consultant Plans
<u>45.1</u>	Purpose
<u>45.2</u>	Statement of Problem
<u>45.3</u>	Project Development
<u>45.4</u>	Region Activities
<u>45.5</u>	Bureau of Structures Activities
<u>45.6</u>	Bureau of Project Development
<u>45.7</u>	Post Letting Activities
<u>19-10-50</u>	Rejected Bids and Revisions of PS&E
<u>50.1</u>	Revisions of PS&E
<u>50.2</u>	Rejected Bids

Section 19-15 Special Provisions

<u>19-15-1</u>	Introduction
<u>19-15-2</u>	Alternative Contracting
<u>2.1</u>	Introduction
<u>2.2</u>	Cost Plus Time Bidding
<u>2.3</u>	Lane Rental
<u>2.4</u>	Design/Build Contracting
<u>2.5</u>	Interim Liquidated Damages
<u>2.6</u>	"Enhanced" Liquidated Damages
<u>2.7</u>	Incentives/Disincentives
<u>2.8</u>	Flexible Notice-to-Proceed
<u>2.9</u>	"Low Bid" Design/Build
Attachment <u>2.1</u>	Cost Plus Time (A + B) Bidding
Attachment <u>2.2</u>	Cost Plus Time (A + B1 + B2 + B3) Bidding
Attachment <u>2.3</u>	Cost Plus Time (A + Lane Rental) Bidding
Attachment <u>2.4</u>	Cost Plus Time (Accelerated Bridge Construction) Bidding
Attachment <u>2.5</u>	Lane Rental Fee Assessment (Example for Simple Night Work)
Attachment <u>2.6</u>	Lane Rental Fee Assessment (Example for Multiple Closure Situations)

- Attachment 2.7 "Enhanced" Liquidated Damages
- Attachment 2.8 Incentives/Disincentives for Interim Completion of Work
- Attachment 2.9 Flexible Notice-to-Proceed
- 19-15-3 Guarantees, Warranties, Establishment Periods, and Proving Periods
- 19-15-5 General
 - 5.1 Sample Special Provision
- 19-15-10 Scope of Work
 - 10.1 Sample Special Provision
- 19-15-11 Consideration of Proposals
 - 11.1 Sample Special Provisions
- 19-15-12 Proposal Guaranty
 - 12.1 Sample Special Provision
- 19-15-14 Coordination and Prosecution and Progress
 - 14.1 Factors to Consider
- 19-15-15 Prosecution and Progress
 - 15.1 Other Considerations
- Attachment 15.1 Choosing the Appropriate Prosecution & Progress STSP
- 19-15-20 Traffic
 - 20.1 Sample Special Provision
- 19-15-23 Holiday and Weekend Work Restrictions
 - 23.1 Independence Day
 - 23.2 Memorial and Labor Days
 - 23.3 Deer Hunting Season
 - 23.4 Non-Holiday Weekends
 - 23.5 Other Monday Holidays
 - 23.6 Thanksgiving
 - 23.7 Christmas and New Years
 - 23.8 Easter
 - 23.9 Sample Special Provision
- 19-15-25 Utilities
 - 25.1 Sample Special Provisions
- 19-15-26 Other Contracts and Work by Others
- 19-15-35 Railroad Special Provisions
 - 35.1 Railroad Contact Information
- Attachment 35.1 Railroad Special Provisions Selection
- 19-15-45 Hauling Restrictions
 - Attachment 45.1 Sample Special Provision
- 19-15-55 Environmental Protection
 - 55.1 Bridge Construction in Streams During Fish Spawning
 - 55.2 Migratory Bird Nests on Structures
 - 55.3 Other Environmental Protection STSPs
- 19-15-60 Erosion Control
 - 60.1 Sample Special Provisions
- 19-15-75 Specification Modifications
 - 75.1 Sample Special Provisions
- 19-15-80 Special Provision Bid Items SPV
 - 80.1 Assigning Numbers to SPV Items
 - 80.2 Writing Special Provision Articles for Non-Standard Bid Items
 - 80.3 Using Numbers in Technical Documents
 - 80.4 Using Units in Technical Documents
- Attachment 80.1 Nonstandard Bid Item Sample
- 19-15-85 Standardized Special Provisions Bid Items (STSP) ###.####.S
 - 85.1 Modifying an Existing STSP
 - 85.2 STSP Folder Updates
 - 85.3 The Special Provisions Website
- 19-15-90 Additional Special Provisions
 - 90.1 Coordination with the Region Labor Compliance Coordinator
 - 90.2 ASP Descriptions
 - 90.3 Buy American Provision

Section 19-21 Quality Management Program

- 19-21-1 Overview
 - 1.1 General QMP Information
- 19-21-2 Use of Standard Specification and Incentives for QMPs
 - 2.1 Standard Specification QMP Provisions
 - 2.2 Incentive Items for Standard Specification QMPs
- 19-21-5 Use of Standard Special Provision and Incentive Item QMPs
 - 5.1 Standard Special Provisions
 - 5.2 Standard Special Provisions QMPs

Section 19-22 Post-Advertisement Activities

- 19-22-1 Addenda
 - 1.1 Introduction
 - 1.2 Determining the Need for an Addendum
 - 1.3 Completing the Addendum Development Form
 - 1.4 Preparing the Addendum
 - 1.5 Final Coordination with BPD
 - 1.6 BPD Processing
 - 1.7 Measuring Addenda
 - Attachment 1.1 Addenda Process Flow Chart
 - Attachment 1.2 Addenda Development Form (blank)
 - Attachment 1.3 Sample Completed Addenda Development Form
 - Attachment 1.4 Addendum Form (Blank)
 - Attachment 1.5 Sample Completed Addendum
- 19-22-5 Post Advertisement Questions and Answer Process
 - 5.1 Introduction
 - 5.2 Process

Section 19-25 Local Force Account Agreements

- 19-25-1 General
- 19-25-5 Local Force Account (LFA) Agreements
 - 5.1 Agreement Contents
 - 5.2 PS&E Composition
 - 5.3 PS&E Submittal
 - 5.4 PS&E Approval
 - Attachment 5.1 DT2056 Agreement for Construction, Local Force Account
 - Attachment 5.2 Additional Provisions for Federal-Aid Force Accounts
 - Attachment 5.3 Item Unit Cost Analysis
 - Attachment 5.4 Project Unit Cost Analysis
 - Attachment 5.5 PS& E Exhibit Distribution Chart for Local LFA Contracts
- 19-25-10 Special Provisions
 - 10.1 General Requirements
 - Attachment 10.1 Sample Special Provision for a Local Force Account Agreement
 - Attachment 10.2 Sample Special Provision for a Local Force Account Agreement
 - Attachment 10.3 Required Non-discrimination Provision for Federal-Aid Contracts

Section 19-30 Razing and Removal Contracts

- 19-30-1 General
 - 1.1 PS&E Submittal
 - 1.2 BPD Processing
 - Attachment 1.1 Plan Letter for Razing and Removal
 - Attachment 1.2 Engineer's Estimate
 - Attachment 1.3 Governor's Approval Form DT25 for Razing and Removal
 - Attachment 1.4 Highway Work Proposal DT1502 for Razing and Removal
 - Attachment 1.5 Special Provisions for Razing and Removal
 - Attachment 1.6 Exhibits

Attachment 1.7 Bid Form and Instructions for Razing and Removal

Section 19-35 TEA and EDA Funded Projects

19-35-1 General

- 1.1 TEA Projects -State Administered
- 1.2 TEA Projects -Locally Administered
- 1.3 EDA Projects -State Administered
- 1.4 Special Actions by the Office of Construction
- 1.5 Actions Taken by the Consultant or Local Agency.
- 1.6 EDA Projects -Locally Administered

Section 19-40 Review

- Exhibit 1.1 PS&E Pre-Submittal Review Guide
- Exhibit 1.2 Standard Detail Drawings (Examiner's List)