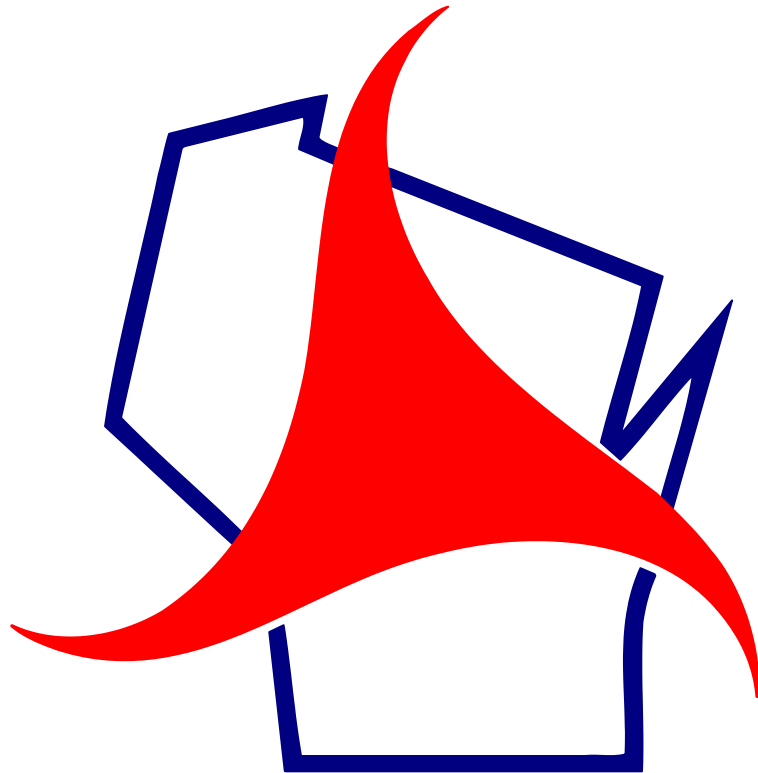


Two Party Design Contract Special Provisions



March 10, 2022

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TWO PARTY DESIGN CONTRACT SPECIAL PROVISIONS

Revised 03/10/22

The following are recommended special provisions for the design contract to be inserted behind the standard provisions.

VI. SPECIAL PROVISIONS

SCOPE OF SERVICES

A. DESIGN REPORTS

- (1) Request for Exceptions to Design Standards

Prepare a request for exception(s) to design standards in accordance with the MANUAL. Submit three copies to the DEPARTMENT for approval.

- (2) Encroachment Report

Prepare an encroachment report as directed by the DEPARTMENT. Submit three copies to the DEPARTMENT for approval.

- (3) Other Reports:

Prepare the following engineering reports/analyses as directed by the DEPARTMENT:

B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare an EIS, EA, ER, or PER Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the DEPARTMENT for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives. Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Environmental Assessments:

- (a) Publish the notification of the availability of the Environmental Assessment as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code.

- (b) Revise the Environmental Assessment to address comments received during the public availability period.

(2) Environmental Impact Statements:

- (a) Prepare an Environmental Impact Statement, draft and final versions, as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code.
- (b) Revise the Environmental Impact Statement to address comments received during the public availability period.
- (c) Furnish an original copy of the Environmental Impact Statement, suitable for reproduction, to the DEPARTMENT for endorsement on the title sheet. Arrange for printing the necessary number of endorsed copies of this document as required in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code.
- (d) Circulate the copies of the Draft and Final Environmental Impact Statements.
- (e) Publish a public notice of availability of the Environmental Impact Statement as required by the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code.

(3) Agricultural Impact Notice:

Prepare an Agricultural Impact Notice, as specified in the MANUAL, for all lands from farm operations which may be acquired for this PROJECT. Submit Agricultural Impact Notice to the Wisconsin Department of Agriculture, Trade, and Consumer Protection.

(4) Section 4(f) Evaluation:

Describe the impact of this PROJECT upon lands protected under Section 4(f) of the Federal-Aid Highway Act of 1968, as amended, and the findings to the DEPARTMENT for evaluation by the DEPARTMENT and the FHWA. Prepare a Section 4(f) evaluation in accordance with the MANUAL.

(5) Section 6(f) Evaluation:

Prepare a Section 6(f) evaluation in accordance with the MANUAL.

(6) Historical and Archaeological Surveys and Studies:

- (a) Identify the Area of Potential Effect for the PROJECT. Conduct a reconnaissance survey as specified in the MANUAL. Submit the results of the archaeological and historical reconnaissance and evaluation studies to the region project manager. Obtain recommendations from SHPO, the historian and the Project Manager regarding historical/architectural reconnaissance surveys. Obtain recommendations from the archaeologist, Bureau of Environment and the Project Manager prior to conducting evaluation studies when further work is needed.
- (b) Prepare a report as required in the "Guidelines for Preparation of Formal Report on Archaeological Materials or Sites" in accordance with the MANUAL. Document the results of the reconnaissance survey for architecture/history using the "Architecture/History Survey Form".
- (c) Conduct further study(ies), in accordance with the MANUAL, to document the eligibility of site(s) for inclusion in the National Register of Historic Places.
- (d) Prepare a Determination of Eligibility for each property that is recommended for consideration as eligible for inclusion in the National Register of Historic Places using Determination of Eligibility Form HP-02-10(06/01/94). Preparing a Determination of Eligibility for archaeological sites using either the National Register Form NPS 10-900 or Form HP-02-10.
- (e) Prepare documentation for the determination of effects (No Effect, No Adverse Effects, Adverse Effects) as appropriate. Prepare Documentation for Consultation in accordance with the MANUAL and in consultation with the FHWA, SHPO, and BOE. When appropriate, Native Americans will also be included in the consultation process. Prepare a Data Recovery Plan as part of the Documentation for Consultation for Archaeological properties.

- (f) Prepare a Memorandum of Agreement in accordance with the MANUAL in consultation with the FHWA, SHPO, and the BOE.

(7) Noise Analysis:

Complete noise analysis in accordance with the MANUAL and Chapter TRANS 405, Wisconsin Administrative Code. Findings of the noise analysis shall be incorporated into the environmental document prepared for the PROJECT.

(8) Air Quality:

- (a) If this PROJECT is located in a nonattainment area for ozone (O₃) or particulate matter (PM), or is part of the federal Congestion Mitigation and Air Quality (CMAQ) program, certain restrictions may apply. Appropriate sections of the Clean Air Act should be consulted.

NOTE: On May 21, 2012, United States Environmental Protection Agency (EPA) published in the Federal Register the final rule for Air Quality Designations for the 2008 Ozone National Ambient Air Quality Standards (pages 30088–30169). On June 11, 2012, EPA also published in the Federal Register the final rule for Air Quality Designations for the 2008 Ozone National Ambient Air Quality Standards for Several Counties in Illinois, Indiana, and Wisconsin; Corrections to Inadvertent Errors in Prior Designations (pages 34221–34228). These documents designate the following areas in Wisconsin as not attaining the 2008 8-hour ozone standard:

Kenosha County (part) Nonattainment (Marginal)

Pleasant Prairie Township and Somers Township:

<http://www.gpo.gov/fdsys/pkg/FR-2012-06-11/pdf/2012-14097.pdf>

Sheboygan County Nonattainment (Marginal)

<http://www.gpo.gov/fdsys/pkg/FR-2012-05-21/pdf/2012-11618.pdf>

NOTE: On November 13, 2009, EPA published in the Federal Register the final rule for Air Quality Designations for the 2006 24-Hour Fine Particle (PM_{2.5}) National Ambient Air Quality Standards (pages 58688–58781). EPA designated three Wisconsin counties as not attaining the 2006 24-hour PM_{2.5} standard. In April 2014, EPA redesignated the three-county area in southeastern Wisconsin as attaining the 2006 24-hour standard for fine particulate matter, or PM_{2.5}. As a result of this action, all counties in Wisconsin now meet the National Ambient Air Quality Standards (NAAQS) for particle pollution.

Milwaukee County	Maintenance
Racine County	Maintenance
Waukesha County	Maintenance

Some of these counties are likely to be designated by USDOT as transportation management areas. The Secretary of USDOT is required to designate all urbanized areas over 200,000 population as transportation management areas, and additional areas upon the request of the Governor and the metropolitan planning organization designated for such area or the affected local officials. On April 16, 1992, the Milwaukee and Madison urbanized areas were designated as transportation management areas by FHWA.

(9) Hazardous Materials/Contamination Assessments

- (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
- (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
- (c) Conduct a Phase 2 - Environmental Sampling, in accordance with the MANUAL, at the following sites:

-
-
- (d) The DEPARTMENT acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.

C. AGENCY COORDINATION

- (1) Section 401 and 402 Certifications:

Evaluate the effects of the PROJECT on water quality, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary application.

- (2) Section 404 Permits:

Evaluate the potential for discharge of fill materials into the waters of the United States, in accordance with the provisions of the Clean Water Act and Chapter TRANS 400, Wisconsin Administrative Code and the MANUAL; and prepare the necessary permit application.

- (3) Section 9 and 10 Permits:

Evaluate the effects of the PROJECT on commercial navigation, in accordance with the Rivers and Harbors Act of 1894 and the MANUAL; and prepare the necessary permit application(s).

D. RAILROAD/ UTILITY INVOLVEMENTS

- (1) Railroad Negotiations/Agreements

Prepare all statements and documentation and present testimony at proceedings before the Office of the Commissioner of Transportation, or such other forum as may be designated by the DEPARTMENT.

(2) Utility Coordination

Perform all utility coordination in accordance with:

- a) The MANUAL
 - b) TRANS 220
 - c) The WisDOT "Guide to Utility Coordination"
 - d) The "Utility Coordination Task List for Design Consultant Contracts" as agreed upon _____.
- (date)

- (3) The DEPARTMENT will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete, but is furnished to assist the CONSULTANT. Verify and update the list.
- (4) Confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities, and shall keep the DEPARTMENT informed of all such coordination activities. Provide the DEPARTMENT with plans and information that will allow it to meet its planned utility coordination schedule.

E. PUBLIC INVOLVEMENT

(1) Public Involvement Meetings:

- (a) Conduct or assist the DEPARTMENT in holding _____ public involvement meeting(s) and explain to the public concepts and probable impacts of this PROJECT.

- (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).
 - (c) Prepare a summary report after the public involvement meeting(s).
 - (d) Discuss with the DEPARTMENT the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
 - (e) Make all the necessary arrangements for scheduling the public involvement meeting(s) and provide notices and press releases for the DEPARTMENT'S use.
 - (f) Provide the DEPARTMENT with copies of all public involvement correspondence and file notes.
 - (g) Coordinate meeting schedules with the DEPARTMENT'S region representative.
- (2) Formal Public Hearing:
- (a) Assist the DEPARTMENT in preparing for and holding _____ formal Public Hearing(s) as set forth in the MANUAL.
 - (b) Prepare the necessary exhibits, PROJECT statement, and printed handout material for use by the DEPARTMENT in conducting the Public Hearing, in accordance with the MANUAL.
 - (c) Be represented at the Public Hearing and be prepared to assist and provide information as requested by the DEPARTMENT.
 - (d) Retain a court reporter and provide a public hearing transcript.

- (e) Evaluate the transcript of testimony received at the Public Hearing and make written recommendations to the DEPARTMENT as to the possible disposition of the comments received.
 - (f) Incorporate into the SERVICES for this PROJECT those changes or modifications brought about as the result of the Public Hearing as directed by the DEPARTMENT.
- (3) Open Forum Public Hearing:
- (a) Conduct or assist the DEPARTMENT in holding _____ open forum Public Hearing(s) as specified in the MANUAL.
 - (b) Prepare the notice of public hearing and the list of newspapers in which it is to be published.
 - (c) Prepare all necessary exhibits, PROJECT statement, printed handout material and provide the equipment necessary to conduct or assist the DEPARTMENT in conducting the Public Hearing, in accordance with the MANUAL.
 - (d) Retain a court reporter and provide a public hearing transcript.
 - (e) Evaluate the transcript of the testimony received at the Public Hearing and make written recommendations to the DEPARTMENT as to the possible disposition of the comments received.
 - (f) Incorporate into the SERVICES for this PROJECT those changes or modifications brought about as the result of the Public Hearing as directed by the DEPARTMENT.
- (4) Project Mailings, Newsletters

Prepare a pre-formatted database in Microsoft Access 7.0 for project mailings, newsletters, or any contact lists. The DEPARTMENT will supply the format on disk or by electronic mail for the CONSULTANT.

F. MEETINGS

- (1) Attend or hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT.
- (2) _____ meeting(s) shall be held with local officials approximately _____ weeks prior to the Public Informational Meeting(s).
- (3) _____ meeting(s) shall be held with the DEPARTMENT'S Region staff approximately two weeks ahead of the local official's meeting for the purpose of reviewing exhibits, handouts, and presentations.
- (4) A Final Plan Review Meeting with the Region Sections shall be held approximately 45 - 60 days ahead of the P.S. & E. submittal date.
- (5) Attend the pre-construction conference as scheduled by the DEPARTMENT.
- (6) Meet with the Region Technical Services Soils Engineer to coordinate soils and sub-surface investigation work efforts.
- (7) _____ meeting(s) shall be held to plan, review, and coordinate the PROJECT with the DEPARTMENT'S Region staff.
- (8) Conduct _____ coordination meeting(s) with utilities having facilities on the PROJECT.

G. LOCATING

- (1) Conduct the necessary investigation of an area to determine the location of the highway between the following designated termini
_____.

- (2) Locating is the development of an alignment within a corridor such that the feasibility, practicality, and costs of the location can be fully evaluated. When appropriate to consider a new location or a relocation, _____ reasonable alternatives shall be developed to enable selection of the most suitable alternate for further development.
- (3) Evaluate location alternatives described as the following:
- _____
- _____
- _____
- (4) Locating shall include the preparation of displays drawn to a suitable _____ scale of feasible potential alternate alignments and projects. Such displays shall portray the alternate alignments and profiles, and topographical, geological, and cultural features which may have an influence on the geometrics of the highway, costs of right of way, environmental aspects, construction, future operation, maintenance, and traffic services, among others necessary for the computation of the quantities of work items embraced in the construction of the PROJECT, and to yield the physical information necessary for the acquisition of rights-of-way.
- (5) Prepare a Location Study Report in accordance with the MANUAL. Submit three copies of this report to the DEPARTMENT for approval.

H. SURVEYS (3/10/22)

Contact Region Survey Coordinator to determine proper survey datum and obtain any existing control points, survey data, and additional region survey special provisions, as applicable.

- (1) Perform surveys referenced to Wisconsin Coordinate Reference System (WISCRS) NAD 83, (____) adjustment, NAVD 88(____) adjustment and Geoid model, in US Survey Feet.
- (2) Locate and survey the necessary United States Public Land Survey System (USPLSS) section corners, quarter section corners, block corners and other corner monuments of record in platted areas for the preparation of acquisition plats, descriptions, or exhibits. It is estimated that _____ corners need to be located. The limits/extents of the USPLSS corner and other corner monuments survey are (describe or attach an exhibit map).
- (3) Locate and survey existing property monuments from prior plats and surveys of record to support the determination of existing property and R/W lines.
- (4) Conduct surveys that provide information necessary for the preparation of plats and acquisition of rights of way, interests, and property. Provide right-of-way monumentation information electronically in accordance with the MANUAL.
- (5) Set horizontal and vertical project control in accordance with the MANUAL. The limits/extents of the horizontal and vertical control survey are (describe or attach an exhibit map).
- (6) File a Diggers Hotline locate request for all underground utility facilities within the project limits. Promptly survey all marked facilities. Facilities include but are not limited to: Gas, Telephone, Communications, Cable TV, Fiber Optic, Electric, Water, Oil, Petroleum, Sanitary Sewer, Sanitary Force Mains, Steam, and Storm Sewer. Compare marked and surveyed facilities to utility system maps to identify discrepancies and work with utility owner to rectify. For any member facility owners that did not mark their utility facilities, submit one **No-Show Relocate** ticket specifying which member facility owners that were notified failed to mark their facilities on the specified job site.
- (7) Conduct full topographic and utility surveys for the preparation of existing planimetric mapping and DTM surface model. Aerial imagery and county LiDAR data for preliminary design will be provided by the DEPARTMENT. The limits/extents of the topographic and utility surveys are (describe or attach an exhibit map).

OR

Existing planimetric, DTM survey data, and aerial imagery will be provided by the DEPARTMENT. Complete the following additional field survey if needed to supplement the information provided.

- a) Above-ground utilities including but not limited to overhead facilities, pedestals, transformers, towers, cabinets, poles, hydrants, and guy anchors.
 - b) Drainage structures (culverts, inlets, manholes, flumes, storm sewer pipe outfalls, etc.) including the horizontal and vertical locations and sizes and types of each, if applicable.
 - c) Visible septic vents, wells, signs, and encroachments
 - d) Location of soil borings and marsh probes for geotechnical investigations.
 - e) Field evidence to support the location of existing/historic alignments (R/W guard posts, old roadbeds, previous structures, existing alignment/reference line monuments (curve PIs, PCs, PTs, and angle points)).
- (8) Provide traffic control during survey operations in accordance with the Manual on Uniform Traffic Control Devices.
- (9) Submit all survey data (including description, measured, and computed data) to the DEPARTMENT in the LandXML format, in accordance with the MANUAL. Copies of original notes or printouts from other systems which may be used in addition to LandXML shall also be provided.
- (10) Upon request, field locate and temporarily mark the new right-of-way boundaries including all temporary and permanent easements in a manner which will facilitate the appraisal of all affected parcels and perform _____ (number) partial survey efforts for the re-staking of 1-5 parcels per effort. Staking activities shall be coordinated with the DEPARTMENT'S real estate section to provide at least two weeks lead time for the DEPARTMENT to notify property owners. Coordinate with DEPARTMENT Plat or Survey Coordinator to ensure proper control and datums/adjustments are used.
- (11) Final Monumentation of Right of Way & Permanent Easements
 - a) Monument the new and reestablished right-of-way and permanent easement points, as depicted on the transportation project plat(s) or traditional plat sheet(s) and set WisDOT R/W posts with R/W and Survey plaques at each location directed by the DEPARTMENT, prior to construction. Monumentation shall be set as soon as practicable after acquisition to facilitate the relocation of affected utilities.
 - b) Prepare and submit an as-staked document showing the location(s) and type of monument(s) that were set. The as-staked document will contain the signature and PLS stamp of the surveyor who was responsible for the staking along with the date when the work was completed. File a copy of the as-staked document at the appropriate County Surveyors office.
 - c) If acquisition documents are being prepared by others, the DEPARTMENT will provide digital data and hard copies of the subject Transportation Project Plat (TPP) or right of way plat to the CONSULTANT along with coordinates and Civil 3D files to facilitate setting the monuments in the field and preparation of an as-staked document. Coordinate with DEPARTMENT Plat or Survey Coordinator to ensure proper control and datums/adjustments are used.
 - d) The DEPARTMENT will provide (choose items from list below):

- i. Required Monuments
 - ii. Monument caps
 - iii. R/W posts
 - iv. R/W plaques
 - v. Survey Marker Informative plaques
 - vi. Flexible Marker Post
- e) Supply the nuts and bolts for mounting plaques meeting DEPARTMENT standards.

I. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) Perform _____ borings of the existing pavement structure, including base courses and shoulders, in order to determine quantities and qualities of materials available for project needs.
- (2) Investigations of subsurface soil conditions for foundations at the sites of proposed bridges or other structures are required. They shall consist of not less than one machine powered boring within the approximate limits of each substructure unit.

Foundation borings shall be performed to yield sufficient detailed data to enable an engineering design of the structure and its foundation per DEPARTMENT standards.

Foundation investigations shall be coordinated with the DEPARTMENT, with a minimum of three working days prior notice, to enable the DEPARTMENT to make provisions for on-site observations and to evaluate conditions during drilling.

When borings have reached the depth of _____ without providing necessary data, the driller is authorized to continue drilling until depths reach 120 percent of the planned depths. When necessary data is obtained for any individual boring, prior to borings reaching the planned depth, the drilling for that individual boring shall be terminated.

When completion of drilling to 120 percent of the depth of any individual boring as set forth above is not sufficient to adequately assess subsurface conditions, or otherwise determine all the required foundation information, the CONSULTANT shall recommend revised boring depths or a revised boring program for verbal authorization by the DEPARTMENT. The extent of all subsurface foundation investigations performed shall be fully justified in the Soils Report for the PROJECT.

All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.
- (4) Transmit to the DEPARTMENT gINT software boring logs for all completed borings, using the DEPARTMENT'S gINT template (contact Dan Reid for the template, 608-246-7946). Send these to the following email location at the time of PSE submittal:
DOTDTSDDGeotechnicalgINT@dot.wi.gov.
- (5) Transmit to the DEPARTMENT all soils laboratory testing summary and testing data sheets for tests performed on the soil and rock samples collected during the investigation. In addition, transmit the results of any field tests including vane shear tests, pressure meter tests and cone penetrometer tests. Send this in a .pdf format that references the DEPARTMENTS design project I.D., and send them to the followings email location at the time of PSE submittal: DOTDTSDDGeotechnicalSirLab@dot.wi.gov.
- (6) Transmit to the DEPARTMENT all Soil Reports relating to structures, roadways, pavements and environment. Send this in a .pdf format that references the DEPARTMENTS design project I.D., and send them to the followings email location at the time of PSE submittal: DOTDTSDDGeotechnicalSirLab@dot.wi.gov

J. ROAD PLANS

Section II C (7) in the Standard Provision of the CONTRACT is amended to include the following plans:

Wetland Mitigation Plan
Marking and Signing Plan
Waste Disposal Plan
Traffic Signal Plans
Lighting Plans
Construction staging plans (include earthwork quantities for each stage)
Landscaping Plan
Storm sewer Plan
Grading/Utility Plan
Project Overview - Single Sheet Schematic Drawing

K. STRUCTURE PLANS

- (1) Prepare a Structure Survey Report/Hydraulic Report, which includes a discussion of structure sizing, in accordance with the MANUAL. The completed preliminary plan shall show the structure plan, elevation, and typical cross section, and all pertinent data shall appear on the first sheet(s) of the completed structure plans. Four prints of this plan and the Structure Survey Report/Hydraulic Report shall be submitted to the DEPARTMENT for review. The DEPARTMENT will review this preliminary plan and the Structure Survey Report/Hydraulic Report and return one print to the CONSULTANT showing requested revisions, if any.
- (2) Plans for Structures shall be fully dimensioned besides showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of quantities for all pertinent items of work to be performed in the PROJECT.
- (3) Plans for Structures shall include schedules for bar steel reinforcement. Such schedules shall provide all of the necessary detail required for the fabrication of the reinforcement without the necessity of making separate shop drawings for that purpose.
- (4) When the plans for a structure have been completed the CONSULTANT shall furnish the DEPARTMENT with three sets of prints of such plans for review and examination.

- (5) Submit three copies for review and examination of all specifications for items of work in the Structure Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
- (6) Prepare or check the shop drawings for the fabrication of structural steel.
- (7) Plans will be subject to review and examination by the DEPARTMENT. Such review and examination may be made on the site of the PROJECT.
- (8) Along with the plans for structures submit one copy or reproduction of the design computations for the DEPARTMENT'S review and permanent file.
- (9) When the plans for structures are to be prepared by others, the DEPARTMENT and the CONSULTANT(S) shall provide each other with the necessary pertinent information to effect the proper correlation between the Road Plans and the Structure Plans.
- (10) Furnish such other pertinent information and data with respect to the plans and design as the DEPARTMENT may request.
- (11) In the design and development of the Structure Plans, develop _____ alternative structure types or other geometric configurations to enable selection of the design that provides the best balance between practical construction considerations, right of way requirements, aesthetics and blending with the topography, and costs.

L. PLANS, SPECIFICATIONS, & ESTIMATES (P.S. & E.)

- (1) The CONSULTANT shall provide Highway Project Data in a digital format to the DEPARTMENT in accordance with the standards outlined in the FDM. All electronic project data must be delivered to the DEPARTMENT on Read Only CD at various stages of the project as specified here or *<at PS&E> or <after final review> or <upon termination of the contract> or <give a specific date based on need for data before TOTAL project is complete>*. All electronic project data must be accompanied by a meta-data document

(format of meta-data provided by the DEPARTMENT) which describes all data which is delivered.

- (2) Upon receipt of the electronic data files, a DEPARTMENT representative will process the data within 6 weeks and return to the CONSULTANT a letter confirming that the data was received and verified to be in the correct formats. If the data received is not correct, the CONSULTANT must rectify the problem and resubmit the data to the DEPARTMENT within 2 weeks of being notified of the problem. This confirmation letter does not certify that the CONSULTANT submitted electronic data matches the information that is shown on the paper plan, nor does it verify that the design is valid and follows design standards set the Facilities development Manual. The confirmation letter in no way releases the CONSULTANT from responsibilities related to the constructability and validity of the design.
- (3) The CONSULTANT shall provide field control information, including all data used to establish survey control in the field. At minimum, the data shall include all control points and section corner points. Control points must have a feature code of CP and section corner points must have a feature code of SEC. In addition, other field control data may be required, this being at the discretion of the project manager. Other field control data must also be assigned a standard WisDOT feature code. The format of the file containing field control information shall be in accordance with the standards outlined in the FDM.
- (4) The CONSULTANT shall provide reference line information, including all mainline and side road reference lines and the project control necessary to establish such reference lines. All proposed alignments must be assigned a feature code of PRL and all existing alignments must be assigned a feature code of CL. In addition, for each alignment a report of the alignment/reference line details (bearings, curve data, etc.) shall be provided. The format of this report is provided in the FDM. The format of the file containing reference line information shall be in accordance with the standards outlined in the FDM.
- (5) The CONSULTANT shall provide data necessary for the preparation of plats and acquisition of rights of way and property, including all existing and proposed right-of-way chains and points to be staked. The format of the file containing right-of-way monumentation information shall be in accordance with the standards outlined in the FDM.

- (6) The CONSULTANT shall provide design profile information, which includes profiles of any reference lines, driveway profiles and any necessary ditch profiles. The format of the file containing profile information shall be in accordance with the standards outlined in the FDM.
- (7) The CONSULTANT shall provide existing cross section data for the project. At a minimum, the existing ground surface, the finished ground surface outside the subgrade shoulder points and the finished ground surface between the subgrade shoulder points must be provided with the information for each surface being placed in its own file. At the discretion of the DEPARTMENT, additional surfaces such as (but not limited to) rock, marsh or select subgrade material may also be requested at no additional cost. Names of the surfaces in all cross section files must follow those standards set in the WisDOT standard feature table. The format of the file containing existing cross section data shall be in accordance with the standards outlined in the FDM.
- (8) The CONSULTANT shall provide existing surface data. The format of the existing surface data shall be in accordance with the standards outlined in the FDM.
- (9) The CONSULTANT shall provide information on the locations of the superelevation transition points along alignments *<name alignments here>*. The format of the superelevation information shall be in accordance with the standards outlined in the FDM.
- (10) The CONSULTANT shall provide existing topographic data which is classified as utility information. WisDOT standard feature codes and point connectivity methods must be used in the data files submitted. The format of the topographic data shall be in accordance with the standards outlined in the FDM.
- (11) The CONSULTANT shall provide existing topographic data which is classified as other than utility information. WisDOT standard feature codes and point connectivity methods must be used in the data files submitted. The format of the topographic data shall be in accordance with the standards outlined in the FDM.

- (12) The CONSULTANT shall provide other Survey Information, as deemed necessary by the WisDOT Project Manager. The format of the miscellaneous survey information shall be in accordance with the standards outlined in the FDM.
- (13) The CONSULTANT shall provide graphical data files for the following *<examples include preliminary design, r/w plats, complete plan sets, etc.>*. All graphical files shall be in accordance with the data exchange and CADD standards outlined in the FDM.

M. TRANSPORTATION PROJECT PLATS AND TRADITIONAL PLATS (3/10/22)

- (1) Prepare right-of-way plats for the PROJECT in accordance with the MANUALS and WisDOT Guide to Utility Coordination. Transportation project plats (TPP) shall also be prepared in accordance with Wisconsin Statute 84.095.
 - (a) Meet with the DEPARTMENT'S right-of-way plat unit to review the special provisions and MANUALS prior to starting the plat(s).
 - (b) Prepare each TPP and plat sheet showing coordinates on all United States Public Land Survey System (USPLSS) section corners, quarter section corners, meander corners, monumented sixteenth corners, private claim corners and on all main line and side road survey line/reference line PI's.
 - (c) Provide all coordinate information in Wisconsin Coordinate Reference System Coordinates (WISCRS) NAD 1983, (____) adjustment.
 - (d) Prepare all TPPs and plat sheets in accordance with FDM 15-5 Plan Preparations - Methods using WISDOT-provided Civil 3D file templates and related CAD components.
 - (e) Provide the DEPARTMENT an electronic (*choose: CSV or LandXML*) file with unique point ID's of all right-of-way points, permanent easement points, alignment PI's and USPLSS corners on the project.

- (f) Provide the DEPARTMENT with an electronic report describing all elements within all alignments and an electronic XML file, for each alignment.
- (g) Show all newly monumented, reestablished right-of-way and permanent easement points with the size and type noted (e.x. 3/4" I.P.) in accordance with the MANUALS.
- (h) Show all recovered monuments with the size and type noted in accordance with the MANUALS.
- (i) Show on the TPP and plat sheets existing access control or access covenants from previous DEPARTMENT projects, local projects, certified survey maps (CSM), subdivisions and title reports.
- (j) Show on the TPP and plat sheets existing property lines along with CSM's, subdivisions, assessor plats, condominium plats and plats of survey and other surveys of record.
- (k) Assign a note or table to each TPP and plat sheet stating the historical basis for dimensioning the existing highway right-of-way; include intersecting roads.
- (l) Show the bearing and distance from a USPLSS corner along the section line to the adjacent quarter corner or section corner whenever the mainline reference line and the right-of-way lines cross a section line or quarter line. Note on the plat the monument type and coordinates of the section corners.
- (m) Provide the DEPARTMENT with an electronic Coordinate Geometry (COGO) report of the exterior boundaries of the right-of-way as depicted on each TPP, right of way envelope or description, which specifies closure and precision of the traverse.
- (n) Submit a final full size, 22" x 34" portable document format (PDF), unless otherwise specified by the county or DEPARTMENT, in accordance with the MANUALS upon final approval of the DEPARTMENT.

- (o) Submit the plat PROJECT DOCUMENTS in accordance with the MANUALS upon receiving final approval from the DEPARTMENT. Submit Civil 3D dwg files in accordance with the data exchange and CADD standards outlined in the MANUAL.

(2) Title Searches/Updates

Obtain title searches, title updates, or commitments necessary to determine property lines and current ownerships for the PROJECT. It is estimated that _____ (estimated number of parcels) title searches and _____ title updates are required. Contract with a title company to prepare the title searches, title updates, or commitments in accordance with the DEPARTMENT'S approved list of title companies. Provide a copy of the title searches, title updates, or commitments to the DEPARTMENT, upon request.

or

The DEPARTMENT will provide the CONSULTANT the title searches, title updates, or commitments necessary to determine property lines and current ownerships for the PROJECT.

(3) Acquisition Descriptions

a) Transportation Project Plat:

Provide descriptions for all individual parcels of land and interests to be acquired for the PROJECT. Write descriptions in accordance with Wisconsin Statute 84.095 (7) and the MANUALS.

b) Traditional Plat:

Provide descriptions for all individual parcels of land and interests to be acquired for the PROJECT. Provide individual legal description(s) for each parcel and interest(s), or an envelope description that does not cover more than one page of the plat. Write descriptions in a metes and bounds format, or in the case of platted property by suitable reference to the platted data. Commence or begin unplatted property descriptions at a monumented USPLSS corner. The legal descriptions shall contain a basis of reference and shall describe the exterior boundaries of, and the interest being acquired.

- (4) Prepare the descriptions and relocation order, when applicable, using Microsoft Word or software compatible with the DEPARTMENT. Contact the DEPARTMENT'S real estate unit for current formatting instructions. The DEPARTMENT will be responsible for the recording of all descriptions and filing the relocation order with the applicable county.
- (5) Provide relocation order, when applicable, preliminary plat and descriptions, excluding the recording information, in electronic format for DEPARTMENT review.
- (6) Plat Revisions
 - a) Transportation Project Plat:

Be responsible for all revisions to the transportation project plat and descriptions, until the transportation project plat is recorded with the County Register of Deeds Office, unless specifically excluded by the CONTRACT.
 - b) Traditional Plat:

Be responsible for all revisions to the plat sheets and descriptions until the real estate certification is completed. Changes on the right-of-way plat that occur following the initial relocation order (excluding hardship or protective purchase) are anticipated and are part of this CONTRACT.
- (7) Submit the transportation project plat(s) or traditional plat sheet(s) electronically to the DEPARTMENT for approval. The DEPARTMENT will be responsible for the recording of all transportation project plats or filing the traditional plat with the applicable county.
- (8) Supply the DEPARTMENT with a PDF file of the plan/profile and cross sections for the DEPARTMENT'S use in real estate acquisition at the time required in the project schedule.

N. ACQUISITION EXHIBITS (3/10/22)

- (1) Prepare Acquisition Exhibit(s) in accordance with the MANUAL and WisDOT Guide to Utility Coordination.
 - (a) Meet with the DEPARTMENT'S right-of-way plat unit to review the special provisions and MANUALS prior to starting the acquisition exhibit(s).
 - (b) Prepare all exhibits in accordance with FDM 15-5 Plan Preparations - Methods using WISDOT-provided Civil 3D file templates and related CAD components.
 - (c) Provide the DEPARTMENT an electronic (*choose: CSV or LandXML*) file with unique point ID's of all acquisition boundary points and United States Public Land Survey

System (USPLSS) corners or monuments of record used to prepare the acquisition exhibit(s) and description(s).

- (d) Show all recovered monuments with the size and kind noted in accordance with the MANUALS.
- (e) Show on the exhibit(s) existing property lines along with certified survey maps (CSM), subdivisions, assessor plats, condominium plats and any plats of record.
- (f) Submit an 8 ½" x 11" or 11" x 17" portable document format (PDF), unless otherwise specified by the DEPARTMENT, in accordance with the MANUALS upon final approval of the DEPARTMENT.
- (g) Submit the exhibit PROJECT DOCUMENTS in accordance with the MANUALS upon receiving final approval from the DEPARTMENT. Submit Civil 3D dwg files in accordance with the data exchange and CADD standards outlined in the MANUAL.

(2) Title Searches/Updates

Obtain title searches, title updates, or commitments necessary to determine property lines and current ownerships for the PROJECT. It is estimated that _____ (estimated number of parcels) title searches and _____ title updates are required. Contract with a title company to prepare the title searches, title updates, or commitments in accordance with the DEPARTMENT'S approved list of title companies. Provide a copy of the title searches, title updates or commitments to the DEPARTMENT, upon request.

or

The DEPARTMENT will provide the CONSULTANT the title searches, title updates, or commitments necessary to determine property lines and current ownerships for the PROJECT.

- (3) Provide individual descriptions for all interests to be acquired for the PROJECT. Write descriptions in a metes and bounds format, or in the case of platted property by suitable reference to the platted data. Commence or begin unplatted property descriptions at a monumented USPLSS corner or a located monument of record. The descriptions shall contain a basis of reference and shall describe the exterior boundaries of the interest being acquired.
- (4) Prepare the descriptions and relocation order using Microsoft Word or software compatible with the DEPARTMENT and provide a copy of the descriptions and relocation order in an electronic format to the DEPARTMENT. Contact the DEPARTMENT'S real estate

unit for current formatting instructions. The DEPARTMENT will be responsible for the recording of all descriptions and filing the relocation order with the applicable county.

- (5) Provide preliminary acquisition exhibit(s), descriptions, and relocation order for DEPARTMENT review.
- (6) Be responsible for all revisions to the exhibits and descriptions until the real estate certification is completed. Changes on the exhibit(s) that occur following the initial relocation order (excluding hardship or protective purchase) are anticipated and are part of this CONTRACT.
- (7) Submit the exhibit(s) electronically to the DEPARTMENT for approval. The DEPARTMENT will be responsible for filing the exhibit(s) with the applicable county.

O. HIGHWAY SYSTEM CHANGES

Prepare all documentation for all state trunk highway changes, county trunk highway changes, and local road alternatives associated with the PROJECT, in accordance with the MANUAL. Submit _____ copies of all such documentation to the DEPARTMENT for approval.

P. TRAFFIC

- (1) Collect (average-day, 24 hour, etc.) traffic counts and develop traffic projections for the year(s) _____ at the following locations:
 - a)
 - b)

Q. SERVICES PROVIDED BY THE DEPARTMENT

The DEPARTMENT will provide to the CONSULTANT the following for the PROJECT:

- 1.
- 2.

R. PROSECUTION AND PROGRESS

- (1) Monitor the progress of the PROJECT as stipulated in the contract agreement. The tracking process shall include providing the DEPARTMENT with an updated version of the project network on a monthly basis to show the progress of the project. The report can be delivered in electronic format consistent with current WisDOT standards (Microsoft Project), or on paper. If using software that can create .MPP files submit it on a CD/DVD or through electronic mail.

- (2) The CONSULTANT proposes to sublet these services to

- (3) The following items of work will be completed and submitted to the DEPARTMENT'S Region Office by the indicated dates, if CONSULTANT has received the Notice to Proceed by _____.

(Date)

Report Title	Date
Structure Survey Reports	
Preliminary Structure Plan	
Initial Project Review	
Environmental Document	
Preliminary Road Plan	
Soils Report	
Pavement Design Report	
Exceptions to Standards Report	

Traffic Study Report	
Design Study Report	
Slope Intercepts & Preliminary Plat	
Right-Of-Way Plat(s)	
Right-Of-Way Descriptions	
Acquisition Stage Relocation Plan	
Final Road Plans	
Final Structure Plans	
Final P.S. & E.	