Wisconsin Department of Transportation

Two Party Design Special Provisions



January 30, 2025 v1.0

General Guidance

Delete the Title and General Guidance pages before including the special provisions in the contract.

*Red text in italics* indicate preparer’s notes or other information to be selected/added/deleted.

Add project specific special provisions that do fit in the identified areas starting with section S.

Update the Table of Contents by clicking on the table and then clicking “Update Table....”

Change Log

January 30, 2025 v1.0: Original

The Wisconsin Department of Transportation with *Consultant*

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| --- | --- | --- | --- | --- | --- |
| Project ID: |  | Project ID: |  | Project ID: |  |
| Description: |  | Description: |  | Description: |  |
| County: |  | County: |  | County: |  |

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1. DESIGN REPORTS
	1. Perform a field site visit to review the proposed improvements.
	2. Prepare a *perpetuation, rehabilitation, modernization* Design Study Report (DSR) in accordance with the MANUALS.
	3. Prepare *a* Design Justification*s* in accordance with the MANUALS and incorporate into the DSR.
	4. Prepare an Encroachment Report in accordance with the MANUALS.
	5. Transportation Management Plan (TMP)
		1. Prepare and submit a Type *#* TMP in accordance with the MANUALS.
		2. Participate in *###* TMP review meeting*s*.
	6. Prepare a Roadside Hazard Analysis (RHA) in accordance with the MANUALS and incorporate into the DSR.
	7. Prepare a Stormwater Drainage Water Quality Report in accordance with the MANUALS.
	8. Prepare a Pavement Design Report in accordance with the MANUALS.
	9. Prepare a *report name* in accordance with the *MANUALS/other guidance*.
2. ENVIRONMENTAL DOCUMENTATION
	1. Execute a disclosure statement in accordance with 40 CFR 1506.5(c)(4).
	2. Categorical Exclusion Checklist (CEC)
		1. Prepare a CEC, in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		2. Furnish an original copy of the CEC to the DEPARTMENT for review, comment, and approval/certification signatures.
	3. Final Environmental Report (Final ER)
		1. Prepare a Final ER, in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		2. Furnish an original copy of the Final ER to the DEPARTMENT for review, comment, and approval signatures.
	4. Draft and Final Environmental Report (Draft/Final ER)
		1. Prepare an ER, draft and final versions, in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		2. Furnish an original copy of the ER, for reproduction, to the DEPARTMENT for approval signature. Print *###* copies in accordance with the MANUALS and, Wis. Admin. Code § TRANS 400.
		3. Publish a Notice of Opportunity to Request a Public Hearing and Notice of Availability of an Environmental Document or Notice of Public Hearing and Notice of Availability of an Environmental Document in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		4. Circulate copies of the Draft and Final ER in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		5. Revise the ER to address comments received during the public availability period.
	5. Environmental Assessment (EA)
		1. Prepare an EA, draft and final versions, in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		2. Furnish an original copy of the EA, for reproduction, to the DEPARTMENT for approval signature on the title sheet. Print *###* copies in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		3. Publish the Notice of Opportunity to Request a Public Hearing and Notice of Availability of an Environmental Document or Notice of Public Hearing and Notice of Availability of an Environmental Document in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		4. Circulate the copies of the Draft and Final EA.
		5. Revise the EA to address comments received during the public availability period.
	6. Environmental Impact Statement (EIS)
		1. Prepare an EIS, draft and final versions and Record of Decision, in accordance Wis. Admin. Code § TRANS 400 and the MANUALS.
		2. Furnish an original copy of the EIS, suitable for reproduction, to the DEPARTMENT for endorsement approval signature on the title sheet. Print *###* copies in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		3. Publish a Notice of Public Hearing and Notice of Availability of an Environmental Document in accordance with Wis. Admin. Code § TRANS 400 and the MANUALS.
		4. Circulate copies of the Draft and *Final EIS or Final EIS/ROD*.
		5. Revise the EIS to address comments received during the public availability period.
	7. Section 4(f) Evaluation
		1. Prepare a Section 4(f) evaluation or determination in accordance with the MANUALS.
		2. Identify resources within the PROJECT protected by Section 4(f) of the U.S. Department of Transportation Act of 1966, codified in 23 Code of Federal Regulations (CFR) 774. Identify the Officials with Jurisdiction (OWJ) for each resource identified.
		3. Determine if Use, as defined by 23 CFR 774.17, of individually identified Section 4(f) resources will occur from alternatives considered for the PROJECT.
		4. Coordinate with OWJs, the MUNICIPALITY, the DEPARTMENT, and Federal Highway Administration (FHWA) regarding the feasibility and prudence of alternatives to avoid the Use of individual Section 4(f) resources.
		5. If Use of resources occurs, the preparation of Section 4(f) evaluations in accordance with the MANUALS and obtaining concurrence from OWJs and FHWA will be considered additional effort.
	8. Section 6(f) Evaluation
		1. Prepare a Section 6(f) evaluation in accordance with the MANUALS.
	9. Cultural Resource Services
		1. Prepare the draft PROJECT notification email and maps for the Tribal Historic Preservation Offices and provide to the DEPARTMENT for review. The DEPARTMENT will email or mail, as appropriate, the approved letters to the tribes.
		2. Prepare the DT1030 Cultural Resources Screening in accordance with the MANUALS.
		3. Prepare the DT1635 in accordance with the MANUALS.
		4. Identify the Area of Potential Effect for the PROJECT.
		5. Conduct a reconnaissance survey in accordance with the MANUALS and DEPARTMENT guidance. Submit the results of the archaeological and/or historical reconnaissance studies. The DEPARTMENT will coordinate with the State Historical Preservation Office (SHPO). Prepare an archaeological survey report in accordance with the MANUALS.
		6. Conduct further study/studies to evaluate the eligibility of site*s* for inclusion in the National Register of Historic Places in accordance with the MANUALS.
		7. Prepare a Determination of Eligibility for each property recommended for consideration for inclusion in the National Register of Historic Places using Determination of Eligibility Form.
		8. Prepare a Determination of Eligibility for archaeological sites using the National Register Form NPS 10-900.
		9. Prepare documentation for the determination of effects in accordance with the MANUALS.
		10. Prepare Documentation for Consultation in accordance with the MANUALS.
		11. Prepare a Data Recovery Plan as part of the Documentation for Consultation for Archaeological properties. Obtain recommendations from the archaeologist and the DEPARTMENT prior to conducting evaluation studies.
		12. Prepare a Memorandum of Agreement in accordance with the MANUALS.
	10. Noise Analysis
		1. Complete a noise analysis in accordance with the MANUAL. Incorporate findings of the noise analysis into the environmental document prepared for the PROJECT.
	11. Air Quality
		1. Identify if this PROJECT is in a nonattainment or maintenance area for ozone (O3), particulate matter (PM), or is part of the federal Congestion Mitigation and Air Quality (CMAQ) program and confirm with the DEPARTMENT.
			1. If the PROJECT is not within one of the above-referenced areas, no further transportation conformity analyses or coordination required.
			2. If the PROJECT is within one of the above-referenced areas, determine if the project is exempt from transportation conformity per 40 CFR 93.126 or per 40 CFR 93.128, or is the project exempt from regional emissions analysis requirements per 40 CFR 93.127.
				1. If the PROJECT is exempt, document accordingly.
				2. If the PROJECT is not exempt, obtain direction from the DEPARTMENT prior to conducting additional analyses.
		2. Conduct a Mobile Source Air Toxics (MSATs) analysis in accordance with the MANUALS and FHWA guidance.
	12. Hazardous Materials/Contamination Assessments
		1. Conduct a Phase 1 investigation in accordance with the MANUALS. Prepare a PHASE 1 Hazardous Materials Investigation Report in accordance with the MANUALS.
		2. Obtain direction from the DEPARTMENT prior to conducting further evaluation studies when PHASE 1 indicates further services are needed.
		3. Conduct a Phase 2 - Environmental Sampling, in accordance with the MANUAL, at the following sites:
			1. *site 1*
			2. *site 2*

*– OR –*

PHASE2 – The DEPARTMENT will provide Environmental Sampling. Incorporate recommendations into the PS&E.

* + 1. Phase 2.5, 3, and 4 investigations and planning will be provided by the DEPARTMENT. Incorporate recommendations into the PS&E.
		2. Coordinate with the DEPARTMENT to request bridge asbestos inspections in accordance with the MANUALS.
		3. The DEPARTMENT acknowledges that the CONSULTANT is not the owner or generator of waste materials generated because of the Hazardous Materials/Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUALS.
	1. Wetland Delineation
		1. Prepare wetland *a* delineation*s* in accordance with U.S. Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and approved supplements and submit a Wetland Delineation Report to the Wisconsin Department of Natural Resources (DNR) for concurrence. Consult the Region Environmental Coordinator (REC) for submittal requirements.

*– OR –*

The DEPARTMENT will provide wetland delineation.

* + 1. Prepare the wetland impact tracking form and associated exhibits and submit to the REC for approval, if permanent or temporary wetland impacts requiring compensatory mitigation are anticipated.
	1. Stream Data Collection
		1. Prepare stream features worksheet*s* and associated documentation in accordance with USACE St. Paul District Stream Mitigation Procedures. Submit to the REC for review.
	2. Protected Species
		1. Comply with state and federal endangered species requirements in accordance with the MANUALS.
		2. Comply with the Migratory Bird Treaty Act and Golden Eagle Protection Act in accordance with the MANUALS.
1. AGENCY COORDINATION
	1. Wisconsin Department of Natural Resources (DNR)
		1. Prepare the Delegated DNR Design Concurrence Certification Template to determine if DNR coordination is needed.
		2. Prepare the DNR Project Coordination Request for Roadway and Transit Projects Template to request a DNR Initial Concurrence Letter in accordance with the MANUALS. The DEPARTMENT will submit the request to the DNR.
		3. Facilitate *###* meeting*s* with the DNR to provide updated information and resolve concerns to obtain final concurrence.
		4. Prepare the DNR Project Coordination Request for Roadway and Transit Projects Template to request a DNR Final Concurrence Letter in accordance with the MANUALS.
		5. Prepare the electronic stormwater Notice of Intent (NOI) using the DNR ePermitting website to provide for coverage under the Transportation Construction General Permit (TCGP).
		6. Section 401 Certification: Evaluate the effects on water quality in accordance with the provisions of the Clean Water Act, Wis. Admin. Code § TRANS 400 and the MANUALS. Prepare the application.
	2. United States Army Corps of Engineers (USACE)
		1. Section 404 Permit: Evaluate the potential for discharge of dredged or fill materials into the waters of the United States in accordance with the provisions of the Clean Water Act, Wis. Admin. Code § TRANS 400 and the MANUALS. Prepare the permit application.

*– OR –*

A pre-construction notification (PCN) is not required. Prepare documentation for wetland impacts in accordance with the MANUALS.

* + 1. Section 10 Permit: Evaluate potential effects of work or structures in or affecting navigable waters of the United States, in accordance with the Rivers and Harbors Act of 1899 and the MANUALS. Prepare the permit application*s*.
	1. United States Coast Guard
		1. Section 9 Permit: Evaluate effects on navigable water of the United States in accordance with the Rivers and Harbors Act of 1899 and the MANUALS. Prepare the permit application*s*.
	2. Bureau of Aeronautics (BOA)
		1. Notify BOA in accordance with the MANUALS.
		2. Notify airports in accordance with the MANUALS.
	3. Federal Aviation Administration (FAA)
		1. Use the FAA Notice Criteria Tool to determine the need for filing temporary or permanent objects with the FAA. Filing with the FAA is *not* anticipated.
	4. Department of Agriculture, Trade and Consumer Protection (DATCP)
		1. Notify DATCP of non-significant acquisitions in accordance with the MANUALS and DATCP guidance.

*– OR –*

Prepare a *Summary or Formal* Agricultural Impact Notice (AIN) and submit in accordance with the MANUALS and DATCP guidance.

* 1. United States Department of Agriculture
		1. Prepare form AD-1006 and submit to USDA Natural Resource Conservation Service in accordance with the MANUALS.
	2. Coordinate with *other* *agencies* in accordance with the *MANUALS/other guidance*.
1. RAILROAD AND UTILITY COORDINATION
	1. Railroad Coordination
		1. Coordinate with the DEPARTMENT’S Regional Railroad Coordinator in accordance with the MANUALS.
		2. Prepare an At-Grade Railroad Project Submittal Package (At-Grade-RPSP) in accordance with the MANUALS.
		3. Prepare a Grade Separated Railroad Project Submittal Package (GS-RPSP) in accordance with the MANUALS.
		4. Prepare a Real Estate Railroad Project Submittal Package (RE-RPSP) in accordance with the MANUALS.
		5. Prepare a letter, design and railroad permit for highway appurtenances that being installed on the railroad right of way in accordance with the MANUALS.
		6. Prepare statements and documentation and present testimony at proceedings before the Office of the Commissioner of Railroads (OCR), or another forum as directed by the DEPARTMENT.
		7. Revise submittals until the DEPARTMENT has obtained applicable approvals.
	2. Utility Coordination
		1. Perform utility coordination in accordance with Wis. Admin. Code § TRANS 220, the MANUALS, WisDOT Guide to Utility Coordination, and the “Utility Coordination Task List for Design Consultant Contracts” for the PROJECT as prepared by the DEPARTMENT and dated *date*.
		2. 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; it is furnished to assist the CONSULTANT. Review and update the DEPARTMENT provided list of known utilities.
		3. Notify utilities of the proposed improvement and request system maps in accordance with the MANUALS.
		4. Send a plan Approved for Design of Utility Adjustments to the utilities in accordance with the MANUALS.
		5. Coordinate with utility owners near the PROJECT vicinity to establish mutual understanding on design features of the PROJECT affecting utilities.
		6. Track utility coordination in the DEPARTMENT’S Transportation Utility Management System (TUMS) database in accordance with the MANUALS.
		7. Provide exhibits and utility information as requested by the DEPARTMENT.
		8. Participate in *###* meeting*s* with utilities.
		9. Show the physical location of existing utility easements on a specific layer in the Civil3D drawing file. Provide a separate pdf document, compatible with Bluebeam Revu, of the highway improvement plat, TPP and acquisition exhibit that contains the physical location of existing utility easements. Show in the pdf document utility facilities and utility related information in color and populated layers from the Civil3D drawing file for use by the Utility and Real Estate Sections. Other easements relating to highway interests, located within a land acquisition area, shall be shown and referenced on the plat. Provide the preliminary separate pdf document with the preliminary plat or TPP. Submit the final pdf document when submitting the final plat or TPP.
2. PUBLIC INVOLVEMENT
	1. Prepare a Public Involvement Plan for review and approval by the DEPARTMENT.
	2. Public Involvement Meetings
		1. Conduct or assist the DEPARTMENT with *### in person and/or virtual* public involvement meetings to communicate the PROJECT concepts and probable impacts to the public. Meetings *are/will be open house/formal with presentation. If multiple meeting types used, specify number in person/virtual and open house/format*.
		2. Prepare exhibits, presentation, and supplementary handout material for a formal meeting with a presentation. Provide materials for use on the PROJECT website.

*– OR –*

Prepare exhibits and supplementary handout material for an informal meeting without a presentation. Provide materials for use on the PROJECT website.

* + 1. Provide equipment to conduct the public involvement meetings.
		2. Prepare a summary report or meeting minutes after the public involvement meetings.
		3. Provide the comments received and make recommendations for the disposition of comments received at the public involvement meeting.
		4. Schedule public involvement meetings, draft meeting notices, and draft press releases for review, approval, and use by the DEPARTMENT.
		5. Prepare and maintain a mailing list. Mail public involvement meeting notices for each public involvement meeting. The mailing list shall include properties adjacent to the PROJECT and within *¼, ½, 1* mile of each terminus along the PROJECT corridor. There are *###* anticipated mailings per meeting.
		6. The DEPARTMENT will issue public involvement meeting press releases.
		7. Provide public involvement correspondence and file notes to the DEPARTMENT.
		8. Provide meeting schedules to the DEPARTMENT.
		9. Revise PROJECT plans based on comments received during public involvement activities as directed by the DEPARTMENT.
	1. In-Person and Virtual Public Hearing
		1. Assist with preparing and holding *###* in-person public hearings, *including a virtual public hearing component*, in accordance with the MANUALS.
		2. Prepare the Notice of Public Hearing and Notice of Availability of an Environmental Document and provide to the DEPARTMENT for distribution for publication.
		3. Prepare exhibits, PROJECT statement, *and list other materials* for the Public Hearing in accordance with the MANUALS and DEPARTMENT direction.
		4. Assist and provide information at the public hearing as requested.
		5. Retain court reporters and provide a public hearing transcript.
		6. Provide a transcript of testimony received and make recommendations for the disposition of comments received at the public hearing.
		7. Provide a transcript of testimony received and the public hearing record in accordance with the MANUALS.
		8. Revise PROJECT plans based on comments received during public involvement activities as directed by the DEPARTMENT.
	2. PROJECT Mailings and Newsletters
		1. Send notification letters to property owners adjacent to the PROJECT prior to initial field work *survey, archaeological investigations, soil borings, contaminated materials assessments*.
		2. Prepare *###* newsletters.
	3. Conduct or assist with *###* meeting*s* with local officials approximately *###* week*s* prior to the public involvement meeting*s* to communicate PROJECT concepts and probable impacts.
	4. Attend *###* meeting*s* 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.
	5. Other Public Meetings
		1. *other meetings*
1. MEETINGS
	1. Participate in an Operational Planning Meeting as scheduled by the DEPARTMENT with *###* CONSULTANT staff.
	2. Participate in a Prelim (30%) review meeting as scheduled by the DEPARTMENT with *###* CONSULTANT staff.
	3. Participate in a DSR (60%) review meeting as scheduled by the DEPARTMENT with *###* CONSULTANT staff.
	4. Participate in a Pre-PS&E (90%) review meeting as scheduled by the DEPARTMENT with *###* CONSULTANT staff.
	5. Participate in the pre-construction meeting as scheduled by the DEPARTMENT with *###* CONSULTANT staff.
	6. Participate in a soils and sub-surface investigation meeting as scheduled by the DEPARTMENT with *###* CONSULTANT staff.
	7. Participate in a structures review meeting as scheduled by the DEPARTMENT with *###* CONSULTANT staff.
	8. Participate in a *### type* meeting*s* to *purpose of meeting*.
2. LOCATING
	1. Prepare a Location Study Report in accordance with the MANUALS.
	2. Perform an investigation to evaluate the location of highway between *terminus - terminus*.
	3. Evaluate alignment alternatives based on *description of locations and criteria.*
	4. Develop *###* alignment alternatives with detail needed to allow them to be evaluated based on factors including: construction and right of way cost; construction feasibility; environmental considerations; maintenance and operations; and *factors*.
	5. Prepare displays of appropriate scale to evaluate alternatives. Include the alternate alignments and profiles; and the topographical, geological, and cultural features which may influence the geometrics of the alignments.
3. SURVEY

*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 County 83, (\_\_\_\_) adjustment, NAVD 88(\_\_\_\_) adjustment and Geoid model, in US Survey Feet.
	2. 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*.
	3. File Diggers Hotline locate requests for underground utility facilities within the project limits. Promptly survey 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 *###* No-Show Relocate ticket specifying which member facility owners that were notified failed to mark their facilities on the specified job site. The CONSULTANT shall re-mobilize up to *###* times to survey utilities not marked in the original locate request.
	4. Conduct full topographic and utility surveys for the preparation of existing planimetric mapping and Digital Terrain Model surface model. The DEPARTMENT will provide aerial imagery and county LiDAR data for preliminary design. 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 to supplement the information provided.

* + 1. Above-ground utilities including, but not limited to, overhead facilities, pedestals, transformers, towers, cabinets, poles, hydrants, and guy anchors.
		2. 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.
		3. Visible septic vents, wells, signs, and encroachments.
		4. Location of soil borings and marsh probes for geotechnical investigations.
		5. 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)).
	1. Provide traffic control during survey operations in accordance with the Manual on Uniform Traffic Control Devices.
	2. Submit survey data (including description, measured, and computed data) to the DEPARTMENT in the LandXML format, in accordance with the MANUAL. Provide copies of original notes or printouts from other systems which may be used in addition to LandXML.
1. SOILS AND SUBSURFACE INVESTIGATIONS
	1. Complete *###* borings of the existing pavement structure, including base courses and shoulders and determine the quantities and qualities of materials available for the PROJECT. Perform the borings to a depth of *###* feet.
	2. Investigations
		1. Complete at least one machine powered boring within the approximate limits of each substructure unit.
		2. Complete foundation borings to a depth necessary to enable design of the structure and its foundation in accordance with the MANUALS.
		3. Provide three working days’ notice prior to foundation investigations. The DEPARTMENT may observe investigations.
		4. Terminate drilling for a boring prior to planned depths when the necessary data for a particular boring is obtained. Drill up to 120 percent of the planned depth of a boring if the necessary information for a particular boring is not obtained. The planned depth is *###* feet.
		5. Recommend revised boring depths or boring program when drilling to 120 percent of the planned depth does not obtain the necessary data. Obtain verbal approval from the DEPARTMENT before proceeding with the revised depths or program. Justify the revisions in the Geotechnical Report.
	3. Backfill boreholes and monitoring wells in accordance with the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Section -Drilled Borehole and Monitoring Well Abandonment Procedures."
	4. Record final borehole location, station and referenced offset and elevation. Provide final boring location Global Positioning System (GPS) coordinates (latitude and longitude) and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.
	5. Perform subsurface investigations, analyze PROJECT geotechnical concerns, and provide recommendations. Classify soils by pedological means to provide pavement design parameters. Prepare a Geotechnical Report in accordance with the DEPARTMENT’s Geotechnical Manual.
	6. Submit gINT software boring logs for completed borings, using the DEPARTMENT’S gINT template (contact Geotechnical Engineering Unit). Email (include PROJECT ID in subject line and file name) to DOTDTSDGeotechnicalgINT@dot.wi.gov when the PS&E is submitted.
	7. Submit a soils laboratory testing summary and testing data sheets for the soil and rock samples collected during the investigation, and the results of field tests including vane shear tests, pressure meter tests and cone penetrometer tests. Email a .PDF file (include PROJECT ID in subject line and file name) to DOTDTSDGeotechnicalSirLab@dot.wi.gov when the PS&E is submitted.
	8. Submit Geotechnical Reports relating to structures, roadways, pavements, and environment. Email a .PDF file (include PROJECT ID in subject line and file name) to DOTDTSDGeotechnicalSirLab@dot.wi.gov when the PS&E is submitted.
2. ROAD PLANS
	1. Prepare Prelim design (30% design) plans in accordance with the MANUALS including: *add/remove for region specific requirements*.
		1. Title Sheet
		2. General Notes sheet with utility contacts
		3. Project Overview
		4. Typical Sections
		5. Plan or Plan and Profile sheets
		6. Cross Sections with slopes and ditches based on a standard template
	2. Prepare DSR (60% design) and plans in accordance with the MANUALS *and region specific requirements. Add unique preliminary plans based on the project scope.*
		1. Title Sheet
		2. General Notes sheet with utility contacts
		3. Project Overview
		4. Typical Sections
		5. Plan or Plan and Profile sheets
		6. Cross Sections with slopes and ditches based on a standard template
		7. Preliminary Stormwater Control locations.
	3. Prepare final road plans (Pre-PS&E (90%) and PS&E phase) in accordance with the MANUALS including: *add/remove for region specific requirements*.
		1. Title Sheet
		2. General Notes
		3. Project Overview
		4. Typical Sections
		5. Construction Details
		6. Intersection Details
		7. Removal Details
		8. Plan Details
		9. Curb Ramp Details
		10. Joint Details
		11. Freeway Management System
		12. Interchanges
		13. Contour Maps
		14. Earthwork Matchlines
		15. Erosion Control
		16. Erosion Control Staged
		17. Storm Sewer Plan
		18. Piper Underdrain
		19. Utility Plan
		20. Planting
		21. Permanent Signing
		22. Lighting Removal
		23. Lighting Temporary
		24. Lighting Plan
		25. Traffic Signal Removal
		26. Traffic Signal Temporary
		27. Traffic Signal Plan
		28. Traffic Signal Phasing
		29. Cable Routing Chart
		30. Pavement Marking
		31. Advanced Warning Signing
		32. Traffic Control
		33. Stage Construction
		34. Detours
		35. Fencing
		36. Alignment
		37. Miscellaneous Quantities
		38. Plan and Profile
		39. Earthwork Quantities
		40. Cross Sections
	4. Prepare construction cost estimates and include with the Prelim design (30% design) and DSR (60% design) plan submittals. Prepare estimate documentation as defined in the MANUALS for inclusion with the draft and final PS&E.
3. STRUCTURE PLANS
	1. Prepare structure *survey reports, preliminary plans, and final plans* for the following structures:
		1. Structure *number, location*
		2. Structure *number, location*
	2. Prepare a Structure Survey Report/Hydraulic Report, including a discussion of structure sizing, in accordance with MANUALS. Include the structure plan, elevation, typical cross sections, and pertinent data on the first sheet*s* of the structure drawings. The DEPARTMENT will return one set of review comments to the CONSULTANT with requested revisions.
	3. Prepare a Rehabilitation Structure Survey Report, which includes a discussion of structure repairs in accordance with the MANUALS. Include the structure plan view, elevation (if applicable), typical cross sections, and pertinent data on the first sheet*s* of the structure drawings. The DEPARTMENT will return one set of review comments to the CONSULTANT with requested revisions.
	4. Prepare fully dimensioned structure drawings, including controlling elevations, with the necessary precision and detail to allow an accurate field layout and estimation of quantities of work.
	5. Prepare bar steel reinforcement schedules on structure plans with the detail required to fabricate the reinforcement without shop drawings.
	6. Submit structure drawings in accordance with the MANUALS.
	7. Prepare structural related special provisions in accordance with the MANUALS.
	8. Participate in PROJECT site reviews of structure plans.
	9. Submit structure-related design computations and documentation in accordance with the MANUALS.
	10. Coordinate with the DEPARTMENT, when structure plans are not designed by the CONSULTANT, for integration of the roadway and structure plans.
	11. Develop *###* structure *types/geometric configurations* alternatives considering practical construction considerations, right of way requirements, aesthetics and topography blending, and costs with detail necessary to select an alternative.
4. PLANS, SPECIFICATIONS, & ESTIMATE (PS&E)
	1. Submit the PS&E, supporting documents, digital data exchange information, and meta data documents in accordance with the MANUALS.
	2. Meta Data Review
		1. The DEPARTMENT will process the data within six weeks and confirm to the CONSULTANT the data was received in the correct formats.
		2. The confirmation does not certify that the data submitted matches the PROJECT plan or that the design follows design standards in the MANUALS and does not release the CONSULTANT from its responsibilities to correct errors and omissions.
		3. Correct and resubmit data within two weeks of being notified of an issue.
5. TRANSPORTATION PROJECT PLATS AND TRADITIONAL PLATS
	1. Prepare Transportation Project Plat (TPP) for up to *###* recorded TPP pages (excluding accompanying sheets) or *###* parcels for the PROJECT in accordance with Wis. Stat. § 84.095, the MANUALS and WisDOT Guide to Utility Coordination.

 *– OR –*

Prepare Traditional Plat for up to *###* traditional plat sheets or *###* parcels for the PROJECT in accordance with the MANUALS and WisDOT Guide to Utility Coordination.

* + 1. Meet with the DEPARTMENT’S right of way plat unit to review the contract special provisions and MANUALS prior to starting the plat*s*.
		2. Provide coordinate information in Wisconsin Coordinate Reference System Coordinates (WISCRS) \_\_\_\_\_\_County NAD 1983, (\_\_\_\_) adjustment, in US Survey Feet.
		3. 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. An estimated *###* corners need to be located. Obtain digital photos of each corner. One close-up photo and one overview photo looking north. The limits/extents of the USPLSS corner and other corner monuments survey are *describe or attach an exhibit map*.
		4. Locate and survey existing property monuments from prior plats and surveys of record to support the determination of existing property, existing right of way lines and project alignments. Resetting or re-establishing missing corners is not included.
		5. Prepare TPPs and plat sheets in accordance with the MANUALS using WISDOT-provided Civil 3D file templates and related CAD components.
		6. Multi-Use Path/Recreational Trail Acquisitions

No multi-use path/recreational trail acquisitions are anticipated.

*– OR –*

Multi-use path/recreational trail acquisitions are anticipated. Plat sheets will break out those acquisitions into separate parcel numbers.

*– OR –*

Multi-use path/recreational trail acquisitions are anticipated. Alternative plat sheets will be prepared.

* + 1. Provide an electronic *CSV or LandXML* file with unique point IDs of right of way points, permanent easement points, found monuments, alignment PI’s and USPLSS corners on the project.
		2. Provide an electronic report describing elements within the alignments and an electronic XML file, for each alignment.
		3. Provide 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.
		4. 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.
		5. Provide the DEPARTMENT with a utility exhibit in PDF format depicting utility facilities and interests in accordance with the MANUALS.
		6. Submit the plat PROJECT DOCUMENTS in accordance with the MANUALS upon receiving final approval from the DEPARTMENT. Submit Civil 3D dwg and ACAD files in accordance with the data exchange and CADDS standards in accordance with the MANUALS.
	1. Title Searches/Updates
		1. *CONSULTANT Provides Title Work:* Obtain title searches and updates to determine property lines and current ownerships for the PROJECT. Contract with a title company to prepare the title searches and updates in accordance with the DEPARTMENT’s Specifications for Title Work available at <https://wisconsindot.gov/dtsdManuals/re/re-staffresources/Specifications%20for%20Title%20Work%20Orders.pdf>. Obtain updated title search reports when requested by the DEPARTMENT. Provide a copy of title work to the DEPARTMENT upon request. Estimates of the number of title work products required are shown in the table below:

|  |  |
| --- | --- |
| **Title Work Product** | **Estimated Number Req’d** |
| Title Search Report |  |
| Title Search Report w/ Mortgages |  |
| Updated Title Search Report (Title Updates) |  |
| Letter Report |  |
| Letter Report w/ Mortgages |  |
| Ownership Report |  |
| Ownership Report plus Easements |  |

*– OR –*

*DEPARTMENT Provides Title Work:* The DEPARTMENT will provide the CONSULTANT the title searches and updates necessary to determine property lines and current ownerships for the PROJECT.

* 1. Acquisition Descriptions
		1. *Transportation Project Plat:* Provide descriptions for individual parcels of land and interests to be acquired for the PROJECT. Write descriptions in accordance with Wis. Stat. § 84.095(7) and the MANUALS.
		2. *Traditional Plat:* Provide descriptions for individual parcels of land and interests to be acquired for the PROJECT. Provide individual legal description*s* for each parcel and interests, 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.
	2. Prepare the descriptions and relocation order, when applicable, in a format directed by the DEPARTMENT. The DEPARTMENT will be responsible for the recording of descriptions and filing the relocation order with the applicable county.
	3. Provide relocation order, when applicable, preliminary plat and descriptions, excluding the recording information, in electronic format for DEPARTMENT review.
	4. Plat Revisions
		1. *Transportation Project Plat:* Revise the transportation project plat and descriptions, until the transportation project plat is recorded with the County Register of Deeds Office.

*– OR –*

*Traditional Plat:* Revise the plat sheets and descriptions, until the DEPARTMENT files the initial relocation order for plat sheets covered under that order. For plat sheets not covered under the initial relocation order, revise the plat sheets and descriptions until the DEPARTMENT files a revised relocation order that includes these additional plat sheets.

* 1. Submit the *Transportation Project Plat (TPP) or Traditional Plat* electronically to the DEPARTMENT for approval. The DEPARTMENT will be responsible for the recording of transportation project plats or filing the traditional plat with the applicable county.
	2. Supply 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.
	3. Upon request, field locate and temporarily mark the new right of way boundaries including temporary and permanent easements in a manner which will facilitate the appraisal of affected parcels and perform *###* partial survey efforts for the re-staking of *###* parcels per effort. Coordinate staking activities 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 for the proper control and datums/adjustments to be used.
	4. Final Monumentation of Right of Way & Permanent Easements
		1. Monument the new and reestablished right-of-way and permanent easement points, as depicted on *the transportation project plats or traditional plat sheets* 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.
		2. Prepare an as-staked monumentation report showing the location*s* and type of monument*s* that were set in accordance with the MANUAL. File a copy of the report at the appropriate County Surveyors office or other applicable County office. Submit a copy of the report to the DEPARTMENT along with verification that the report was submitted to the county.
		3. 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 monumentation report. Coordinate with DEPARTMENT Plat or Survey Coordinator for the proper control and datums/adjustments to be used.
		4. The DEPARTMENT will provide:
			1. Required Monuments
			2. Monument caps
			3. R/W posts
			4. R/W plaques
			5. Survey Marker Informative plaques
			6. Flexible Marker Post
		5. Supply the nuts and bolts for mounting plaques meeting DEPARTMENT standards.
1. ACQUISITION EXHIBITS
	1. Prepare up to *###* Acquisition Exhibit*s* in accordance with the MANUALS and WisDOT Guide to Utility Coordination.
		1. Meet with the DEPARTMENT’S right of way plat unit to review the special provisions and MANUALS prior to starting the acquisition exhibit*s*.
		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. Obtain digital photos of each corner. One close-up photo and one overview photo looking north. 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, existing right of way lines and project alignments. Resetting or re-establishing missing corners is not included.
		4. Prepare exhibits in accordance with the MANUALS using WISDOT provided Civil 3D file templates and related CAD components.
		5. Provide the DEPARTMENT an electronic *CSV or LandXML* file with unique point IDs of acquisition boundary points, found monuments, and USPLSS corners or monuments of record used to prepare the acquisition exhibit*s* and description*s*.
		6. 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.
		7. Provide the DEPARTMENT with a utility exhibit in PDF format depicting utility facilities and interests in accordance with the MANUALS.
		8. Submit the exhibit PROJECT DOCUMENTS in accordance with the MANUALS upon receiving final approval from the DEPARTMENT. Submit Civil 3D dwg and ACAD files in accordance with the data exchange and CADDS standards and the MANUALS.
	2. Title Searches/Updates
		1. *CONSULTANT Provides Title Work*: Obtain title searches and updates to determine property lines and current ownerships for the PROJECT. Contract with a title company to prepare the title searches and updates in accordance with the DEPARTMENT’S Specifications for Title Work available at <https://wisconsindot.gov/dtsdManuals/re/re-staffresources/Specifications%20for%20Title%20Work%20Orders.pdf>. Obtain updated title search reports when requested by the DEPARTMENT. Provide a copy of title work to the DEPARTMENT upon request. Estimates of the number of title work products required are shown in the table below:

|  |  |
| --- | --- |
| **Title Work Product** | **Estimated Number Req’d** |
| Title Search Report |  |
| Title Search Report w/ Mortgages |  |
| Updated Title Search Report (Title Updates) |  |
| Letter Report |  |
| Letter Report w/ Mortgages |  |
| Ownership Report |  |
| Ownership Report plus Easements |  |

 *– OR –*

*DEPARTMENT Provides Title Work:* The DEPARTMENT will provide the CONSULTANT the title searches and updates to determine property lines and current ownerships for the PROJECT.

* 1. Provide individual descriptions for interests to be acquired. 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. Describe the exterior boundaries of the interest being acquired with a basis of reference.
	2. 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. Contact the DEPARTMENT’s real estate unit for current formatting instructions. The DEPARTMENT will record the descriptions and file the relocation order with the applicable county.
	3. Provide preliminary acquisition exhibit*s*, descriptions, and relocation orders. Prepare revisions to exhibits and descriptions until the DEPARTMENT files the initial relocation order for exhibits covered under that order. For exhibits not covered under the initial relocation order, prepare revisions to exhibits and descriptions until the DEPARTMENT files a revised relocation order that includes these additional exhibits.
	4. Submit the exhibit*s* electronically. The DEPARTMENT will file the exhibit*s* with the applicable county.
	5. Upon request, field locate and temporarily mark the new acquisition boundary points in a manner which will facilitate the appraisal of affected parcels and perform *###* partial survey efforts for the re-staking of *###* parcels per effort. Coordinate staking activities with the DEPARTMENT’s real estate section to provide at least two weeks lead time for the DEPARTMENT to notify property owners. Coordinate with the DEPARTMENT Plat or Survey Coordinator for the proper control and datums/adjustments to be used. Provide digital copy of exhibit*s* marked up with notes showing what was staked and when.
1. HIGHWAY SYSTEM ALTERATIONS
	1. Prepare documentation for state trunk highway changes, county trunk highway changes, and local road alternatives in accordance with the MANUALS.
2. TRAFFIC
	1. Collect *type* traffic counts and develop traffic projections for the year*s* at the following locations:
		1. *Location 1*
		2. *Location 2*
	2. Prepare form DT1601 Project-level Traffic Forecast Request in accordance with the MANUALS.
	3. Prepare a *type* report documenting *analysis, methodology, findings, and results*.
3. SERVICES PROVIDED BY THE DEPARTMENT
	1. The DEPARTMENT will provide the Consultant with the following:
		1. Concept Definition Report
		2. Safety Certification Documentation
		3. Final Scope Certification (redacted)
		4. Aerial mapping and DTM data
		5. Available survey control
		6. As-built plans
		7. Existing right-of-way plats
		8. Culvert Pipe Inventory
		9. Utility Contact list
		10. Traffic Forecasts
		11. Work Zone Impact Analysis
		12. Pavement Design Report
		13. *Add*
4. PROSECUTION AND PROGRESS
	1. Invoice costs incurred in accordance with the MANUALS. Prepare progress reports on form DT1509 and submit with each invoice.
	2. The CONSULTANT sublets the following:
		1. *Description* services to *subconsultant*
		2. *Description* services to *subconsultant*
	3. Submit the following services to the DEPARTMENT by the dates indicated in the table. If the Notice to Proceed is received after *DATE*, contact the DEPARTMENT for an updated schedule.

|  |  |
| --- | --- |
| **Deliverable** | **Date** |
| Geotechnical Report |  |
| Pavement Design Report |  |
| Preliminary Plans (30%) |  |
| Highway System Changes |  |
| Structure Survey Reports |  |
| Preliminary Structure Plan (60%) |  |
| Environmental Document |  |
| Preliminary Plans (60%) |  |
| Preliminary Plat |  |
| TMP (60%) Approval |  |
| Design Study Report |  |
| Final Plat |  |
| Plans to Utilities (DT1078) |  |
|  Pre-PS&E (90%) Plans and Documents to Region |  |
|  Pre-PS&E (90%) Plans and Documents to Bureau of Project Development |  |
| Final Structure Plans |  |
|  Final PS&E to Region |  |
|  Final PS&E to Bureau |  |
| *Add* |  |

1. *PROJECT SPECIFIC SPECIAL PROVISIONS*
	1. Basis of Payment – use Basis of Payment worksheet when the Cost per Unit basis of payment is used.