CORRESPONDENCE/MEMORANDUM **\_\_\_\_\_\_\_\_\_ STATE OF WISCONSIN**

*Date:* Click or tap to enter a date. Version 11.1

*To:* Rielly O’Donnell, P.E.

 Attn: Chief Proposal Management Engineer

 Bureau of Project Development, Proposal Management Section

*From:* {First-Name Last-Name}

 Project Manager

 Choose an item. Region

*Approved:* {First-Name Last-Name of Project Supervisor}

{Title}

*Subject:* Project ID {XXXX-XX-XX (Controlling Construction ID)}

{Title}

{Limits}

{Highway}

{County}

Additional Construction Projects Included in the Proposal:

{List Project ID, Title, Limits, Highway, County for all other projects}

Corresponding Design Project ID (s): {Design ID}

Legislative Subprogram Code: {Legislative Subcategory/WisDOT program from FIIPS}

Bid Letting Date (for Bid Contracts): Click or tap to enter a date.

**INTRODUCTION**

We are submitting for your review and approval, the P.S.& E. for the proposed {Describe Project, include type of work} project. Major items of work include {Be specific and include major items of work}. The project is {Miles} miles in length and is located {Exact location (city/town & county)}.

{Name of County} County has the greatest percentage of work.

Project Requested By or Purpose: {Briefly describe the purpose of the project}

Consequences if not Approved: {Briefly provide consequences}

Contract Type: {Designate LET or force account agreement (if force account agreement indicate state or local project)}

Alternative Contracting Methods Used: {Indicate Yes or No. If Yes, list methods used for this contract}

PS&E Due Date: Click or tap to enter a date.

Contract Completion Type: Choose an item.

Anticipated Construction Starting Date: Click or tap to enter a date.

Anticipated All Work Complete Date: Click or tap to enter a date, see FDM 19-10-15.1.2 for guidance.

Performance Miles: {Only miles of paved surface count as performance miles (not grading or base course contracts)}

The contact information for the PDS Chief is:

|  |  |  |
| --- | --- | --- |
| {First-Name Last-Name} | {E-Mail Address} |  |

The contact information for the Project Supervisor is:

|  |  |  |
| --- | --- | --- |
| {First-Name Last-Name} | {E-Mail Address} |  |

The contact information for the Project Manager is:

|  |  |  |
| --- | --- | --- |
| {First-Name Last-Name} | {E-Mail Address} |  |

The contact information for the Project Leader is:

|  |  |  |
| --- | --- | --- |
| {First-Name Last-Name} | {E-Mail Address} |  |

The contact information for after advertising is:

|  |  |  |
| --- | --- | --- |
| {First-Name Last-Name} | {E-Mail Address} |  |

The Consultant contact information is:

|  |  |  |
| --- | --- | --- |
| {First-Name Last-Name} | {E-Mail Address} | Phone No. ( ) -  |

The estimate was prepared by: Choose an item.

Consultant Company Name: {Name}

This project Choose an item. on the National Highway System.

This project Choose an item. subject to federal oversight.

The region Choose an item. requesting prequalification be waived for this proposal.

**PS&E EXHIBITS**

All PS&E Exhibits {See FDM 19-10-1 (1.2.1) Table 1.1} Choose an item. included in this submittal.

{If any exhibits are missing, list them and state reasons why or N/A}

**PRE-BID MEETING**

A Pre-Bid Meeting {See FDM 19-10-15} Choose an item. be held for this project. The pre-bid meeting Choose an item. mandatory.

{If a meeting will be held; provide date, time, location and topics to be discussed. N/A if none}

**SYNOPSIS OF SIGNIFICANT APPROVALS, ACCEPTANCES OR COMPLETED ACTION:**

Description Date

Concept Definition Report {MM/DD/YYYY}

Final Environmental Document Choose an item. {MM/DD/YYYY}

Department of Natural Resources Final Concurrence {MM/DD/YYYY}

DNR 401 Water Quality Certification {MM/DD/YYYY}

WPDES Storm Water Discharge Permit Certification {MM/DD/YYYY}

Corps of Engineers Permit {MM/DD/YYYY}

Section 106 report {MM/DD/YYYY}

Pavement Design {MM/DD/YYYY}

Exception to Standards {MM/DD/YYYY}

Design Study Report {MM/DD/YYYY}

Hazardous Material, Site Reconnaissance {MM/DD/YYYY}

Asbestos Inspection {MM/DD/YYYY}

{Any others, ie. Permits, Public Interest Finding (proprietary items), cost effective finding (LFA). Include dates. N/A if none}

**ENVIRONMENTAL ISSUES/COMMITMENTS**

Asbestos Choose an item. present on structures.

{If there are environmental commitments, follow FDM 19-10-15. If asbestos is present on bridges or other structures, indicate which STSP was added to the specials.}

**PERMITS**

{See FDM 19-10-15 or N/A}

**RIGHT-OF-WAY**

{See FDM 19-10-15 or N/A}

**UTILITIES**

{See FDM 19-10-15 or N/A. DON’T copy Utilities special provision here.}

**SANITARY SEWER and WATER MAIN**

{See FDM 19-10-15 or N/A}

**RAILROADS**

{See FDM 19-10-15 or N/A}

**HAZARDOUS MATERIALS**

{See FDM 19-10-15 or N/A}

**DESIGN DATA**

{See FDM 19-10-15 or N/A}

**STRUCTURES**

{See FDM 19-10-15 or N/A}

**LANDSCAPE ARCHITECTURE**

{See FDM 19-10-15 or N/A}

**TRAFFIC SIGNALS**

{See FDM 19-10-15 or N/A}

**TRAFFIC**

{See FDM 19-10-15 or N/A}

{Name of person granting approval} approved the Transportation Management Plan on Click or tap to enter a date..

The Finished Traffic Control Plan & Review Meeting was held on Click or tap to enter a date.

**LIGHTING**

{See FDM 19-10-15 or N/A}

This project is on the State Highway System and is Choose an item.

This project is not on the State Highway System and is Choose an item.

**SPECIAL PROVISIONS**

The contract contains the following unusual specification modifications and/or unusual special SPV.xxx.xx items:

Item No. and Description

{Item No., Item Name and Description, see FDM 19-10-15}

**STANDARDIZED SPECIAL PROVISIONS (STSP’s)**

Revisions have been made to the following STSP's:

{Item No., Item Name, Description and Change Made, see FDM 19-10-15}

**PLANS and PROPOSALS**

The Choose an item. office requests Choose an item. 11”x17” size plans and Choose an item. proposals for construction purposes.

* If work share, provide the region where construction is occurring.
* Select NW-SPO for all Northwest – Superior project(s) for delivery to Spooner.

**SIGN DETAILS and SIGN PLATES**

See FDM 19-10-15 for guidance

Choose an item.

**NATIVE AMERICAN HIRING PROVISION**

Is there a requirement?Choose an item. If Yes, verify [tribal contact information](http://apwmad0p7106:37108/Documents/doing-bus/eng-consultants/cnslt-rsrces/environment/nativeamerlisting.docx) and provide information in the Special Provisions.

**ADDITIONAL SPECIAL PROVISIONS (ASP's)**

See FDM 19-10-15

ASP-1 Choose an item.

 Total Graduate Hours per Proposal; Number of Graduates {Number of Graduates}; {Number of hours per project ID or N/A}

 Total Apprentice Hours per Proposal; Number of Apprentices {Number of Apprentices};

{Number of hours per project ID or N/A}

ASP-3 is required in all federally funded contracts.

ASP-4 is required in all state and federally funded contracts.

ASP-5 Choose an item. {List SPV Earthwork items ASP-5 applies to, and list fuel usage factor.}

ASP-6 is required in all state and federally funded contracts.

ASP-7 is required in all state and federally funded contracts.

ASP-9 is required in all state and federally funded contracts.

**FORCE ACCOUNT AGREEMENTS**

Total Agreement Amount: {for force account agreement or N/A}

Excluded Costs: {for force account agreement (materials and specialized equipment) or N/A}

Cost Effectiveness Findings for Force Accounts Agreements {See FDM 19-10-15} Choose an item.

{Briefly describe reason for approval.}

{See FDM 19-10-15. “The submitted agreement is within the policy limits.” or follow instructions in FDM 19-10-15, or N/A if LET contract.}

**POSTING OF PRELIMINARY PLANS**

BPD will post preliminary plans on the HCCI for projects that meet the criteria. (See FDM 19-10-15 for guidance.)

Preliminary plans will be posted on the HCCI if one or more of the following answers is “yes”:

Does this project have 50,000 CY or more of earthwork? Choose an item.

Does this project have any of the following unique structural components: Choose an item.

* Steel Girders
* Specialty Steel
* Large Quantities
* Accelerated Bridge Construction (ABC)
* Specialized Construction (“Roll-ins,” etc.)

Is the engineer estimate for this project greater than $20 million? Choose an item.

Does the Region deem it appropriate to post preliminary plans for another reason? Choose an item.

{If Yes, briefly describe reason for posting preliminary plans. (List only reasons that are different than the criteria listed above)}

**LABOR COMPLIANCE PREVAILING WAGE RATE DECISIONS**

BPD will insert Davis Bacon prevailing wage rates into federally funded proposals based on the following criteria.

Highway construction wage rates (WI10) will be included in all contracts.

Bridge Construction over Federal Navigable Waterway? Choose an item.

Sanitary Sewer and Water Line Construction? Choose an item.

Is total estimate of sanitary sewer/water line work $1,000,000 or greater? Choose an item.

What percent of total contract estimate is sanitary sewer/water line work? {Sanitary sewer and water %}%.

Building Construction (construction, rehabilitation and repair of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment, or supplies. Examples wayside building, salt shed, bridge tender house, etc.)? Choose an item.

**CONCLUSION**

{See FDM 19-10-15 or N/A}

{cc if applicable}

{author initials}:{typist initials}

Date: Click or tap to enter a date.

Prepared By:

*Subject:* Project ID {XXXX-XX-XX (Controlling Construction ID)}

{Title}

{Limits}

{Highway}

{County}

Legislative Subprogram Code {Legislative Subcategory/WisDOT program from FIIPS}

*Let Date:* Click or tap to enter a date.

|  |
| --- |
| **Summary of Review Documentation** |
| Division of Transportation System Development **DTSD** and Division of Transportation Investment Management **DTIM** ReviewsSee FDM 19-10-5.11 & 19-10-15 | **Date of Completion**State status of review, or not applicable, NA.Provide applicable information but strive for Date of Completion: |
| **Bureau of Project Development**  |  |
| Design & Construction Services Section1. Project Development Unit
 |   |
| Regional Utilities Coordinator | Region responsibility (DT1080**)** |
| Structure Design Section1. Preliminary Design
 |   |
| 1. Final Design Submitted to Bureau of Structures
 |   |
| **Bureau of Traffic Operations** |  |
| Winter Operations and Roadside Management Section * Pavement Maint. & Roadside Facilities
 |   |
| * Landscape Architecture
 |   |
| Traffic Engineering Section* Traffic Design (Signing & Marking)
 |   |
| * Traffic Operations (Safety)
 |   |
| * Transportation Management Plan
 |   |
| Traffic Operations, Maintenance, and Electrical Section |  |
| * Electrical Implementation Section (STOC)
 |   |
| * Intelligent Transportation Systems (STOC)
 | Click here to enter text. |
| **Bureau of Technical Services** |  |
| Contaminated Sites Team1. Hazardous Materials
2. Asbestos
 |    |
| Natural Resources Team1. Wetlands
 |   |
| 1. Endangered Resources
 |   |
| Environmental Review & Analysis Team1. Archeology / Historical Structures
 |   |
| 1. Air & Noise
 |   |
| 1. Erosion control / Storm Water Discharge
 |   |
| **Bureau of Transit, Local Roads, Rails & Harbors** |  |
| Rail Engineering and Safety  | Region responsibility (DT1804) |
| **Bureau of Technical Services** |  |
| Acquisition and Services Section | Region responsibility (DT1899) |