



**Partnering Plan Implementation**

**Project Action Plan – 2—Award & Execution/Addenda/Plan Availability/Review**

<b>Project Sponsor(s)</b>	Joe Olson	<b>Team Lead</b>	Scott Lawry
<b>Responsible division/area</b>	BPD	<b>Date initiated</b>	09/19/2014
<b>Anticipated time savings: WisDOT:</b>	TBD	<b>Anticipated cost savings: WisDOT:</b>	\$\$ TBD
<b>Contractor:</b>	TBD	<b>Contractor:</b>	\$\$ TBD
<b>Consultant</b>	TBD	<b>Consultant</b>	\$\$ TBD
<b>Implementation folder location</b>	[SharePoint location]	<b>Status date</b>	12-8-2015
<b>Action and strategy</b>	2—Addenda Process Improvement	<b>Estimated project Completion Date</b>	9/30/2015
<b>Description of project</b>	<ul style="list-style-type: none"> <li>Email all addenda notice(s) to all eligible planholders.</li> <li>Email rather than fax addenda from Thursday at 4 pm before let</li> <li>Revise FDM process on addenda protocol</li> <li>Investigate BidExpress to answer questions so that engineers/plan holders do not call multiple times with the same issues.</li> <li>Clarify expectations for contact person after advertisement.</li> </ul>	<b>Team members</b>	Scott Lawry Mike Coleman Deanna Goebel Angie Clary PDS Chiefs FHWA WTBA ACEC

<b>Status</b>		<b>Green</b>	<b>Yellow</b>	<b>Red</b>
<b>Project status (overall)</b>		X		
<b>Project issues/Risks</b>	<b>Possible mitigating strategies</b>			
<ol style="list-style-type: none"> <li>Communicating information to all</li> <li>Update FDM procedures</li> <li>Workload amongst all</li> <li>Contractor Email(s)</li> </ol>	<ol style="list-style-type: none"> <li>HCCI Site or Sharepoint</li> <li>Internal discussions to alleviate the issue</li> <li>WTBA or CCAW subcommittee</li> <li>Coordination with FHWA</li> <li>DT1633 Electronic Submission Requests include contractor email</li> </ol>			

<b>Coordination Requirements</b>
Identify other divisions, groups, staff, internal and external that are affected by the final recommendation. Include information on timing of coordination and frequency: <ol style="list-style-type: none"> <li>FHWA coordination—to approve FDM changes.</li> <li>WTBA—to update them on the status of changes</li> <li>BPD IT team will need to update FDM and HCCI site</li> </ol>



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#### Benefits Summary

Qualitative description of the anticipated benefits to implementing the recommendation:

1. Better communication of plan and special provision changes
2. Better project build ability (staging, risk to Dept & Industry) questions will be answered consistently
3. Better project bids
4. Higher quality project overall

#### Implementation Plan

Describe the proposed implementation plan including tasks, responsibilities, and approval requirements:

1. Complete team assemble, adding FHWA, Industry--Lawry
2. Develop solid project plan amongst team members--Team
3. Coordinate with FHWA to clear any potential hurdles--Team
4. Develop proposal--Team
5. Coordination and buy-in of proposal to Dept, Industry, FHWA—Team
6. FDM and other publications modified—Team and BPD

#### Accomplishments, action items and timeline

Accomplishments to date (including completion dates):

1. Finalize Work plan—9/19/2014
2. Email emergency addenda to all plan holders and revise addenda protocol-done June 2014 with another final FDM update in July 2015
3. Investigate BidExpress to answer questions so that engineers/plan holders do not call multiple times with the same issues.—Part of 1B project
4. Clarify expectations for contact person after advertisement.(September 2015 FDM update)
5. Send out project summary to original team members to close out project. (September 2015)

Short-term (next three months) action items / milestones (including estimated timeline for completion):

Long-term action items / milestones (including estimated timeline for completion):

**Summary: Addenda protocol was developed and updated in FDM 19-22-1. Question/Answer system is being developed under Project Plan 1B-Design Phase process/quality. The expectations for the contact person after advertisement was updated in FDM 19-10-15. Project is now considered closed.**

#### Project Timeline





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#### Metrics

**Proposed metrics, how to measure success [examples – please complete as appropriate to your project]**

1. Estimate Accuracy
2. Reduced Addenda
3. Reduced Change Order
4. DQI increased
5. CQI increased

#### Original Partners:

1B—Design Phase—design process/quality, estimating

- Don Greuel
- Wendy Arneson
- Ian Winger
- Scott Hintz
- Stephanie Christensen
- Doug Sina
- Tom Teske
- Chris Winiacki
- Craig Clements
- Rich Lamers
- Laura Shadewald

2—Bidding phase—bidding process

- David Layton
- Kurt Flierl
- Troy Gagner
- Gene Kussart
- Eric Johnson
- Matt Eslinger
- Bruce Cornell
- Dennis Maney
- Caleb Manske
- Scott Lawry