Bureau of Structures On-Time Submittal Improvement Form

Structure ID: *B-XX-XXXX*

PSE Date: *DD-MM-YYYY*

On-Time submittal date: *DD-MM-YYYY*

Date E-submitted: *DD-MM-YYYY*

Design Consultant Firm: Firm Name

Engineer of Record: Name of Engineer

Engineer of Record Phone: (XXX) XXX-XXXX

WisDOT Project Manager: Name of WisDOT Project Manager

Project Manager Phone: (XXX) XXX-XXXX

Submit this form when either situation occurs:

* If the first version of final plans are submitted after 2 months prior to PSE date.
* If any subsequent version of final plans are submitted after 2 months prior to PSE date. However, this form is not required when the re-submit is prompted by comments from the Consultant Review Unit of the Bureau of Structures.

This form is collected to determine the reasons for which final structure plan submittals are submitted less than 2 months before PS&E date. Please provide:

* **A detailed explanation of why this plan was submitted less than 2 months before PS&E date.**
* **An explanation of what could have been done differently to achieve a completed design that was submitted with the required two-month window prior to PSE.**

A good example of a detailed explanation/resolution is shown below.

*4 months prior to PSE, an alignment change was made that affected large portions of the design and plan production. This required extra effort by our design team that was not anticipated.*

*The change may have been able to be addressed if it weren’t for the fact that the alignment change also altered three other structures on the alignment that were also due 2 months from the date of the change.*

*Additionally, a similar occurrence happened at the time of the last PSE submittal deadline with some other structures. Because we had to reassign resources that were working on other projects at that time, it took away from resources and attention that the current PSE’s project deserved.*

*This delay may have been avoided with a more thorough preliminary alignment review in the earlier stages of design. It also may have been avoided with improved communication between roadway designers and structure designers.*