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DATE: 8/10/2010

TO: Consultant Bridge Design Staff

FROM: William C. Dreher, P.E.
 Chief Structures Design Engineer
 Bureau of Structures

SUBJECT: ****REMINDER**** - WisDOT Review of Consultant Prepared Structure Plans

A letter dated 6/1/2010 was sent to you indicating that the Bureau of Structures (BOS) is requiring that all consultant design firms that provide structure design services for WisDOT, must have their own customized QA/QC plan and procedures and that an electronic copy of the QA/QC plan and procedures must be submitted to BOS **by 9/1/2010**.

If your firm has already submitted the QA/QC plan and procedures, please disregard this letter. If your firm has not submitted the plan and procedures, please do so as soon as possible. **If BOS does not receive your firm's QA/QC plan and procedures by 9/1/2010**, we will notify WisDOT's Consultant Section that your firm has not met the requirements and that **no structure work is to be issued to your firm** until the QA/QC plan and procedures are submitted. Please contact Mike Williams immediately if you feel that there are legitimate circumstances preventing your firm from submitting the plan and procedures by 9/1/2010.

Please send an electronic copy of your QA/QC plan and procedures to Mike Williams at: michael.williams@dot.wi.gov

If you have any questions, please contact one of the following staff members from the Consultant Review, Contracting & Hydraulics Unit:

Dave Genson	Unit Supervisor	608-266-8491
Mike Williams	Consultant Bridge Project Engineer	608-266-5089
Kristin Revello	Consultant Bridge Project Engineer	608-266-5090
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