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Date: 3/2/16

TO: WISCONSIN DOT STAFF AND CONSULTANT  
STRUCTURE DESIGN STAFF

FROM: WILLIAM C. DREHER, P.E.  
STRUCTURES DESIGN CHIEF  
BUREAU OF STRUCTURES

SUBJECT: ON-TIME SUBMITTAL OF FINAL STRUCTURE  
PLANS AND NEW STRUCTURE SURVEY REPORT  
TRAINING MATERIALS

#### On-Time Submittal of Final Structure Plans

At this point in time, BOS is receiving only 71% of consultant-designed final plans by the two-month prior to PSE deadline (PSE-2 month deadline). Not receiving nearly 30% of final structure plans by the deadline seriously hinders BOS' ability to select which plans are to be reviewed. This also compresses the window of time in which the unit can complete the review and increases the potential to jeopardize project delivery.

The Bureau of Structures (BOS) is implementing a new policy requiring the submittal of an additional form (On-Time Submittal Improvement Form) when final structure-plan submittals are E-submitted after the PSE-2 month deadline. By collecting information in this On-Time Submittal Improvement Form, BOS will be able to sensibly assemble and categorize the reasons for past-deadline submittals. When a sufficient amount of data has been gathered, BOS may be able to make suggestions to Region and Consultant personnel to improve performance relative to the PSE-2 month deadline.

The form is available at the Plan Submittal page of BOS' website.

The URL is: <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/plan-submittal.aspx>

**Effective immediately**, consultant personnel are required to Esubmit an On-Time Submittal Improvement Form in the "Other" category if either of the two following situations occurs:

- If the first version of a final structure plan is submitted after the PSE-2 month deadline.
- If any version of a final structure plan is re-submitted after the PSE-2 month deadline. However this form is not required when the re-submit is prompted by comments from the Consultant Review Unit. This form also is not necessary when submitting addenda or post-let revisions.

Staff in BOS is available at any time and is happy to discuss any questions or concerns.

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|-------------------|--|--------------|
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#### New Structure Survey Training Materials

New Structure Survey Report (SSR) training materials are complete and ready for your use. WisDOT Bureau of Structures (BOS) has produced a series of ten instructional videos, an updated SSR Manual which provides clarification of information requested on the forms, as well as examples of completed SSRs and supporting materials. The materials are available via the BOS website here: <http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/survey.aspx> and will reside there for future reference as needed.

The new SSR material has also been incorporated into an online **WisDOT LearnCenter** training course titled "**WisDOT SSR Training**", and is now available as training for WisDOT staff.