

Structures Design Section
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BUREAU OF STRUCTURES

Tony Evers, Governor
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DATE: 12/3/2025

TO: Consultant Structure Design Staff

FROM: Aaron M. Bonk, P.E.
Chief Structures Design Engineer
Bureau of Structures

SUBJECT: QC/QA Plan Requirement Reminders and Staff Updates

QC/QA Plan Requirement Reminders:

On June 20, 2019, a [Structures Policy Memo](#) was distributed to the Bridge Manual list and posted on the [BOS website](#) outlining the QC/QA plan requirements for consultants seeking acceptance to the WisDOT [BOS Eligible Structural Consultants](#) list. That memo also requested that updated plans be submitted to BOS for review and record-keeping.

According to the WisDOT Bridge Manual section 6.5, all consultant firms must periodically review and update their QC/QA plans, at least every five years, or sooner if there are changes in personnel, processes, procedures, or upon BOS request. In line with this, **BOS requests that all consultant firms review their current QC/QA plans and submit an updated electronic copy by January, 30, 2026.** Please email your updated plan to Jonathon Resheske at jonathon.resheske@dot.wi.gov.

Additionally, we encourage your firm to ensure all staff fully understands your QC/QA plan requirements to minimize oversights in structural PS&E deliverables. Please note that the BOS Consultant Review Unit conducts risk-based reviews of final plan submittals and does not review every submittal. The role of the BOS Consultant Review Unit is program-wide Quality Assurance, while Quality Control and Quality Assurance for each structure design project remains the responsibility of the consulting firm. Final PS&E documents shall be e-submitted to BOS as complete and ready for BOS signature, and for inclusion in the overall PS&E package for advertisement.

If you have any questions regarding these requirements, please contact Najoua Ksontini, Unit Supervisor, at 608-266-2657, or myself at 608-261-0261.

Consultant Review Unit Staff Updates:

The WisDOT BOS Consultant Review Unit has recently undergone some staff changes. If you have design or plan review questions, please contact one of the following staff members:

Najoua Ksontini	Unit Supervisor	608-266-2657
Ruth Coisman	Consultant Structures Project Engineer (Preliminary Plans)	608-246-3865
Jon Resheske	Consultant Structures Project Engineer (Final Plans)	608-266-8491