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TO: CONSULTANT STRUCTURE DESIGN STAFF

FROM: WILLIAM C. DREHER, P.E.  
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SUBJECT: WisDOT STRUCTURE PLANS

The Wisconsin Department of Transportation (WisDOT) Bureau of Structures (BOS) is implementing a new process for making changes to structure plans via addenda, which is described below. In addition, there are a number of important reminders and updates regarding structure plan revisions, structure plan insert sheets and borders, rating files and plan submittals outlined below.

#### **Revisions to Structure Plans**

- Plan Sheet Revision Box
  - Changes to structure plans after PS&E submittal, but **before the project has been advertised** for bidding do not require the revision box on the plan sheets to be filled out. These changes must be coordinated with the Bureau of Project Development plans examiner, the Special Provisions Engineer (Angie Clary) and Kristin Revello in BOS.
  - Changes to structure plans **after the project has been advertised** for bidding must have the revision box filled out on the affected plan sheets.
- Addenda Process
  - In order to ensure that BOS is aware of all structure plan changes made through addenda, and that these changes are captured in the Highway Structures Information System (HSI), the following is required:
    - Kristin Revello in BOS must be contacted when a structure plan change occurs after the project is advertised for bidding.
    - All changes to structure plans **MUST** be handled thru revised plan sheets. Simply noting changes in the addendum document itself is not adequate.
  - The latest an addendum can be issued (without BPD approval) is two Thursdays prior to the Let date.
  - The addenda process must be coordinated through the region (typically the Project Manager, or Management Consultant for local projects), who is responsible for submitting the Addendum Development Form, seeking permission from the Bureau of Project Development (BPD) and BOS to prepare an addendum for a project.
  - For structure plan addenda:
    - Create an Adobe Portable Document Format (PDF) file that contains only the revised plan sheets. The plan sheets must be produced as 11 x 17-inch PDF files.
    - Fill out the revision box on each revised plan sheet and highlight the changes using symbols, "clouds", etc.
    - The Engineer of Record must stamp, sign and date EACH revised plan sheet.
    - Submit the revised plan sheets via eSubmit.
    - I (or my designee) will sign each revised sheet as an "acceptance" and notify BPD's Proposal Management Section that the addendum plan sheets are available.
    - BOS will place the revised plan sheets in HSI for future reference.

- Revisions after the contract is awarded (Let)
  - Create a PDF file that contains only the revised plan sheets. The plan sheets must be produced as 11 x 17-inch PDF files.
  - Fill out the revision box on each revised plan sheet and highlight the changes using symbols, “clouds”, etc.
  - The Engineer of Record must stamp, sign and date each revised plan sheet.
  - Submit the revised plan sheets via eSubmit.
  - Each sheet will be stamped “Accepted” by BOS.
  - BOS will send the accepted plan sheets to appropriate project staff and place the plan sheets in HSI for future reference.

### **Insert Sheets**

Structure plan insert sheets are available in at:

[http://on.dot.wi.gov/dtid\\_bos/extranet/structures/LRFD/LRFDinserts.htm](http://on.dot.wi.gov/dtid_bos/extranet/structures/LRFD/LRFDinserts.htm).

The use of insert sheets is not mandatory, however it is recommended and all information shown on the insert sheets must be included in your plans.

### **Border Sheets**

All structure plans **must** use BOS' current border sheets which are available at:

[http://on.dot.wi.gov/dtid\\_bos/extranet/structures/cadd-files.htm](http://on.dot.wi.gov/dtid_bos/extranet/structures/cadd-files.htm).

Structure plans submitted with out-of-date border sheets will not be accepted.

### **Rating Input Files**

LRFD Slab and Prestress Input files must be submitted with plans. These Excel files are part of BOS' automated rating process and it is critical that they are filled out correctly. Two examples that detail how to fill out the forms are now available at:

[http://on.dot.wi.gov/dtid\\_bos/extranet/structures/LRFD/PlanSubmittalIndex.htm](http://on.dot.wi.gov/dtid_bos/extranet/structures/LRFD/PlanSubmittalIndex.htm)

### **Final Structure Plan Submittals**

As you know, complete, stamped, signed and dated final structure plans and associated documents must be submitted at least 2 months prior to PS&E. BOS' evaluation of your performance will consider whether or not the final plans were submitted on time.

### **Preliminary Structure Plan Submittals**

Preliminary structure plans must be submitted to allow a minimum of 30 days for BOS review.

### **List of Drawings**

It is preferred that the List of Drawings (index) be placed on the first sheet of the plans, but if it is on a different sheet then that sheet must be stamped, signed and dated in addition to the first sheet.