

ABBREVIATIONS USED IN FDM CHAPTER 19

ADA - Americans with Disabilities Act
AFE - Authority of Expenditure
ASP – Additional Special Provision
BHO – Bureau of Highway Operations
BOS – Bureau of Structures
BPD – Bureau of Project Development
BSHP – Bureau of State Highway Programs
BTLRRH – Bureau of Transit, Local Roads, Railroads and Harbors
BTO - Bureau of Traffic Operations
BTS – Bureau of Technical Services
BTS-EPDS – Bureau of Technical Services - Environmental Process and Documentation Section
BTS-ESS - Bureau of Technical Services - Environmental Services Section
BTS-RE – Bureau of Technical Services – Real Estate
CAiCE - Computer-Aided Civil Engineering
CEF – Cost Effectiveness Finding
CMM - Construction and Materials Manual
CO – Central Office
DBE - Disadvantaged Business Enterprise
DNR - Department of Natural Resources
DPI – Dots per Inch
DSR - Design Study Report
DTIM - Division of Transportation Investment Management
DWD - Department of Workforce Development
EDA - Economic Development Administration
FHWA – Federal Highway Administration
FOIA - Freedom of Information Act
HCCI - Highway Construction Contract Information
HPC - Highway Planning Committee
LFA – Local Force Account
LIP – Letting Implementation Plan
LPA - Local Public Agency
MQ - Miscellaneous Quantity
OPA - Office of Public Affairs
PD – Project Development
PD – Proposal Development
PDF - Portable Document Format
PDS - Project Development Section
PLE - Permanent Limited Easements
PLP – Proposal Letting Process
PM – Proposal Management
PPJ – Proprietary Product Justification
PPP – Proposal Preparation Process

PS&E – Plans, Specials and Estimate
QMP - Quality Management Program
QPRR - Quarterly PS&E's Received Report
REPM – Real Estate Program Manual
RHS - Railroads & Harbors Section
ROW – Right Of Way
RRPL - Railroad Protective Liability Insurance
SDD – Standard Detail Drawing
SHA - State Highway Agency
SHRM - State Highway Rehabilitation/Maintenance
SOI - Schedule of Items
SoRD - Summary of Review Documentation
STSP – Standardized Special Provision
TEA - Transportation Economic Assistance
TLE – Temporary Limited Easement
TMP - Transportation Management Plan
USR – Utility Status Report

Bureau of Project Development (BPD), Proposal Management Section, Contract Development, & Data Analysis Unit:

Role	Name	Phone Number	Email Address
Addendum, Requests to Change PS&E Date, FasTrak and Late PS&E Requests	Section mailbox	N/A	dotdtsdbpdproposalmanagementsection@dot.wi.gov
Special Provisions Reviewer, STSPs	Rielly O'Donnell	(608) 261-6116	rielly.odonnell@dot.wi.gov
Special Provisions Formatting, Assembling Proposals	Cindy Moy	(608) 266-1631	cindy.moy@dot.wi.gov

BPD, Design Standards and Oversight Section, Design Project Oversight Unit:

Region	Name	Phone Number	Email Address
NC	Dan Tyler	(608) 267-7945	daniel.tyler@dot.wi.gov
NE	Gary Corcoran	(608) 264-9426	gary.corcoran@dot.wi.gov
NW	Nick Uitenbroek	(608) 267-1866	nicholas.uitenbroek@dot.wi.gov
SE	Richard Herrick	(608) 266-8495	richard.herrick@dot.wi.gov
SE Mega Projects Design	Travis Buros	(608) 789-5702	travis.buros@dot.wi.gov
SW	Mike Banaszak	(608) 261-2559	michael.banaszak@dot.wi.gov

BPD, Construction Standards Oversight & Local Program Section, Division Major Projects and Construction Standards Unit:

Role	Name	Phone Number	Email Address
Alternative Contracting	Benjamin Thompson	(608) 246-3856	benjamin.thompson@dot.wi.gov
SE Freeways Construction Oversight	Brian DuPont	(414) 940-9652	brian.dupont@dot.wi.gov

BPD, Proposal Management Section, Proposal Development Unit:

Region	Name	Phone Number	Email Address
NE, NC	Cyle Haag	(608) 266-5563	cyle.haag@dot.wi.gov
SW, NW	Cyle Haag	(608) 266-5563	cyle.haag@dot.wi.gov
SE, N-S Fwy	Cyle Haag	(608) 266-5563	cyle.haag@dot.wi.gov

Bureau of Traffic Operations (BTO), Traffic Systems and Management Section, Traffic Systems Unit:

Role	Name	Phone Number	Email Address
Traffic Signals	David Karnes	(414) 220-6804	david.karnes@dot.wi.gov
ITS	Ahmet Demirbilek	(414) 220-6801	ahmet.demirbilek@dot.wi.gov
Electrical	Ahmet Demirbilek	(414) 220-6801	ahmet.demirbilek@dot.wi.gov

BTO, Traffic Engineering and Safety Section, Traffic Design Unit:

Role	Name	Phone Number	Email Address
Marking	Jeannie Silver	(608) 246-4508	jeannie.silver@dot.wi.gov
Signing	Ryan Mayer	(608) 246-3810	ryan.mayer@dot.wi.gov
Work Zone	Andrew Heidtke	(414) 322-4185	andrew.heidtke@dot.wi.gov

Bureau of Highway Maintenance, Highway Maintenance and Roadside Management Section:

Role	Name	Phone Number	Email Address
Pre and Post-PS&E, Veg. Management	Mark Polega	(608) 266-6791	mark.polega@dot.wi.gov
Pre and Post-PS&E, Veg. Management	Christa Schaefer	(608) 266-3943	christa.schaefer@dot.wi.gov

Bureau of Technical Services, Environmental Service Section and Environmental Process & Documentation Section:

Role	Name	Phone Number	Email Address
Native Vegetation/Wetlands	Alyssa Barrette	(608) 266-1017	alyssa.barrette@dot.wi.gov
Asbestos/Hazardous Materials	Shar TeBeest	(608) 266-1476	sharlene.tebeest@dot.wi.gov
Archeological Sites	Lynn Cloud	(608) 266-0099	lynn.cloud@dot.wi.gov
Air Quality and Noise	Joel Brown	(608) 261-0137	joel.brown@dot.wi.gov

Utility Example

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ID: 5100-07-71	Contract ID: 20131112004	Contract Type: LET	FHWA Oversight: NO	SWB Cleared: No
Title: CASHTON-ONTARIO	Federal ID: WISC 2013458	Region: SW	County: MONROE	Region Cleared: No
Limits: CASHTON ELY TO BRUSH CREEK BRIDGE	Concept: RECONDITION	Route: STH 33	Status: A	PSE Date: 05/01/2013
Manager: VANDER WIELEN, ANTHO	Supervisor: GREGAS III, JOSEPH A	Leader:		

[Back](#) [Edit](#)**Subject Area:** UTL**Subject:** UTLs not acquired**Author:** Gary Jackson**Add Date:** 04/29/2013

Note: There have been some late plan changes that require utility redesign and cost revisions to 2 utility estimates. Time has also been included for DOT CO Utility Section review time. All parcels are expected to be acquired by 6-28-13. Gary Jackson 4-26-13.

Questions about the content of this page:

Contact Name: [WisDOT Computer Help Desk](#) 1-800-362-3050

UTL Exceptions

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ID: 5100-07-71	Contract ID: 20131112004	Contract Type: LET	FHWA Oversight: NO	SWB Cleared: No
Title: CASHTON-ONTARIO	Federal ID: WISC 2013458	Region: SW	County: MONROE	Region Cleared: No
Limits: CASHTON ELY TO BRUSH CREEK BRIDGE	Concept: RECONDITION	Route: STH 33	Status: A	PSE Date: 05/01/2013
Manager: VANDER WIELEN, ANTHO	Supervisor: GREGAS III, JOSEPH A	Leader:		

UTILITY EXCEPTION:

Clear Utility Exception	Exception Recommendation By: Julie DeBauche	Anticipated Completion Date: 09/19/2013
Clear Exception		Exception: If Set Now Cleared? false

Reason exception is required:	Parcel(s) not clear for letting <small>There have been some late plan changes that require utility redesign and cost revisions to 2 utility estimates. Time has also been included for DOT CO Utility Section review time. All parcels are expected to be acquired by 6-28-13. Gary Jackson</small>
Reason exception is required:	None
Reason exception is required:	None
Reason exception is required:	None

[Save Response](#)

Mitigation step required:	None
---------------------------	------

[Save Information](#)

Approvals:

TSS Review Approval	Exception Approval By:	Exception Approval Date:
PDS Review Approval	Exception Approval By:	Exception Approval Date:
RTS Approval	Exception Approval By:	Exception Approval Date:

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ID: 1060-33-72	Contract ID: 20130910002	Contract Type: LET	FHWA Oversight: YES	SWB Cleared: No
Title: ZOO IC, WATERTOWN PLANK INTERCHANGE	Federal ID: WISC 2013420	Region: SE	County: MILWAUKEE	Region Cleared: No
Limits: WATERTOWN PLANK INTERCHANGE	Concept: CONST/BRIDGE REPLACEMENT	Route: USH 45	Status: A	PSE Date: 05/01/2013
Manager: FUERL, KURT G	Supervisor: ROSELLE, JASON M	Leader:		

[Back](#) [Edit](#)**Subject Area:** UTL**Subject:** Parcels to acquire, final usr required**Author:** Julie DeBauche**Add Date:** 07/09/2013**Note:** Parcels to acquire, Final USR required. JD 7/9/2013

Questions about the content of this page:

Contact Name : [WisDOT Computer Help Desk](#) 1-800-362-3050

UTL Exceptions

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ID: 1060-33-72	Contract ID: 20130910002	Contract Type: LET	FHWA Oversight: YES	SWB Cleared: No
Title: ZOO IC, WATERTOWN PLANK INTERCHANGE	Federal ID: WISC 2013420	Region: SE	County: MILWAUKEE	Region Cleared: No
Limits: WATERTOWN PLANK INTERCHANGE	Concept: CONST/BRIDGE REPLACEMENT	Route: USH 45	Status: A	PSE Date: 05/01/2013
Manager: FUERL, KURT G	Supervisor: ROSELLE, JASON M	Leader:		

UTILITY EXCEPTION:

Clear Utility Exception	Exception Recommendation By:	Sandra Ratz	Anticipated Completion Date:	09/19/2013
Clear Exception			Exception: If Set Now Cleared?	false

Reason exception is required:	<input type="text" value="E61"/> <small>There have been some data plan changes that require utility redesign and need coordination for 1 utility notification. Time has been allocated for 100% SWB Utility Exception review. Note: All permits are required to be completed by 1-2-13. Every Section.</small>
Reason exception is required:	<input type="text" value="None"/> <input type="text"/>
Reason exception is required:	<input type="text" value="None"/> <input type="text"/>
Reason exception is required:	<input type="text" value="None"/> <input type="text"/>

[Save Reason](#)

Mitigation step required:	<input type="text" value="None"/> <input type="text"/>
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[Save Mitigation](#)

Approvals:

TSS Review Approval	Exception Approval By:	Claudia Peterson	Exception Approval Date:	06/27/2013
PDS Review Approval	Exception Approval By:	Roberto Gutierrez	Exception Approval Date:	06/27/2013
RTS Approval	Exception Approval By:		Exception Approval Date:	

Real Estate Examples

Project View Note Details - Windows Internet Explorer

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Project View Note Details

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ID: 3042-00-73	Contract ID: 20131210002	Contract Type: LET	FHWA Oversight: NO	SWB Cleared: No
Title: LOWELL - HARTFORD	Federal ID: WISC 2013507	Region: SW	County: DODGE	Region Cleared: Yes
Limits: CTH P INTERSECTION	Concept: CONST OPS/INTERSECTION IMPROVEMENTS	Route: STH 60	Status: A	PSE Date: 08/01/2013
Manager: BALACHANDRAN, LALITH	Supervisor: STROBEL JR, WILLIAM	Leader:		

Back Edit

Subject Area: RE
Subject: RW Cert
Author: James Kuehn
Add Date: 07/30/2013
Note: Right of way Cert Status 1 was sent to Lalitha Balachandran, SW Region Project Manager on 7/31/13. Jim Kuehn

Questions about the content of this page.
Contact Name: WisDOT Computer Help Desk 1-800-362-3050

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RE Exceptions - Windows Internet Explorer

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ID: 1206-07-78	Contract ID: 20131112014	Contract Type: LET	FHWA Oversight: YES	SWB Cleared: No
Title: MOUNT HOREB - MADISON	Federal ID: WISC 2013495	Region: SW	County: DANE	Region Cleared: No
Limits: RAYMOND RD TO MADISON BELTLINE	Concept: CONST OPS/RECSTE	Route: USH 18	Status: A	PSE Date: 08/01/2013
Manager: CHASE, WAYNE R	Supervisor: STEINER, JOHN J	Leader:		

REAL ESTATE EXCEPTION

Create RE Exception	Exception Recommendation By: James Kuehn	Anticipated Completion Date: 09/16/2013
Clear RE Exception		Exception: If Set Now Cleared? false
Reason exception is required:	<input type="text" value="Parcels are not acquired yet"/> <input type="text" value="7/31/13 Parcel 29 not acquired. Purchase agreement being signed. Closing or Award no later than September 16th before the scheduled Ad Meeting date of October 1, 2013. James"/>	
Reason exception is required:	<input type="text" value="None"/>	
Reason exception is required:	<input type="text" value="None"/>	

Done

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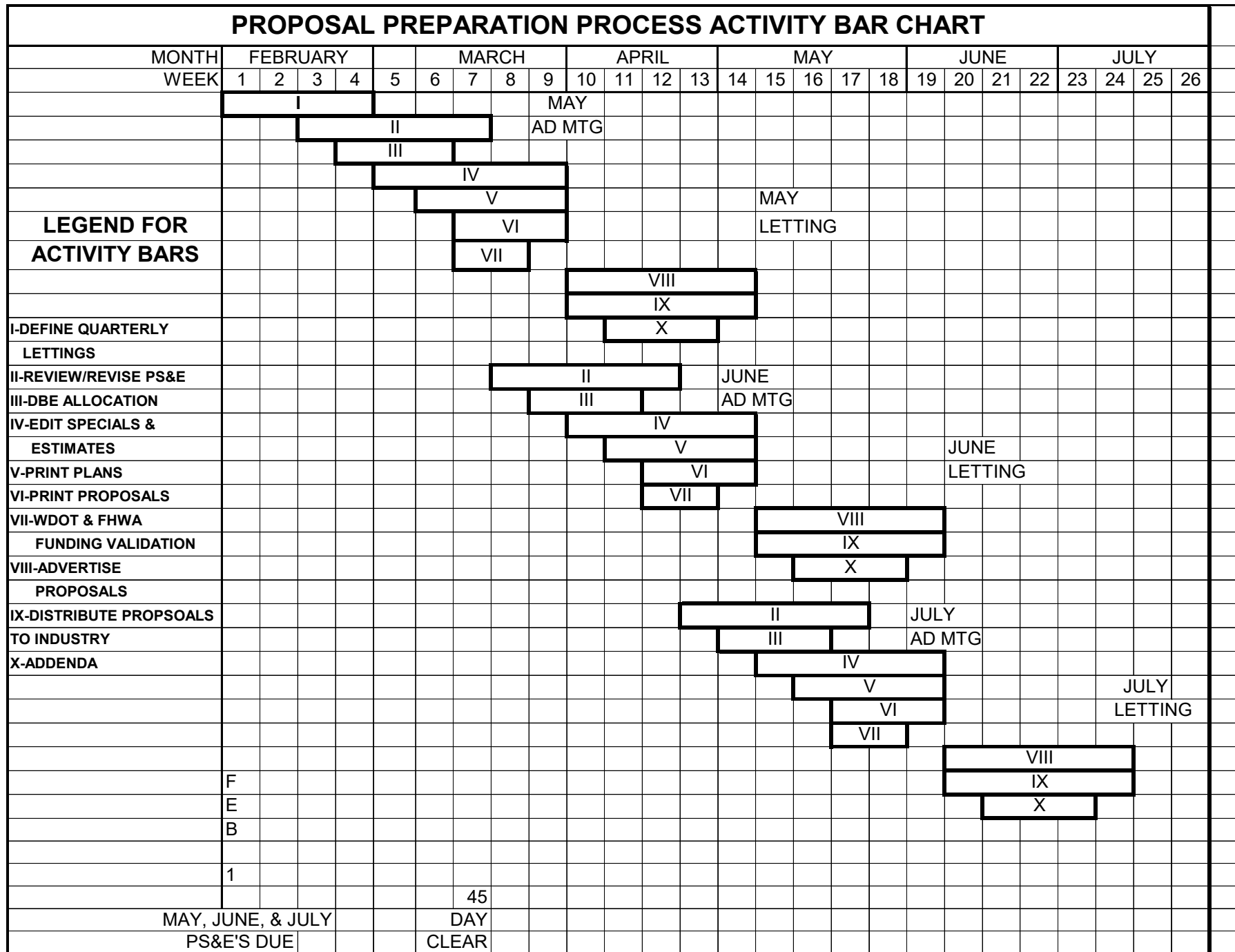
Letting Date	PSE Due	PSE Submitted To FHWA	AD Meeting	Ad on WISDOT Internet Site
Tuesday				
Nov 14, 23 Dec 12, 23 Jan 9, 24 2024 Feb 13, 24 Mar 12, 24 Apr 9, 24	Aug 1 Nov 1	Sep 18, 23 Oct 16, 23 Nov 13, 23 Dec 18, 23 Jan 16, 24 Feb 12, 24	Oct 3, 23 Oct 31, 23 Nov 28, 23 Jan 2, 24 Jan 30, 24 Feb 27, 24	Oct 10, 23 Nov 7, 23 Dec 5, 23 Jan 9, 24 Feb 6, 24 Mar 5, 24
May 14, 24 Jun 11, 24 Jul 9, 24 - Aug 13, 24 Sep 10, 24 Oct 8, 24 - Nov 12, 24 Dec 10, 24 Jan 14, 25 2025 Feb 11, 25 Mar 11, 25 Apr 8, 25	2024 Feb 1 May 1 Aug 1 Nov 1	Mar 18, 24 Apr 15, 24 May 13, 24 Jun 17, 24 Jul 15, 24 Aug 12, 24 Sep 16, 24 Oct 14, 24 Nov 18, 24 Dec 16, 24 Jan 13, 25 Feb 10, 25	Apr 2, 24 Apr 30, 24 May 28, 24 Jul 2, 24 Jul 30, 24 Aug 27, 24 Oct 1, 24 Oct 29, 24 Dec 3, 24 Jan 2, 25 Jan 28, 25 Feb 25, 25	Apr 9, 24 May 7, 24 Jun 4, 24 Jul 9, 24 Aug 6, 24 Sep 3, 24 Oct 8, 24 Nov 5, 24 Dec 10, 24 Jan 7, 25 Feb 4, 25 Mar 4, 25
May 13, 25 Jun 10, 25 Jul 8, 25 - Aug 12, 25 Sep 9, 25 Oct 14, 25 Nov 11, 25 Dec 9, 25 Jan 13, 26 2026 Feb 10, 26 Mar 10, 26 Apr 14, 26	2025 Feb 1 May 1 Aug 1 Nov 1	Mar 17, 25 Apr 14, 25 May 12, 25 Jun 16, 25 Jul 14, 25 Aug 18, 25 Sep 15, 25 Oct 13, 25 Nov 17, 25 Dec 15, 25 Jan 12, 26 Feb 16, 26	Apr 1, 25 Apr 29, 25 May 27, 25 Jul 1, 25 Jul 29, 25 Sep 2, 25 Sep 30, 25 Oct 28, 25 Dec 2, 25 Dec 30, 25 Jan 27, 26 Mar 3, 26	Apr 8, 25 May 6, 25 Jun 3, 25 Jul 8, 25 Aug 5, 25 Sep 9, 25 Oct 7, 25 Nov 4, 25 Dec 9, 25 Jan 6, 26 Feb 3, 26 Mar 10, 26

Letting Date	PSE Due	PSE Submitted To FHWA	AD Meeting	Ad on WISDOT Internet Site
May 12, 26 Jun 9, 26 Jul 14, 26	2026 Feb 1	Mar 16, 26 Apr 13, 26 May 18, 26	Mar 31, 26 Apr 28, 26 Jun 2, 26	Apr 7, 26 May 5, 26 Jun 9, 26
- Aug 11, 26 Sep 15, 26 * Oct 13, 26	May 1	Jun 15, 26 Jul 20, 26 Aug 17, 26	Jun 30, 26 Aug 4, 26 Sep 1, 26	Jul 7, 26 Aug 11, 26 Sep 8, 26
Nov 10, 26 Dec 8, 26 Jan 12, 27	Aug 1	Sep 14, 26 Oct 12, 26 Nov 16, 26	Sep 29, 26 Oct 27, 26 Dec 1, 26	Oct 6, 26 Nov 3, 26 Dec 8, 26
2027 Feb 9, 27 Mar 9, 27 Apr 13, 27	Nov 1	Dec 14, 26 Jan 11, 27 Feb 15, 27	Dec 29, 26 Jan 26, 27 Mar 2, 27	Jan 5, 27 Feb 2, 27 Mar 9, 27
May 11, 27 Jun 8, 27 Jul 13, 27	2027 Feb 1	Mar 15, 27 Apr 12, 27 May 17, 27	Mar 30, 27 Apr 27, 27 Jun 1, 27	Apr 6, 27 May 4, 27 Jun 8, 27
- Aug 10, 27 Sep 14, 27 Oct 12, 27	May 1	Jun 14, 27 Jul 19, 27 Aug 16, 27	Jun 29, 27 Aug 3, 27 Aug 31, 27	Jul 6, 27 Aug 10, 27 Sep 7, 27
- Nov 9, 27 Dec 14, 27 Jan 11, 28	Aug 1	Sep 13, 27 Oct 18, 27 Nov 15, 27	Sep 28, 27 Nov 2, 27 Nov 30, 27	Oct 5, 27 Nov 9, 27 Dec 7, 27
2028 Feb 8, 28 Mar 14, 28 Apr 11, 28	Nov 1	Dec 13, 27 Jan 18, 28 Feb 14, 28	Dec 28, 27 Feb 1, 28 Feb 29, 28	Jan 4, 28 Feb 8, 28 Mar 7, 28
May 9, 28 Jun 13, 28 Jul 11, 28	2028 Feb 1	Mar 13, 28 Apr 17, 28 May 15, 28	Mar 28, 28 May 2, 28 May 30, 28	Apr 4, 28 May 9, 28 Jun 6, 28
- Aug 8, 28 Sep 12, 28 Oct 10, 28	May 1	Jun 12, 28 Jul 17, 28 Aug 14, 28	Jun 27, 28 Aug 1, 28 Aug 29, 28	Jul 5, 28 Aug 8, 28 Sep 5, 28

Letting Date	PSE Due	PSE Submitted To FHWA	AD Meeting	Ad on WISDOT Internet Site
<div> <div>-</div> <div>Nov 14, 28</div> <div>Dec 12, 28</div> <div>Jan 9, 29</div> </div> <div> <div>2029</div> <div>Feb 13, 29</div> <div>Mar 13, 29</div> <div>Apr 10, 29</div> </div>	<div>Aug 1</div> <div>Nov 1</div>	<div> <div>Sep 18, 28</div> <div>Oct 16, 28</div> <div>Nov 13, 28</div> </div> <div> <div>Dec 18, 28</div> <div>Jan 16, 29</div> <div>Feb 12, 29</div> </div>	<div> <div>Oct 3, 28</div> <div>Oct 31, 28</div> <div>Nov 28, 28</div> </div> <div> <div>Jan 2, 29</div> <div>Jan 30, 29</div> <div>Feb 27, 29</div> </div>	<div> <div>Oct 10, 28</div> <div>Nov 7, 28</div> <div>Dec 5, 28</div> </div> <div> <div>Jan 9, 29</div> <div>Feb 6, 29</div> <div>Mar 6, 29</div> </div>
<div> <div>May 8, 29</div> <div>Jun 12, 29</div> <div>Jul 10, 29</div> </div> <div> <div>-</div> <div>Aug 14, 29</div> <div>Sep 11, 29</div> <div>Oct 9, 29</div> </div> <div> <div>Nov 13, 29</div> <div>Dec 11, 29</div> <div>Jan 8, 30</div> </div> <div> <div>2030</div> <div>Feb 12, 30</div> <div>Mar 12, 30</div> <div>Apr 9, 30</div> </div>	<div> <div>2029</div> <div>Feb 1</div> </div> <div>May 1</div> <div>Aug 1</div> <div>Nov 1</div>	<div> <div>Mar 12, 29</div> <div>Apr 16, 29</div> <div>May 14, 29</div> </div> <div> <div>Jun 18, 29</div> <div>Jul 16, 29</div> <div>Aug 13, 29</div> </div> <div> <div>Sep 17, 29</div> <div>Oct 15, 29</div> <div>Nov 12, 29</div> </div> <div> <div>Dec 17, 29</div> <div>Jan 14, 30</div> <div>Feb 11, 30</div> </div>	<div> <div>Mar 27, 29</div> <div>May 1, 29</div> <div>May 29, 29</div> </div> <div> <div>Jul 3, 29</div> <div>Jul 31, 29</div> <div>Aug 28, 29</div> </div> <div> <div>Oct 2, 29</div> <div>Oct 30, 29</div> <div>Nov 27, 29</div> </div> <div> <div>Jan 2, 30</div> <div>Jan 29, 30</div> <div>Feb 26, 30</div> </div>	<div> <div>Apr 3, 29</div> <div>May 8, 29</div> <div>Jun 5, 29</div> </div> <div> <div>Jul 10, 29</div> <div>Aug 7, 29</div> <div>Sep 4, 29</div> </div> <div> <div>Oct 9, 29</div> <div>Nov 6, 29</div> <div>Dec 4, 29</div> </div> <div> <div>Jan 8, 30</div> <div>Feb 5, 30</div> <div>Mar 5, 30</div> </div>
<div> <div>-</div> <div>May 14, 30</div> <div>Jun 11, 30</div> <div>Jul 9, 30</div> </div> <div> <div>-</div> <div>Aug 13, 30</div> <div>Sep 10, 30</div> <div>Oct 8, 30</div> </div> <div> <div>-</div> <div>Nov 12, 30</div> <div>Dec 10, 30</div> <div>Jan 14, 31</div> </div> <div> <div>2031</div> <div>Feb 11, 31</div> <div>Mar 11, 31</div> <div>Apr 8, 31</div> </div>	<div> <div>2030</div> <div>Feb 1</div> </div> <div>May 1</div> <div>Aug 1</div> <div>Nov 1</div>	<div> <div>Mar 18, 30</div> <div>Apr 15, 30</div> <div>May 13, 30</div> </div> <div> <div>Jun 17, 30</div> <div>Jul 15, 30</div> <div>Aug 12, 30</div> </div> <div> <div>Sep 16, 30</div> <div>Oct 14, 30</div> <div>Nov 18, 30</div> </div> <div> <div>Dec 16, 30</div> <div>Jan 13, 31</div> <div>Feb 10, 31</div> </div>	<div> <div>Apr 2, 30</div> <div>Apr 30, 30</div> <div>May 28, 30</div> </div> <div> <div>Jul 2, 30</div> <div>Jul 30, 30</div> <div>Aug 27, 30</div> </div> <div> <div>Oct 1, 30</div> <div>Oct 29, 30</div> <div>Dec 3, 30</div> </div> <div> <div>Jan 2, 31</div> <div>Jan 28, 31</div> <div>Feb 25, 31</div> </div>	<div> <div>Apr 9, 30</div> <div>May 7, 30</div> <div>Jun 4, 30</div> </div> <div> <div>Jul 9, 30</div> <div>Aug 6, 30</div> <div>Sep 3, 30</div> </div> <div> <div>Oct 8, 30</div> <div>Nov 5, 30</div> <div>Dec 10, 30</div> </div> <div> <div>Jan 7, 31</div> <div>Feb 4, 31</div> <div>Mar 4, 31</div> </div>

Letting Date	PSE Due	PSE Submitted To FHWA	AD Meeting	Ad on WISDOT Internet Site
- May 13, 31 Jun 10, 31 Jul 8, 31	2031 Feb 1	Mar 17, 31 Apr 14, 31 May 12, 31	Apr 1, 31 Apr 29, 31 May 27, 31	Apr 8, 31 May 6, 31 Jun 3, 31
- Aug 12, 31 Sep 9, 31 Oct 14, 31	May 1	Jun 16, 31 Jul 14, 31 Aug 18, 31	Jul 1, 31 Jul 29, 31 Sep 2, 31	Jul 8, 31 Aug 5, 31 Sep 9, 31

* Third Tuesday due to Labor day.



PROJECT LETTING PROCESS FOR FISCAL YEAR "X"

Fiscal Year	Month	EVENTS
"X minus 2"	May June	Start Development of Preliminary LIP for FY "X."
"X minus 1"	July	Jul 15: Preliminary LIP for FY "X" due in CO.
	August September October	Oct 1: LIP for FY "X" completed.
	November December January	Feb 1: PS&Es for May and June of FY "X minus 1" and July of FY "X" due in CO.
	February March April	
	May June July	May 1: PS&Es for August, September, and October of FY "X" due in CO.
"X"	August September October	Aug. 1: PS&Es for November, December, and January of FY "X" due in CO.
	November December January	Nov. 1: PS&Es for February, March, and April of FY "X" due in CO.
	February March April	Feb. 1: PS&Es for May and June of FY "X" and July of FY "X plus 1" due in CO.
	May June July	
"X plus 1"	July	

This table shows only those events associated with a hypothetical fiscal year "X." Activities for the previous year and subsequent year would overlap into this schedule.

SCHEDULE FOR ESTABLISHING ANNUAL (LIP)

Error! Bookmark not defined. Date	Activity	Responsibility
By 5/1	Establish annual FY program levels	HPC & BSHP*
By 5/1	Publish statewide and region program levels and advise regions to adjust their programs accordingly.	PLP Committee
Start 5/1	Adjust programs to match authorized levels	Regions
By 6/1	Establish local programs	BSHP
6/1 - 7/15	Verify project delivery schedule. Based on PS&E ready date assign project to month and quarter to be let. Verify cost estimate. Verify major quantities.	Regions
By 7/15	Schedules copied Submit preliminary LIP to CO committee	BSHP & Regions
7/15 - 9/1	Compile monthly and quarterly let list, costs and quantities. Verify compliance with monthly and quarterly targets. Verify funding availability. Determine need for revisions.	PLP Committee
9/1 - 10/1	Solicit needed revisions and revise schedules to meet/satisfy various goals.	PLP Committee & Regions
By 10/1	Establish and publish LIP	PLP Committee

Sample Letting Restriction List

Date: 04/30/96

From:

To: David Dettmann

DETTMD - HFRC

Subject: Letting Restriction List, Dist _____

This list identifies certain FY _____ projects that must be restricted to a particular letting and provides the reason for the restrictions.

Project ID #	Month of Letting	Reason for the Restriction (see below)
-----	-----	-----
XXXX-XX-XX	Jan '97	#1
YYYY-YY-YY	Feb '97	#4
ZZZZ-ZZ-ZZ	Feb '97	#5, road must be open before school year starts.

#1 = Latest date to permit construction completion in calendar year.
#2 = Project sequencing; future projects depend upon timing of this one.
#3 = Provides lead time for delivery of steel or other materials.
#4 = Construction time for delivery of steel or other materials.
#5 = Permit opening to traffic by key date (explain).
#6 = Local commitments (explain).
#7 = Other (explain).

CUMULATIVE MONTHLY GOALS

	Allowable Range	
Letting Month	Percent of Annual Let Goal	Example based on \$1 Billion Annual Let Goal (in Millions)
July	2 - 12%	\$20 - 120
August	4 - 16%	\$40 - 160
September	6 - 20%	\$60 - 200
October	12 - 24%	\$120 - 240
November	24 - 35%	\$240 - 350
December	39 - 49%	\$390 - 490
January	52 - 62%	\$520 - 620
February	66 - 73%	\$660 - 730
March	80 - 87%	\$800 - 870
April	87 - 93%	\$870 - 930
May	93 - 97%	\$930 - 970
June	99 - 101%	\$970-1010

Wisconsin Department of Transportation

Duration	Project Specific Information
<input checked="" type="checkbox"/> Project Specific <input type="checkbox"/> Statewide Certification (5 yrs maximum) Specify dates: From: To:	Project ID and Title

Product(s)/Material(s) and Name of Manufacturer:

Product Justification (Provide a short description of the justification for the proposed proprietary application in the context of FDM 19-1-5.2. Use no more than the space below, min. 9pt. font):

**Region Chief for region non-local project or
Region Project Manager for region local
program project or
Bureau Chief for Statewide: (signature)**

Name

Date

Selecting a Contract Type

