|  |
| --- |
| **Project I.D.:** Click or tap here to enter text. |
| **Federal Project I.D.:** Click or tap here to enter text. |
| **Project Title:** Click or tap here to enter text. |
| **Highway:** Click or tap here to enter text. |
| **County:** Click or tap here to enter text. |

|  |  |
| --- | --- |
| **Meeting Location:**  WisDOT Wisconsin Rapids Office – Room Click or Tap  WisDOT Rhinelander Office – Room Click or Tap  Other: Click or tap here to enter text. | **Meeting Date:** Click or tap to enter a date.  **Meeting Time:** Click or tap here to enter text. |
| **Attendance Options:**  In-Person  Virtual/Teams |

**CONTRACT INFORMATION:**

* Contractor: Click or tap here to enter text.
* Contract Amount: Click or tap here to enter text.
* Contract Execution Date: Click or tap here to enter text.
* Contract Time: Click or tap here to enter text.

**SAFETY**

* + Safety Considerations
    - Safety is everyone’s role.
    - MUTCD compliant PPE (including vests) to be worn at all times for ALL personnel working at the job site.
    - Discussion on any general or project specific safety concerns.
* Character of Workers:
  + - Conversations need to remain focused on the project. Staff have been directed to walk away if a contractor starts complaining about other projects, other contractors, department policy or staffing, design quality, etc.
    - There will be zero tolerance for verbal abuse.
    - Issues will be documented immediately and sent up the WisDOT chain of command (Project team ‣ Region management ‣ Bureau of Project Development).

**PROSECUTION AND PROGRESS:**

* Proposed Schedule: See handout.
  + Proposed Start Date: Click or tap here to enter text.
  + Anticipated Completion Date: Click or tap here to enter text.
* Anticipated Hours of Work: Click or tap here to enter text.
* Special Contract Schedule Requirements: Click or tap here to enter text.
* Proposed Start Work Notice Date: Click or tap here to enter text.
* Has a Conditional Notice to Proceed been issued, or is one needed? Yes No
  + If yes, list start date and items of work: Click or tap here to enter text.
* Weekly Coordination Meeting Time: Click or tap here to enter text.

**PROJECT PERSONNEL:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WisDOT** | |  | **Contractor:** | |
| *Project Engineer* | |  | *Foreman* | |
| Name |  |  | Name |  |
| Phone |  |  | Phone |  |
| Cell |  |  | Cell |  |
| Email |  |  | Email |  |
|  | |  |  | |
| *Project Manager* | |  | *Superintendent* | |
| Name |  |  | Name |  |
| Phone |  |  | Phone |  |
| Cell |  |  | Cell |  |
| Email |  |  | Email |  |
|  | |  |  | |
| *Project Development Supervisor* | |  | *Superintendent* | |
| Name |  |  | Name |  |
| Phone |  |  | Phone |  |
| Cell |  |  | Cell |  |
| Email |  |  | Email |  |
|  | |  |  | |
| *Project Development Chief* | |  | *Contractors Main Office Contact* | |
| Name | Jed Peters |  | Name |  |
| Phone | 715-365-5731 |  | Phone |  |
| Cell | 715-490-3353 |  | Cell |  |
| Email | jed.peters@dot.wi.gov |  | Email |  |

**Line of Communication (Associated Levels of Decision Making)**

|  |  |
| --- | --- |
| **Contractor’s 24-Hour Contact** | |
| Name: | Click or tap here to enter text. |
| Cell Phone Number: | Click or tap here to enter text. |

**SUB-CONTRACTORS:**

Sublet requests are required for ALL TIERS of subcontractors per 108.1 of the Standard Specifications for Highway and Structure Construction (truck owner/operators are the only exception).

|  |  |  |
| --- | --- | --- |
| Proposed Sub-Contractor | Type of Work | DBE |
| 1.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |
| 2.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |
| 3.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |
| 4.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |
| 5.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |
| 6.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |
| 7.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |
| 8.Click or tap here to enter text. | Click or tap here to enter text. | Y  N |

**Field Office:**

The field office must be fully operational before the project starts.

|  |  |
| --- | --- |
| **Field Office Information** | |
| Date Field Office Will Be Ready for Use | Click or tap here to enter text. |
| Field Office Telephone Number | Click or tap here to enter text. |
| Address/Location | Click or tap here to enter text. |

**RIGHT-OF-WAY, SURVEY, & LANDMARKS:**

* + Was R/W purchased?  Yes  No
  + Are there R/W commitments? Click or tap here to enter text.
  + Comply with section 107.11 of the Standard Specification, protecting and restoring property regarding mailboxes, fire numbers, or local street signing.
  + It is the contractor’s responsibility to protect all landmarks and property pins.
  + The Project Engineer will log the R/W posts/pins before and after construction. The contractor is responsible for replacing any that are found missing after construction.
    - The Project Engineer will provide the “As Staked R/W Documentation” spreadsheet to the contractor at least two weeks prior to work start.

o Contractor is to verify and return to the Project Engineer prior to work start.

* + Other surveying items:
    - Perpetuation of Section Corners
    - Perpetuation of Property Monuments
    - Right-of-Way Staking
    - Control Monuments (U.S.G.S., N.G.S., H.A.R.N., Height Modernization, and County Densification)
    - Research and locate the existing property monuments.

**UTILITIES:**

* + Project Utility Representatives
    - WisDOT – This individual fills out the Utility Conflict Report in AWP.
      * Name: Click or tap here to enter text.
      * Phone: Click or tap here to enter text.
      * Reminder that the entries in the daily diary and conflict report should be consistent
    - Contractor – Individual that notifies the Project Engineer about the utility issues.
      * Name: Click or tap here to enter text.
      * Phone: Click or tap here to enter text.

UTILITIES

|  |
| --- |
| 1. Click or tap here to enter text. |
| 2.Click or tap here to enter text. |
| 3.Click or tap here to enter text. |
| 4.Click or tap here to enter text. |
| 5.Click or tap here to enter text. |
| 6.Click or tap here to enter text. |

(Note: Utility representatives may leave at this point.)

**RAILROAD ITEMS:**

* + The contractor shall provide evidence of insurance coverage as soon as possible. No work shall begin prior to the railroad company’s approval of this insurance. The Project Engineer shall forward a copy of the approved insurance binder or policy to the Regional Railroad Coordinator.
  + The contractor shall hold a meeting with the Project Engineer and the railroad company regarding the RR Checklist ([Found in AWPKB: Construction/Pantry/Statewide forms/Forms beginning with M-R](https://awpkb.dot.wi.gov/Content/constr/PantryFiles/StatewideForms/RRChklst.dotm)*)* before work begins. The checklist has been developed to help the Project Engineer talk about railroad related issues with the contractors and railroad companies.
    - **Date of meeting**: Click or tap here to enter text.

**LABOR COMPLIANCE:**

* + Are there additions or corrections to the sub-contractors? Click or tap here to enter text.
  + Where do you plan on placing the wage board? Click or tap here to enter text.
  + See handout.

**TRAFFIC CONTROL:**

* + General:
    - All flaggers must provide certification documentation to the engineer before flagging.
    - Any signs removed by the contractor must be properly stored and protected from damage.
    - Any traffic control signs and/or devices removed by the contractor must be immediately replaced when work requiring their removal is complete.
    - Stop signs shall be functional at all times. Stop signs shall only be down when a flagman is present to control traffic. Temporary stop signs shall be mounted on a post or barricade – signs not allowed on barrels.
    - Turning signs and/or barricades away from roadway (parallel with road) are not allowed as they are not crashworthy.
    - Before construction starts and when any roads are closed, it is the responsibility of the prime contractor to contact:
      * Local law enforcement agencies, local fire department, postal service, ambulance service, school bus service, and any others designated in the project Special Provisions.
      * Contractor to provide documentation to Project Engineer of contacts.
    - The Project Engineer is responsible for entering traffic impediment data in the Lane Closure System (LCS). Contractor is to notify the Project Engineer a minimum of 2 weeks prior to traffic impact, or as noted in the special provisions.
  + Traffic control devices must be properly maintained 24 hours a day. A person who will be on call to perform these duties during off hours, weekends, and holidays shall be designated at the time the initial traffic control devices are installed. The person's name and telephone number will be furnished by the prime contractor to the Project Engineer, local law enforcement agencies, and the County Highway Department.
    - The prime contractor is responsible for assuring the maintenance is done.
    - The prime has given maintenance responsibility to:
      * Contact Person: Click or tap here to enter text.
      * Location:Click or tap here to enter text.
      * Office Phone Number: Click or tap here to enter text.
      * Cell Phone Number: Click or tap here to enter text.
      * Regular Work Hours: Click or tap here to enter text.
  + 24-hr Emergency contact for temporary signals:
    - * Contact Person: Click or tap here to enter text.
      * Cell Phone Number: Click or tap here to enter text.
  + How will local access be maintained during construction: Click or tap here to enter text.
  + Does this project have any detour(s):  Yes  No
    - If yes:

|  |  |
| --- | --- |
| **Detour Route** | **Anticipated Dates of Detour** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

**HAUL ROADS:**

* + Subsection 107.2 of the Standard Specifications:
    - Notify the engineer in writing at least 3 business days before hauling materials over a public road or street not a part of the state highway system.
    - Haul roads must be logged with the Project Engineer before and after their use. The County Highway Commissioner or Town Chairman are encouraged to accompany when the roads are logged.

|  |  |  |
| --- | --- | --- |
|  | Anticipated Haul Roads | Owner |
| 1. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3. | Click or tap here to enter text. | Click or tap here to enter text. |

* + Do you anticipate that any load limits or access problems will affect your haul roads?

Yes  No

If yes, additional information: Click or tap here to enter text.

**EROSION CONTROL:**

* + Contractor's contact responsible for installation and maintenance of erosion control measures:
    - Contact Person: Click or tap here to enter text.
    - Office phone number: Click or tap here to enter text.
    - Cell phone number: Click or tap here to enter text.
    - Email: Click or tap here to enter text.
  + Erosion control implementation plan (ECIP):
    - The ECIP must be followed throughout construction.
    - ECIP amendment is required for any changes to construction operations not originally included in the approved ECIP. Work shall not begin until amendment(s) is/are approved.
    - Pits, quarries, and waste areas:
      * If noncommercial pits, have the archeological survey requests been submitted?
        + Approval date:
        + If not, anticipated date of submittal:
      * All erosion control measures must be installed prior to opening site. Final restoration must be shown in the ECIP. Any changes will require an ECIP amendment.
    - ECIP approval date: Click or tap here to enter text.

--OR--

* + - ECIP anticipated approval date: Click or tap here to enter text.
  + Dewatering
    - Any dewatering activities must be included in the ECIP.
    - Use WDNR Technical Standard 1061 as guide: <http://dnr.wi.gov/runoff/stormwater/techstds.htm>
    - Project Engineer to notify Region Stormwater Engineer when dewatering begins.
  + Special erosion control contract provisions: Click or tap here to enter text.
  + Restoration
    - Topsoil – Project staff will verify depth and require corrective action as needed.
      * Materials - Topsoil or Salvaged Topsoil? The bid items are different, see std spec 625.2. and 625.5.1 and 625.5.2. Has topsoil been tested for pH levels and presence of herbicides? See CMM  640.1.1 Topsoil Testing.
      * Processing - Mow topsoil procurement areas to a height of 6 inches, remove litter, brush, rock and other materials that interfere with growth. Follow special provisions for Lawn Type Topsoil where applicable.
      * Placing – **Uniform** depth, minimum of **4 inches in rural** areas, **6 inches in urban** areas unless the plans show otherwise. Break down clods and lumps to provide uniformly textured soil. Remove rocks, twigs, foreign material and clods that cannot be broken down, Dress the entire surface to present a uniform surface.
      * Mix soils as required.
    - Mulching – Project staff will verify depth and applications rates and require adjustments or corrective action as needed
      * Ensure depths of mulch meet requirements for each placement method, typically ½ - 1 ½ inches deep
      * Place netting, erosion mat, tackifier or complete crimping as required for each method
    - Erosion Control – Project staff will verify materials and installation practices including e-mat entrenchment requirements and require corrective action as needed
      * Ensure correct class and type of e-mat is installed at each location; class and type may vary. Pay particular attention in areas near wetlands or other sensitive areas.
      * Ensure staples are of the correct type and length for soil type.
      * Install e-mat as required under 628.3.2 – **Note for 2024 entrench requirements have been revised.**
      * Apply soil stabilizers as required; finished application 3/16 to ¼ inches thick for Type A, at the manufacture’s recommended rates or as directed by the engineer for Type B. Apply from multiple directions as required to provide to provide uniform and complete coverage. The engineer will not accept work until all over-sprayed surfaces are cleaned.
    - Seeding – Project staff will verify seeding methods have been followed as required and require corrective action for areas with deficient growth.
      * Use seed within one year of the test date appearing on the label.
      * Verify seed types, rates and locations of placement with the engineer prior to beginning seeding operations. Applying the correct seed mixture for the soil type, location and sun exposure can impact the successful germination and growth.
      * Provide protective cover within 24 hours after sowing.
      * Prepare the seed bed per 630.3.2 including working the area being seeded to obtain a reasonably even and loose seedbed.
      * Utilize a seeding method appropriate for the seed type, rate and location. When using Type Method A, lightly rake or drag to cover the seed with approximately ¼ inch of topsoil to ensure seed to ground contact and improve germination.
      * Final project acceptance will not be granted until the coverage under the WPDES permit has been terminated by WDNR after the entire project has achieved final stabilization. Final Stabilization means that all land disturbing construction activities at the construction site have been completed and that a uniform perennial vegetative cover has been established with a density of at least 70% of the cover for the unpaved areas and areas not covered by permanent structures or that employ equivalent permanent stabilization measures.
    - Seed Water – it is the **contractor’s responsibility** to monitor rainfall and soil moisture and water seeded areas as required to achieve final stabilization**.**
      * How will rainfall within the project limits and soil moisture be monitored until grass is well established?
      * If rainfall is not sufficient, keep seeded areas thoroughly moist. **Once the seed has germinated, do not let the top inch of soil dry out until the grass is well established.** This may require watering well after all other project work is complete.
      * Areas exposed to long hours of direct sun like south and west facing slopes typically require more frequent watering than areas receiving partial shade.
      * Tickets for Seed Water are required for payment.
  + Unresolved erosion control issues: Click or tap here to enter text.

**ARMY CORP OF ENGINEERS 404 PERMIT AND DNR COMMITMENTS**

* + Is an ACOE 404 Permit required?  Yes  No
    - If yes, has it been acquired?  Yes  No
      * Additional Information: Click or tap here to enter text.
    - Permit must be posted in visible area on the construction site. Job board is acceptable as long as it does not cover other information, or it can be posted in the job trailer. If you need a copy coordinate with the Region Stormwater Engineer.
  + The contractor is responsible for obtaining a 404 permit for impacts to wetlands and waterways not included in the Departments permit.
    - Are changes to the 404 permit anticipated?  Yes  No
      * Additional Information: Click or tap here to enter text.
  + Is a WPDES TCGP permit required?  Yes  No
    - If yes, has it been acquired?  Yes  No
      * Permit must be posted in visible area on the construction site. Job board is acceptable as long as it does not cover other information, or it can be posted in the job trailer. If you need a copy coordinate with the Region Stormwater Engineer.
  + Is an asbestos abatement permit required?  Yes  No
    - If yes, has it been acquired?  Yes  No
      * Additional Information: Click or tap here to enter text.
  + Prohibited discharges to wetlands or waterways:
    - Wisconsin Administrative Code (Trans401) requires a notification of a prohibited discharge to the DNR within 24 hours of learning of a prohibited discharge. Contractor must notify the Project Engineer or Project Manager who will contact the WisDOT Regional Stormwater and Erosion Control Engineer, WDNR liaison, and Army Corps of Engineers.
  + Special DNR environmental commitments: Click or tap here to enter text.

**MATERIALS:**

**Materials Contacts**

|  |  |  |
| --- | --- | --- |
| Technical Services Supervisor | Ryan Arnold | 715-459-4780 |
| WIS Independent Assurance (IAP) | Brent Ferguson | 715-459-4286 |
| RHI Independent Assurance (IAP) | Steven Hunter | 715-628-0013 |
| WIS Material Lab Coordinator | Theresa Janicki | 715-697-0104 |
| RHI Material Lab Coordinator | Nick Krueger | 715-493-3085 |
| WIS Materials / Pavement Engineer | Taylor Christianson | 715-315-8029 |
| RHI Materials / Pavement Engineer | Chris Peplinski | 715-499-5202 |
| RHI Materials Engineer | Chad Blumenschein | 715-365-5704 |

* + The Source of Materials Form was/will be sent to the contractor on: Click or tap to enter a date.
    - Date received from contractor: Click or tap to enter a date.
    - If not, anticipated date of submittal: Click or tap here to enter text.
    - Sent to IA, Brent Ferguson (WIS) or Steven Hunter (RHI): Click or tap here to enter text.
  + The Project Testing Guide (eGuide) was/will be sent to the contractor on: Click or tap to enter a date.
  + Project materials representative
    - WisDOT
      * Name: Click or tap here to enter text.
      * Phone: Click or tap here to enter text.
      * HTCP Materials Coordinator Certification Number: Click or tap here to enter text.
      * Certification expiration date: Click or tap to enter a date.
    - Contractor
      * Name: Click or tap here to enter text.
      * Phone: Click or tap here to enter text.
      * HTCP Materials Coordinator Certification Number: Click or tap here to enter text.
      * Certification expiration date: Click or tap to enter a date.
    - Requirements of project materials representatives
      * Prime contractor representative to communicate all contract sampling and testing requirements to subcontractors.
      * Participate in all weekly meetings.
      * Communicate any non-conforming test results between QC and QV
  + QMP Requirements
    - Has the Quality Control Plan been submitted for:

|  |  |  |
| --- | --- | --- |
|  | Date Submitted | If Not Submitted, Anticipated Date |
| Subgrade | Date | Click or tap here to enter text. |
| Base Aggregate | Date | Click or tap here to enter text. |
| HMA Pavement | Date | Click or tap here to enter text. |
| Concrete Pavement | Date | Click or tap here to enter text. |
| Ride | Date | Click or tap here to enter text. |
| Concrete Structures | Date | Click or tap here to enter text. |
| Concrete Ancillary | Date | Click or tap here to enter text. |

* BUILD AMERICA BUY AMERICA PROVISION (CMM 228.5 / 88 FR 57750 (2 CFR Parts 184 & 200))
  + - All steel/iron must be melted, molded, galvanized, epoxy coated in the United States.
    - Manufactured products (as defined in CMM 228.5) are covered under a previous waiver from 1983 and are exempt from Buy America.
    - Construction Materials (as identified in 88 FR 57750 (2 CFR Parts 184 & 200) and as referenced in CMM 228.5) must comply with Buy America.
    - A limited waiver 88 FR 55817 (DOT-OST-2022-0124) of Buy America requirements for de minimis costs and small grants for construction materials are as follows:
      * The total value of the non-compliant products is no more than the lesser of $1,000,000 or 5% of total applicable costs for the project, but does not apply to iron and steel.
      * The total amount of Federal financial assistance applied to the project, through awards or subaward is below $500,000, this does not apply iron, steel, and manufactured goods.
    - Buy America certifications need to be SIGNED & DATED. Certifications with “BUY AMERICAN” will be rejected.
      * No material shall be incorporated into the project until certifications are verified.
      * Any material not meeting these requirements shall not be paid for and may be required to be removed and replaced with materials meeting requirements.
    - BUY AMERICA CERTIFICATION FORM (DT 4567) is required at the end of the project. USE OF NON-AMERICAN STEEL/IRON is allowed up to the contract exemption amount. Material invoice (cost of material as delivered to the project) is required to log material under exemption (found in statewide pantry).
    - All steel and iron materials permanently incorporated in this project shall be domestic products and all manufacturing and coating processes for these materials must have occurred within the U.S.
    - Certifications must indicate that the material meets Buy America requirements.
    - **No material shall be incorporated into the project until certifications are verified.**
    - Any material not meeting these requirements shall not be paid for and may be required to be removed and replaced with materials meeting requirements.
* Schedule Pre-Pave, Pre-CIR, Pre-Pour, if applicable: Click or tap here to enter text.
  + NCR Pre-Pave agendas found on Pantry.
  + [**https://awpkb.dot.wi.gov/Content/constr/Pantry/RegionSpecific.htm**](https://awpkb.dot.wi.gov/Content/constr/Pantry/RegionSpecific.htm)
  + PLW test strips will be scheduled on a first come first serve basis with lab availability.
* Contact IAP before any QC or QV testing, per HTCP certification speciality, is taking place on the project. Per FHWA requirements all testers need to be IA’ed yearly for each certification.
* Region Lab
  + Contact lab if QV testing supplies are needed.
  + Early communication with lab about incoming samples, 24-hour notice is appreciated.
  + Contact lab about any material testing questions.
* Invite all materials staff to weekly meetings and Pre-Pave, Pre-CIR, Pre-Pour meetings.
* Yearly updates
  + New Manual of Test Procedures
    - [motp (wisconsindot.gov)](https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rsrces/tools/qmp/motp.pdf)
  + Acceptance testing in the field – need to have certified “lab” for calibrated equipment
  + Additional topics provided my materials staff
* Additional materials topics specific to this project: Click or tap here to enter text.

**OTHER SPECIAL PROVISIONS:**

* + List and discuss unique special provisions in the contract: Click or tap here to enter text.
  + Are there any questions regarding ASP 6?: Click or tap here to enter text.

**CONTRACT ADMINISTRATION:**

* + For working day contracts: Contractor and Project Engineer to review and agree on charged working days and controlling item(s) of work each week.
  + RFI Process – Email is best for exchanging the form.
  + Change Orders and Contract Modifications– If a change order is needed:
    - Prime Contractor discuss the item immediately with the Project Engineer, PRIOR TO DOING THE WORK
    - Have supporting documents that show the need for a change order and a possible solution.
    - If the concept of a change order is agreed to, have a price breakdown for the work included in the change order submittal.
  + Claims Process – Follow Standard Specifications 105.13
  + Completion of DQI should be a collaborative effort between the Project Engineer and Contractor and should be ongoing throughout the project.
  + Final acceptance of this project will be made by: Click or tap here to enter text.
  + Final quantities shall be confirmed within 30 days of receipt of the semi-final estimate as specified in Section 109.7 of the Standard Specifications.

**GENERAL DISCUSSION**:

* + List any miscellaneous items for discussion: Click or tap here to enter text.

**ACTION ITEMS REQUIRED BEFORE WORK CAN BEGIN:**

* + Contractor
    - List items that need to be completed by contractor: Click or tap here to enter text.
  + WisDOT
    - Notify Region Communications Manager of construction start date.
    - Inform Contract Specialist of any Conditional Notice to Start needs.
      * Including:
        + Requested date contractor is authorized to begin work.
        + Work items authorized.
    - Inform the Contract Specialist when it is time to send the Notice to Start letter.
      * Including:
        + Date work is authorized to begin.
        + If ECIP has been approved
        + If railroad insurance has been approved/is necessary.
        + If there is a WPDES permit, and coverage start date.
    - Submit Lane Closure System information.

**REQUIRED SUBMISSIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Submittal** | **Date Required** | **Date Submitted** | **Approved / reviewed** |
| ECIP (Erosion Control Implementation Plan) | 2 weeks before Precon Meeting |  |  |
| Sublet / DBE forms | Before Notice to Proceed |  |  |
| Initial Work Schedule (progress schedule) | 2 weeks before Precon Meeting |  |  |
| Source of Materials Report (DT1349) | Before Precon Meeting |  |  |
| Cold Weather Paving Plan (if needed) | At Precon meeting |  |  |
| Railroad Proof of Insurance (if needed) | Before any work near RR |  |  |
| QMP Plans | Before any affected work |  |  |
| Shop Drawings | Before affected work |  |  |
| Necessary archaeological survey \* | Before use of site |  |  |

            \* borrow sites, waste sites, staging sites