

2026

Northeast Region Supplemental Construction Admin Guide



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Introduction to 2026 NER Supplemental Construction Admin Guide

The following instructions are intended to supplement statewide guidance and assist in administering Northeast Region contracts, including workshare projects in other regions. Local Program (LP) contracts will be administered by the region and should use these guidelines. Any special notes for LP are contained within these guidelines.

NER Construction Processes ListServ

NE Region uses listserv to update construction field staff on important information throughout the year. To join the list, send a blank email to:

dtsdneregion-construction-processes-subscribe@lists.wi.gov

Please notify NER Construction Administration Support of any changes to your contact information.

Saving Project Documents and Photos

Electronic Project Files will be saved in Box according to the Statewide Folder Structure.

<https://wisdot.app.box.com/file/727459217049?s=mgs0ywaenwctrtuvngatlg6drq2el7t9>

Please follow these file and folder naming convention guidelines:

- ✓ Minimize the length of the file path by using common abbreviations in the folder and file names when possible
- ✓ Use Upper and Lower-case naming conventions with no spaces
- ✓ No dashes in the Project ID
- ✓ No hyphens, spaces, or special characters are to be used, including \$, %, &, #, (). Underscores may be used if needed
- ✓ If multiple versions are created, appropriately label them as numbered drafts and/or with dates.

Examples:

- 64301271_CCO3Draft1.pdf
- 628.2008EMatUrbanClassITypeB.xls
- 15003776>Materials>Submittals>QMPBaseAgg>03052020
- 92001071>ItemSourceDocs>92001071_IHTD

Project photos are saved within the Site Documentation folder. Best practice is to save them in a weekly folder and rename descriptively as appropriate. This helps office staff monitor the progress of projects and makes it easier to find supporting photos for operations mentioned in the project diary.

Project Public Communication

PE should review the Public Involvement Plan (PIP), special provisions, and discuss with PM on what has been determined as appropriate outreach for the project.

Preconstruction letters to residents within the project is common practice to inform them of upcoming construction expectations and provide contact information for the project. The letter should be on WisDOT letterhead and signed by the PM. LP projects public outreach is handled by the local sponsor and correspondence with the public should be coordinated with them.

Prior to construction start, fill out the New Release form in the NER Pantry and send to the Region Communication Manager's (RCM). Any LP project media releases are handled by the local sponsor.

Weekly during construction, send Weekly Advisory updates to the RCM's. RCM's will send a template and directions to each PE. LP projects fill out the Local Program Weekly Construction Update form in NER Pantry each week.

Section 1: Diary

Diary

The construction diary is the primary record of the daily work performance of the contractor(s). See CMM 160.1 for further guidance. The project engineer is required to complete the diary in AWP. A diary is required every day including weekends and when a DWR is made for "Postings Only".

Every day including weekends, the controlling operation, contractor working on controlling operation yes/no, hours worked/available on controlling operation, and any reasons for delay should be clearly stated. If time is charged but no work is occurring a reason should be given in the *Delay Reason* field and further explained in the *Comments* field. If less than 1.0 is charged on a given day, the reasoning needs to be clear in the *Delay Reason* field and further explained in the *Comments* field. See AWPKB for the list of Delay Reasons.

For Available Time (AT) / Working Day contracts this information is entered under the Contract Times tab and feeds into the Weekly Report of Time Charges.

For Calendar Day (CT) or Completion Date (DT) contracts this information is entered by selecting the DD Control/Hrs/Delay remark type under the General tab.

The following important contract status dates are to be clearly documented within the diary remarks (written on first line and in all capital letters):

- ✓ ENVIRONMENTAL COMMITMENTS REVIEWED
- ✓ ECIP APPROVED
- ✓ NOTICE TO PROCEED (*note if there are restrictions listed in letter*)
- ✓ CONSTRUCTION STARTED
- ✓ TIME CHARGES STARTED
- ✓ TIME CHARGES STOPPED/SUBSTANTIALLY COMPLETE
- ✓ PUNCH LIST COMPLETE
- ✓ ALL CONTRACT WORK COMPLETE
- ✓ PARTIAL ACCEPTANCE
- ✓ WORK SUSPENDED/RESUMED
- ✓ ALL OTHER IMPORTANT DATES ALSO NEEDED TO BE DOCUMENTED

Once your contract time is stopped and substantially complete, daily diaries are only required if the contractor is working or additional contract documentation or postings are needed.

The last entry (not including Postings Only entries) in the diary should be the status of the contract. I.E. All contract work completed, Work carried over because..., etc.

Section 2: Contract Change Orders

Prior Approvals and CMJs

Once it has been determined that a Contract Change Order (CCO) is necessary, the next step is prior approval. The PE should discuss the specifics of the extra or altered work with the Prime Contractor. The PE should then prepare an independent cost estimate for the work. Attempt to price revised work using contract bid prices or standard items whenever possible. The PE estimate can then be compared to the price received from the Prime Contractor. Prices within reason may be accepted, otherwise further justification may be required during the negotiation. All or part of the revised work may be performed under force account if a price is not agreed upon. Prior approval must be granted by the PM, SUP, or WisDOT Project Development Chief according to the absolute value thresholds listed in CMM 242. Prior approval from FHWA is required on PoDI/PoCI or other federal oversight projects in accordance with CMM 242.

Before the contractor can proceed with the work, there must be agreement with the department on the basis of payment and the amount, except when "concept prior approval" is first obtained. Concept prior approval may be requested and extended for those situations in which work must be started at once, although agreement on the price of the change order has yet to be reached. The use of this procedure should be very limited and coordinated through the PM.

Note in the project diary when the prior approval is made, and a brief description of work to be performed.

A Contract Modification Justification (CMJ) is required to explain the complete scope, schedule and budget implications for a single issue/contract revision. For example, extending the project limits on a sideroad may involve various new items, quantity increases, revised plan sheets, and a time extension if affecting the controlling operations. All of those should be included in one CMJ. Similarly, a CMJ for a contract revision that reduces or alters the original work should include the related quantity decreases in addition to the new items or revised prices.

The CMJ will describe the change, why the work is needed, alternatives considered, justification of the price, the consequences for not doing the work, and effect on contract time.

- The Description & Need for Change section should include a reference to the standard specs (e.g. This contract modification adds the item of... in accordance with standard spec 104.2.2.1 Differing Site Conditions).
- The Consequences Section describes what happens if this CCO is Not Approved. Should include impacts to the project as well as the public.
- The Alternatives Considered section of the CMJ should include a minimum of one alternative, if possible, and not include the do nothing alternative.
- The Estimated Cost section should include a list of individual items, unit prices, subtotals, total net cost, and absolute value of the change. It should also include a statement of when and by whom prior approval was obtained.
- The Justification of Price section of the CMJ should include the project engineer's independent cost estimate or cost analysis of the work. Bid Express, typical hourly rates, similar projects, etc. may be used for the justification. Any supporting

documentation should be referenced in the CMJ as an attachment. It should also include a statement regarding comparison between the engineer's estimate and contractor's submitted price, and any negotiation that took place.

Writing and Approving CMJs

The CMJ should be written before the work is done in the field. In some circumstances, this may not be the case as we understand the dynamic construction field.

1. The PE writes the CMJ, saves the PDF including all supporting justification documents under ChangeMgmt/ContractModCMJ/Draft folder, and notifies the PM by email that it's ready for review.
2. The PM makes comments to the PDF and sends the BOX link to the contract admin staff (CS and CQA and ME) for review/comment including 'Review by COB xx/xx/xx'. (Allow about a week, unless urgent).
3. The PM notifies the PE by email that the documents are ready for corrections/updates.
4. Once the corrections are made, the PE signs it and saves a PDF under ChangeMgmt/ContractModCMJ/Draft folder. Then the PE notifies the PM by email that it's ready for final signatures.
5. The PM/SUP/Chief is the last person to sign the CMJ before it's executed. The PM saves the signed PDF document under ChangeMgmt/ContractModCMJ/Draft folder.
6. The PM notifies the PE and CS by email that the CMJ is approved.
7. The CS files the executed CMJ (with attachments) in the ChangeMgmt/ContractModCMJ/Executed folder.

Writing the CCO

The CCO should be concise and specific in detail. It should identify what respect the contract is to be changed (plans, special provisions, spec, time extension, etc.) and clearly state any changes involved in method of measurement and basis of payment.

- The Description of Changes field on the General tab should only include contractual language. Reasons for needing the CCO items should be included in the Supp Explanation field under the Increase/Decrease Items or New Items tabs.
- The Description of Changes field should summarize any adjustments to quantities or new items in list form. Any item added that is not a standard bid item or administrative item should include the description, materials, construction, measurement, and payment level subsections. Exceptions to this include Nonconforming SPV items using the DOL unit.
- Make sure to include any plan sheets necessary to communicate contract changes. They should be clearly referenced in the Description of Changes, labeled with appropriate level of reference (e.g. Contract ID, CCO#, Attachment/Page#), and uploaded to the CCO as an Attachment in AWP.
- Make sure to modify contract time in the Time Adjustments tab if the CCO work involves controlling items or excusable delays.

Addressing Time

Include one of the statements below in every CCO that is prepared on your project (in the Description of Changes field as the first order entry under the Change Order Explanations section on the General tab of the CCO).

- 1) For no additional time allowed.

No additional time will be added to the contract for work included in this change order.

- 2) For additional time granted for excusable delays affecting the controlling item of work in accordance with standard spec 108.10. Modify the first line depending on the type of contract. Also make appropriate entry on the Time Adjustments tab of the CCO. See Example Change Orders for various time extension scenarios.

Revise the contract time for completion from # working/calendar days to #working/calendar days (an increase in # working/calendar days).

---or---

Revise the contract time for completion from a completion date of XXXXXXXX XX, XXXX to a completion date of XXXXXXXX XX, XXXX.

Note: Revisions to interim completion days/dates require revisions to the Prosecution and Progress article instead of the example sentences above.

Adding Special Provision Items SPV.####

Special provision items (SPVs) are items not listed in the spec schedule of bid items nor Standardized Special Provisions (STSPs). For information on STSPs see FDM 19-15-85. For additional information on SPVs see FDM 19-15-80.

When SPVs are written for a specific project, they are numbered using an SPV.#### number format and a standard description of SPECIAL. See page FDM 19-15-80 Table 80.1 for a list of special provision bid item numbers, units of measure, and descriptions.

A supplemental description must be used to further describe the item. A supplemental description shall begin with a 2-digit number (01., 02., 03., etc.). Item numbers do not have to be in numerical order if additions or deletions are made.

Abbreviations are to be avoided whenever possible. It is very important that whatever format is used for a supplemental description it is maintained throughout the rest of the CCO as not to cause any confusion.

Example Change Orders

Examples for common CCOs are available in the NER PDS Resources folder in Box:

<https://wisdot.box.com/s/sfpd8ttvu2efaz4nbpgoftbmommmnijg>

Example CCO in AWP:

Contract Change Order Summary

Contract: 20200114012 - NER Test Contract - City Of Kaukauna, Green Bay Road, Lawn St - Clambel St

Change Order: 0001 Amount: Status: Draft Description: Revised price for Excavation Common (Altered Work); Revised cross sections for East & West Frontage Roads; Add SPV & construction details for XXXXXXXXXXXXXXXX

General

Change Order Date: 02/25/2021

Description: Revised price for Excavation Common (Altered Work); Revised cross sections for East & West Frontage Roads; Add SPV & construction details for XXXXXXXXXXXXXXXX

Change Order Type: STANDARD - Standard Contract Change Order

Author: Kristin VanHout, Van Hout Kristin

Reason: PC - Plan Change

Explanations: 5

Change Order Revision Number

Approval Date

Entered By: Kristin VanHout - TestEDH/vanhoutest

Entered Date: 02/25/2021 2:52:08 PM

Current Approval Round: 1

Current Approval Group: -

Override Approval Rules: No

Total of Previously Approved Change Orders

Functions

Increase/Decrease Items: No

New Items: No

Time Adjustments: No

Contract Modification Only: Yes

Balance Completed Items: No

Items Requiring Approval: No

Change Order Explanations

Order #	Description of Changes
1	No additional time will be added to the contract. For work included in this change order.
2	The following plan sheets are attached and made part of the plans for this contract. Revised: 107-120.
3	Decrease the contract quantity of the following item. Excavation Common, Item 205-0100
4	Add the following standard item to the contract. Excavation Common (Altered Work), Item 200-0100
5	Add the following special item to the contract. XXXXXXXXXXXXXXXX, Item SPV-0105-XX

CCO Review and Processing

The CCO review process is similar as in the past, but the signature/approval process is now done within AWP.

1. With the CCO written and in Draft status in AWP, the PE opens the Row Actions Menu, selects Change Order Report, Generate as PDF, Custom, and Execute.
2. The PE saves the PDF under ChangeMgmt/ContractModCMJ/Draft folder and notifies the PM by email that it's ready for review.
3. The PM makes comments to the PDF and sends the BOX link to the contract admin staff (CS and CQA and ME) for review/comment including 'Review by COB xx/xx/xx'. (Allow about a week, unless urgent).
4. The PM notifies the PE by email that the documents are ready for corrections/updates.
5. Once the corrections are made, the PE proceeds with the Change Order Approval Process detailed in AWPKB.
6. The CS files the executed CCO (with attachments) in the ChangeMgmt/ContractModCMJ/Executed folder.

Section 3. Traffic

Wisconsin Lane Closure System (WisLCS)

The WisLCS is a Web-based system for tracking closures and restrictions on Wisconsin state highways.

LP – WisLCS is only used if the project physically affects a STH or STH detour. Contact the PM, CS and NER traffic engineer.

**It is critical that all roadway/lane closures or restrictions (horizontal and/or vertical) and WISDOT approved regulatory speed zone reduction information entered into WisLCS be accurate. Information the construction project managers enter into LCS is used statewide for the following purposes:

Provide traveler information through Wisconsin's 511 travel system. Accurate data you enter will have a direct impact on the public's perception and value of this system. Allows selection of appropriate routes for issuing Oversize/Overweight permits. Data you enter has a direct impact on the efficient movement of commerce within and through Wisconsin.

Entering Closures/Restrictions into WisLCS

WisLCS is the single source of WISDOT roadway closure/restriction information. Accurate information shall be entered for:

- All let construction projects (this information was previously entered into FITS Traffic Impediment Module).
- Emergency lane or road closures (i.e. closures that are the result of an unexpected incident within your work zone, such as a crash, bridge hit or flooding, that results in roadway or lane being closed/restricted for an extended period of time).
- Any planned closures or restrictions on Corridors 2030 roadways.

Information shall be entered in accordance with the contract documents.

When entering closures/restrictions, please remember:

- Specific closure/restriction information must be used when entering data into the WisLCS. It is not acceptable to select a two month period and indicate that the roadway may be closed occasionally during that time period.
- For rolling closures, a specific date and time period should be entered. The location should be identified using the anticipated start and end point of the segment where the closure is taking place.
- Full roadway closures must be entered separately for each direction closed and/or restriction exists (horizontal, vertical, structure weight or WISDOT approved regulatory speed reduction).

Acceptance Process

A WISDOT Regional Traffic Engineer must accept all state highway closures.

- Staff responsible for maintenance or construction project related closures on WISDOT's Priority Route System (freeways and expressways) are not granted acceptance

- authorization in WisLCS.
- WISDOT Traffic should review closure information entered and accepted by staff granted acceptance authorization on a weekly basis.
- It is important that closures be entered in accordance with the advanced notification guidelines outlined above to allow adequate time for approval, internal WISDOT notifications and Wisconsin 511 Travel System publication.

Completing Closures

Any closure/restriction entered for a duration period of more than 14 days must be manually closed as complete by the construction project manager. This requires a user to access WisLCS and COMPLETE the closure/restriction. Closure/restriction information is reported out to the Wisconsin 511Travel System website and OSOW permitting unit until you complete the closure/restriction. Note: Closures/restriction less than 14 days will be automatically deleted from the system.

For WisLCS contacts see Appendix.

- For username/password questions, email: STHlcs@topslab.STHc.edu
- For questions about missing construction Project Ids, email: STHlcs@topslab.STHc.edu
- For additional questions about WisLCS reporting procedures, contact the WISDOT STOC:

Scott Nauman
Lead Operator, TMC
(414)227 -2161
scott.nauman@dot.wi.gov

Comprehensive information regarding WisLCS: <http://transportal.cee.STHc.edu/closures/>

Pavement Marking Daily Logs

The contractor is required to submit DT2130 and DT2131 Pavement Marking Daily Reports in accordance with standard spec 646.3.1.1(2). These forms will assist traffic in updating their pavement marking database.

Please keep a copy of these forms in your electronic project records under Finals/SubmittedPantryForms and submit to Steve Herlache at the end of the project.

Traffic Management Plan (TMP)

During construction, the TMP must be updated if there is significant change to the impacts on the traveling public. Once the project is complete, the PM must complete the post construction report and mark the project as complete in the WisTMP system. Refer to FDM 11-50-5.10 & 11-50-5.11.

Section 4: Labor Compliance

DBE – Disadvantaged Business Enterprise

Per Federal Law, “A DBE performs a commercially useful function (CUF) when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved...”

Red Flags:

- Supervision of DBE employees by another contractor
- Actual work is performed by personnel normally employed by prime contractor or another business.
- Equipment used by the DBE firm belongs to the prime contractor or another contractor with no formal lease agreement.
- Equipment signs and markings cover another owner's identity, ex. thru use of magnetic signs.
- A DBE trucking business utilizes trucks owned by the prime contractor.
- Work that is being done jointly by the DBE firm and another contractor.
- The work to be performed by the DBE is outside of the DBE's known experience or capability.
- Any portion of the work designated to be performed by a DBE subcontractor is performed by the prime contractor or any other firm.

If you observe someone other than the DBE doing the contracted work or if a DBE subcontractor is no longer out on the project, Labor Compliance Specialist (LCS) right away.

See ASP-3 for additional guidance on compliance with the DBE program - <https://wisconsin.gov/hccidocs/contracting-info/asp-3.pdf>

DBE Frequently Asked Questions

How do I know which firms are DBE's? The Requests to Sublet (DT 1925) indicates which firms are DBE's and whether they are suppliers or subcontractors. DBE's are also listed on the Commitment to Subcontract to DBE (DT 1506). Project Leaders will also receive CUF forms to complete for every DBE on every project.

How can I confirm a DBE supplier has supplied the materials? Obtain a copy of the paid invoice.

Can a DBE lease equipment to perform their work? Yes, a DBE may lease equipment to perform its work, but it must be a long-term lease if leasing from a contractor and the equipment must be used exclusively by the DBE on the project (cannot be used by the prime or another subcontractor). The project engineer has the authority to request copies of leases if he/she has questions. A DBE cannot lease equipment from the prime.

DBE firm must use their workers to do the work. Exception - operators of specialized equipment (a milling machine is specialized equipment; a backhoe is not). WISDOT, on a case-by-case basis, must evaluate any exceptions to this policy.

DBE trucking - WISDOT no longer gives one to one credit for DBE trucking. These are the guidelines:

- DBE trucking firm performs the work with trucks it owns for 100% DBE credit.
- DBE trucking firm performs the work with trucks leased from another certified DBE trucking firm = 100% credit.
- DBE trucking firm performs the work with trucks they are leasing from a non-DBE trucking firm = 10% credit for all non-DBE participation.

**Whenever a truck leased to a DBE trucking firm is on the project, the DBE trucking firm leasing that truck must also have at least one of their trucks on the project at the same time.

How do I know if a truck is leased to a DBE? (WISDOT DBE Trucking Guidelines)

- The DBE's legal name or trade name, LC number, and US DOT number shall be clearly marked on the truck's door as defined in Trans 325 (on both sides, letters contrast sharply with background, and are readily legible from 50 feet while vehicle is stationary.) Magnetic signs or other options meeting Trans 325 are acceptable.
- The lease agreement indicates that the DBE firm has exclusive use and control over the truck.
- The leased truck shall run exclusively under the DBE's L.C. number.
- The lease shall be for a minimum of six months.

The PCL has the authority to request copies of leases if he/she has questions. The lease agreement shall be carried in the truck for inspection.

Can a DBE firm use trucks belonging to the prime contractor or another contractor? No. DBE trucking firms can only use trucks they own or lease.

Note: Projects may include off site trucking in which the DBE truck does not come on the job but hauls from plant to pit. Ask prime about off site trucking at weekly check-ins. Perform spot checks on pits/plants periodically to confirm DBE presence.

If there are any issues involving a DBE, contact your area SUP or LCS for the project.

Field Interviews

Project staff shall conduct a minimum of two field interviews per contractor per project, including the prime contractor. If questions come up during a field interview regarding wages, employment, etc. you are not expected to answer those types of questions. Give them the contact information for the LCS. If there may be a discrimination or harassment issue, contact the LCS.

What should I do with the completed interview forms? They should be dropped off or mailed bi-weekly to LCS. You do not need to keep a copy of the completed interview forms. The completed interview forms are considered confidential, and ALL originals need to be given to the LCS and no copies should be kept in the project file or box.

Do I need to keep a copy of the completed interview forms? No.

What if a contractor does not allow their employees to be interviewed? Let the LCS know right away.

Can I scan and email the field interviews to the LCS? Yes, due to Covid-19, Labor Compliance will accept field interviews via email although originals are still the preferred method. If the PCL emails the field interviews to Labor Compliance, please shred the field interview forms immediately as they contain confidential information.

Required Job Posting Board (CMM 2-24.3)

There are Federal and/or State publications that are required to be posted. The prime is required to:

- Put up a poster board (binders are not allowed)
- Board shall be up as of the 1st day of work and kept up until the last day of work on the project.
- Board shall be complete and accurate - prime must ensure that all required documents are posted.
- Board shall be readable – if board cannot be seen or notices read, the board is not in compliance.
- Board shall be accessible at all times and physically in a place where it can be approached and read by all employees as well as the traveling public.

Make sure workers out on the project know where the board is located.

DWR Entries

Explanation of the work being performed on the project each day should be entered in the DWR. Trucking information should include type of material being hauled and source location.

Contractor Personnel

Enter Daily:

- EVERY contractor on the job site performing work
- Most accurate number of workers on the job site
- Most accurate number of hours worked each day (include equipment on the job too)
- Correct classification of workers

Contractor Trucking

Enter daily the list of dump trucks (name of company) on your project.

All you need to put is the name of the company “Dump Dirt” and the number on the truck “77”. You don’t need to put that the truck was a Sterling or a Mack. If the full name of the company is “Dump Dirt Trucking”, you don’t need to put “Trucking”. The priority is an identifying name of the company and the number on the truck. This information can be entered in the Comments field under the Contractor Equipment tab.

Subcontractors

If a subcontractor who is not an approved sub arrives on your project, notify your SUP or the LCS. Subcontractors are not to perform any work on the project until WISDOT gives at least verbal approval per Spec. 108.1.

First Tier subs - original written sublet request must be submitted by the prime contractor to LCS for formal approval. This does not apply to first tier non-DBE trucking firms.

Lower tier subs (2nd and 3rd, etc.) do not need to be approved through the formal sublet process. They do need to be entered as a sub in the CRCS system.

Project Leaders,

A friendly reminder to enter the 1st Tier Subs from this Request to Sublet Package in AWP as soon as possible as Compliance Specialists are not able to enter 2nd Tier and lower subs in AWP until that is done. Thanks for your cooperation.

Additional Special Provision – HCST Program

The Highway Construction Skills Training (HCST) is a job partnership program for preparing the underemployed with skills needed to gain access to the road-building industry as laborers and apprentices. Contractors and subcontractors employing HCST graduates and apprentices must submit weekly payrolls to the LCS indicating qualified HCST employees. The

LCS will log the on the job training hours from the certified payrolls. The project engineer will submit a request to the LCS for the amount of hours for payment at the end of the project. The project engineer is responsible to make payment for the item.

If you have any questions, contact the appropriate LCS listed in the appendix.

Section 5: Maintenance

Bridge/Structures

All Bridge related forms must be submitted to Brady Rades in the NER Maintenance Section.

For State Program projects, you will need to call the NER Bridge Section when the bridge (B), box culvert (C), overhead sign structure (S), signal monotube (S), retaining wall (R), or noise wall (N) is complete so we can perform an initial inspection. Per the updated standard spec, contractors are now responsible to coordinate the initial inspection of overhead sign structures but the NER Bridge Section still needs to be notified for QA inspection purposes. NER Bridge Section would like to perform all initial inspections before you switch traffic and before the contractor has left the project.

For Local Program projects, you will need to call the NER Bridge Section when a bridge (B) or signal monotube (S) is complete so we can perform an initial inspection. NER Bridge Section would like to do this before you switch traffic and before the contractor has left the project. Local Program ancillary structures other than signal monotubes do not need to be inspected by NER Bridge Section, but you should check with the county or municipality for their review/inspection.

Structure Measurements

If you are working on a project where any measurement for a bridge, box culvert, sign structure, or signal structure changes, please record the new width, height, offset, vertical/horizontal clearance, wearing surface, protective system, etc. for the bridge/curb/sidewalk/highway/railroad/approach roadway. The measurements are required to be documented and submitted to NER Bridge Section prior to opening the road to traffic.

Record the Bridge Geometry Field Measurements, Sign Bridge Vertical Clearance, Sign Structure Signal LT or RT Vertical Clearance, Unique Structure Vertical Clearance information on the forms located in Pantry.

The instructions for the measurement forms are located in Pantry.

Please keep a copy of these forms in your electronic project records under Finals/SubmittedPantryForms and submit a copy to Brady Rades.

Sign/Signal Bolting

If you are working on a project where an "S" numbered structure is constructed, the following forms need to be completed and a copy submitted to the NER Bridge Section prior to scheduling the initial inspection. The DT2321 and DT2322 are located in Pantry.

Please keep a copy of these forms in your electronic project records under Finals/SubmittedPantryForms and submit a copy to Brady Rades.

Location and Elevation of Benchmarks

Record the benchmark information on the form located in Pantry.

Please keep a copy of this form in your electronic project records under Finals/SubmittedPantryForms and submit a copy to Michael Andraschko in the NER Survey Section.

This information is required to be documented in the as-built plan.

Bridge Painting and Staining

Record the information on the form located in Pantry.

Please keep a copy of this form in your electronic project records under Finals/SubmittedPantryForms and submit a copy to Brady Rades.

This information is required to be documented in the as-built plan.

Roadways

Document all pertinent information on the as-built plans. Modify any typical sections or details on the plan if they were changed in the field. If paving asphalt, note the type of joint that was used (i.e. Michigan Joint). Also include any other roadway information that you feel could be useful for maintenance in the future.

If you have any questions during roadway construction regarding maintenance, please contact Doug Wiegand (920) 366-0230, for Door, Kewaunee, Marinette, Oconto, Outagamie and Winnebago Counties, and Matt Haefs (920) 366-1832 for Brown, Calumet, Fond du Lac, Manitowoc, and Sheboygan Counties.

Specialty Items

If there are any specialty items (i.e. cable guard, crash barrels, railings, crash attenuators, roundabouts, expansion joints, cameras, noise walls, etc.) on your project that would require WISDOT to know the manufacturer/supplier for repair or replacement, please record the needed information on the Specialty Items form located in Pantry.

Please keep a copy of this form in your electronic project records under Finals/SubmittedPantryForms and submit a copy to the appropriate region contact, listed under the Roadways section above, for Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan, and Winnebago Counties.

Pipe Culvert Location(s)

If there are any pipe culverts installed on your project, please record their location on the Specialty Items form in Pantry. This will assist maintenance in updating their pipe culvert database.

Please keep a copy of this form in your electronic project records under Finals/SubmittedPantryForms and submit a copy to Doug Wiegand (920) 366-0230 for Door, Manitowoc, Marinette, Oconto, and Winnebago Counties, Matt Haefs (920) 366-1832 for Brown, Calumet, Fond du Lac, and Sheboygan Counties, and Erik Brattlund (920) 492-4144 for Kewaunee and Outagamie Counties.

Section 6: Materials

If you have any material questions...

If you have questions about materials on your project:

1. Review project **Plan, Special Provisions, ASP-6 and Spec.**
2. Review **CMM Chapter 8 Materials Testing Sampling & Acceptance.** (NOTE: Materials sampling and testing methods and documentation procedures prescribed in chapter 8 of the CMM are mobilized into the contract per spec. 106.3) It is recommended you print out chapter 8 shortly after your project LET.
3. Talk to your PM.
4. Contact WisDOT NER Materials Section.

Sample Drop-Off

Region Material Testing: Record samples in the testing log in the sample drop off room. Place materials under the “**Testing by: NE Region Lab**” red sign. (Right Side)

BTS Material Testing: Record samples in the testing log in the sample drop off room. Place materials under the “**Testing by: Madison Lab**” green sign. (Left Side) A link for the delivery schedule for BTS testing is included in Pantry.

NER Sample Drop-off Room is located on the west side of the building under the carport.

Contact the NE Region Lab Coordinator for your code to the sample drop-off room keyless entry system.



NE Region Notifications

NER Materials must be notified of all PreConstruction, PrePlacement (BAD), PrePave and PrePour meetings. Meeting templates are located in Pantry (some are in Region pantry and some in Statewide). ME or a substitute will attend PreConstruction meetings so project material

coordinators for the contractor and for the department can be identified and important information is communicated. A copy of the NE Region Preconstruction Material Talking Points handout can be found in the projects preconstruction meeting folder. Below is a summary table of who to notify for each type of meeting and testing. For pre-meetings, reach out to region IA and Travis Maatta 48-hrs in advance of scheduling the meeting to get their schedules. Also invite the prime contractor, sub-contractor, supplier, QC/QV testing firm, project manager, IA, and Materials Engineer.

Meetings	Primary	Backup
PreConstruction Meeting	Travis Maatta	Jamie Cynor
PrePave (HMA) Meeting	Bryce Cibulka	Travis Maatta
PrePour (Concrete) Meeting	Jamie Cynor	Travis Maatta
PrePlacement (BAD Compaction) Meeting	Jamie Cynor	Travis Maatta
Testing	Primary	Backup
BAD Stockpile Testing	Jamie Cynor	Bryce Cibulka
BAD Compaction Testing	Jamie Cynor	Neil Michaelson
IRI Ride Coordinator	Ken Baierl	Travis Maatta
IRI Ride Spec/Technical Questions	Travis Maatta	Matt Bertucci
Nuclear Density (HMA)	Bryce Cibulka	Hunter Schultz
MIT Scan	Hunter Schultz	Jamie Cynor
Super Air Meter	Jamie Cynor	Greg Kollross
Beam Guard Testing	Greg Kollross	Lab Staff
Retaining Wall Nuclear Testing	Neil Michaelson	Jamie Cynor

Project Material Coordinators

Read Standard Spec 106.1.2 and CMM 810.1.2 and 810.1.3 regarding project material coordinator responsibilities.

Highway Quality Management System (Atwood Systems)

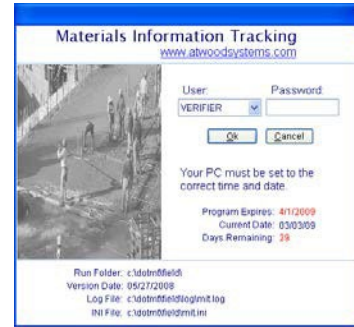
See CMM 846 for information on the department’s electronic materials data collection and reporting software.

Materials Information Tracking

Open the “Construction Administration” folder and logon to MIT using the following logon information:

To Gain Access to MIT:

User: **Verifier**
Password: **Person**



Guidance for MIT installation:

<https://awpkb.dot.wi.gov/Content/materials/downloads/downloads.htm>

E-Guide

The project sampling and testing guides must be created on Atwood System website at:

<http://www.atwoodsystems.com/eguide>

This guide will need to be created by the PCL or WPMC prior to the start of the project. You will be asked to give a copy of this guide to the Prime Contractor at the Preconstruction meeting.

For a listing of all E-guides created visit:

https://www.atwoodsystems.com/eGuide/showallbiditems_eg.cfm?

Region standard SPV's have E-Guides in NE Region Pantry on AWPKB>Construction>Pantry>Region specific>NE>Materials>STD SPV E-Guides.

E-Guides are only need for items that belong in the Material Archive. Refer to CMM 845.5.1.

A checklist for requirements of items that belong in Material Project Records can be found in the NE Region Pantry: [Link to Material Project Records Checklist](#)

PCL or WPMC will be responsible for making E-Guide sheets for any SPV items in the contract. If you are unsure what the material documentation requirements for the SPV are, contact NER Materials Section.

MATERIALS PROJECT RECORDS (MPR) Requirements

- All documents with the Materials Project Records will remain with the Project Construction Records. See CMM 845 for additional information.
- NER Materials section will spot review these items when your project documents are turned in after construction.
- See the NE Region Digital Material Archive Guidance Document for more information.
- Items in the MPR are NOT entered into MIT/MTS. Record any notes or comments about the materials in the normal construction method used in the field.
- If you have any questions regarding MPR, contact NE Region Materials.

MATERIALS ARCHIVE Requirements

- Materials Archive Records are reviewed by Region Materials for completeness and accuracy. See CMM 845 for additional information.
- Material documentation is to be organized by **CONTRACT**, not project ID.
- All material required in the archive needs an entry on a 905 report. QMP plans, final reports, control charts, etc. shall be placed in your materials archive.
- The NE Region requires material finals to be done electronically. The region has a process document for how to do this, please see the NE Region Digital Material Archive Guidance Document in the NE Region Pantry in AWPKB under Materials.
- A Copy of your E-Guide must be in the material archive. Organize the archive in item number order. Archives need to be bookmarked to the e-guide sheet if using the one pdf method. If using the folder system, final marked up and bookmarked eguide will be a separate document. Please see the NE Region Digital Material Archive Guidance Document for more information.
- Place certifications and other source documents behind applicable page from the E-Guide if using the one pdf system. If referencing a different item, please write on the E-guide sheet where to find all the documentation. *Example: See Item 612.0104 for material documentation.* If using the system of folders archive documents and eguide will be separate, see the NE Region Digital Material Archive Guidance document.
- There is no longer a need to include 905 reports, DT 1310, and DT 4567 in the one pdf archive. Please store the final copies of these in the following file path: Box>Project-ID>Materials>FinalMaterialsArchive using these file names: 905-XXX-XXXX.pdf, projectID-DT1310.pdf, and projectID-DT4567.pdf
- There is no longer a need to include DOT Atwoods test reports like 130, 217, 223, 225, etc... reports in your archive. Please make sure to check off WisDOT test in your 905 entry and enter the appropriate test report numbers on that line or in the BFA.
- For Domestic Material Preference Exemptions, the exemption spreadsheet, and invoices store them at the following file path: Box>Project-ID>Materials>BuyAmerica then put final copies in the FinalMaterialsArchive folder.
- For Nonconformance issues and Non-performance issues store the NC/NP forms and supporting docs at the following file path: Box>Project-ID>Materials>NCNP. Make sure to attach any NC/NP form with a price reduction to your CMJ.
- There is no need to bookmark to the supporting docs like 155 QMP summaries, qc/qv test documents, cert of compliance, certified test reports, QMPs, etc..., see below for what requires a bookmark. Feel free to bookmark to supporting docs if you choose, just make sure those are sub bookmarks under the main eguide bookmark if using the one pdf method.

Material Archive PDF* will be laid out with bookmarks to these documents setup in Bluebeam or Adobe Acrobat Pro, the layout needed is below.

*See the NE Region Digital Material Archive Guidance document for the system of folders archive layout.

- E-Guide Cover Sheet (requires bookmark)
- Item of Concrete Eguidesheet(s) – Class I & II (requires bookmark)
 - Create a separate Item of Concrete and 905 report for **EACH** Batch Plant / Production Facility.
 - Create a 155 report for **EACH** mix design and contractor. Include quantity breakdowns for **EACH** mix design/mix grade, placement method and class.
 - If you have questions on how to organize Item of Concrete, please contact the NER Materials Section.
- Item of Concrete – Class III (requires bookmark depending on how it is setup)
 - Create an Item of Concrete and 905 report that includes all Class III concrete if a mix design and certificate of compliance was not provided, otherwise reference them from the appropriate bid item 905 entry and file behind that eguidesheet.
 - If Class III concrete is from the same concrete plant used for Class I or II, a separate 905 is not required. An entry can be added to the Class I/II 905 report.
- E-Guide Sheet for each item. (requires bookmark for one pdf archive method)
 - Behind each item put the following in order:
 - 155 report (templates in Statewide Pantry – QMP form templates – be sure to summarize total number of QC and QV tests required / performed)
 - Backup Documentation (Cert report of tests, mfg cert, Buy America, etc.)
 - Approved List (with material highlighted)
- Make sure that each document is labeled with a document ID and page numbers
 - If the documentation is included in another item:
 - Note location on E-Guide sheet:
 - Example:
 - Item 646.0106 Pavement Marking Epoxy Line 4-Inch and Item 647.0196 Pavement Marking Arrows Epoxy Type 4 are both on the project.
 - The information for both items is the same, but the bid items are on different E-Guide sheets. Under the first bid item (646.0106), place all documentation behind the E-guide sheet. For bid item 647.0196, write on the E-guide sheet “See Item 646.0106 Pavement Marking Epoxy 4-Inch for documentation.”
 - 905 Diary Entry will reference the other item in the Basis for Acceptance (BFA).

The Material Archive PDF can be split up if the file size is becoming too large. Make sure to clearly label each part, example project-ID_MaterialArchive_1_of_2.pdf and project-ID_MaterialArchive_2_of_2.pdf.

You will need to store these digital Material Archive PDFs in the following location: Box>Project-ID>Materials>FinalMaterialsArchive

Example – when referencing outside of the 905 current entry is in:

Bid Item	Inspection Date	Bid Item Description	Manufacturer Name Location	Quantity	Satisfactory
415.0060A	01/01/18	Concrete Pavement 6-Inch (Concrete)	SEE BFA SEE BFA	0	N

Inspected By

Product Name SEE BFA

Basis for Acceptance

SEE 905-2-2018 FOR CONCRETE MIX GRADE C.

Documents Included in Material Records

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Mfg Certification | <input type="checkbox"/> QMP Plan |
| <input type="checkbox"/> Certified Test of Report | <input type="checkbox"/> WISDOT Test |
| <input type="checkbox"/> Buy America | <input type="checkbox"/> QC Test |
| <input type="checkbox"/> Product Data Sheets | <input type="checkbox"/> Other |
| <input type="checkbox"/> PAL / Approved List | |

Example – when referencing specific entry inside the current 905:

415.0060B	01/01/18	Concrete Pavement 6-Inch (TIE BARS)	SEE BFA SEE BFA	0	N
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Inspected By

Product Name SEE BFA

Basis for Acceptance

SEE ITEM 521.2110A1 FOR DOCUMENTATION.

Documents Included in Material Records

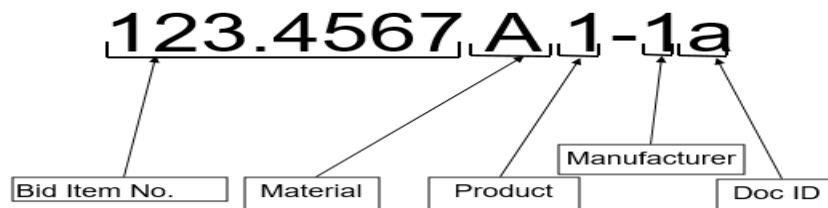
- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Mfg Certification | <input type="checkbox"/> QMP Plan |
| <input type="checkbox"/> Certified Test of Report | <input type="checkbox"/> WISDOT Test |
| <input type="checkbox"/> Buy America | <input type="checkbox"/> QC Test |
| <input type="checkbox"/> Product Data Sheets | <input type="checkbox"/> Other |
| <input type="checkbox"/> PAL / Approved List | |

- Complete all diary entries within a 905 prefix Material Reference Report. **One 905 is needed for all pay items of the contract.** Add as many items as needed in that report for items required to be in the archive. **A separate 905 needs to be created for each Item of Concrete (see guidance above.)**
- One copy of all certifications and certified report of tests must be located in the Materials Archive. Certifications must be readable. Ensure certifications are signed and dated. This also includes highlighting/checking Domestic Material Preference/Buy America statements, specs, lots, heats, etc... Refer to CMM 845.
- List all materials used on the project with an entry in Materials Reference Report (905). **In the basis for acceptance (BFA) area comment on how the material was physically accepted and include any heat/batch/lot numbers.**
 - Examples:

- Heat numbers on field tags were verified with certification information. Heat No's: 2206987 / 254897 / 1268549 (note those heats in the BFA)
- Material was placed in 8" compacted lifts.
- Markings on pipe: NTEP XX-XX
- All reports created in MIT must be verified and sent from MIT.
- There is no longer a Finals>MaterialFinals folder, all documents need to be in the main Materials folder in Box.

Numbering 905 Entries

When recording the bid item number for a 905 entry, feel free to utilize the following outline.



Only use an "A" if there will be a "B." Only use a "1" if there will be a "2" etc.

Examples:

- Bid Item: Concrete Pavement – there are multiple materials under this bid item that need to be documented (concrete, steel tie bars, epoxy coating on tie bars etc.) The following entries would be labeled as such:
 - Entry 1 would be 415.06XXA (Concrete)
 - Entry 2 would be 415.06XXB1 (Tie Bars / Steel)
 - Entry 3 would be 415.06XXB2 (Tie Bars / Epoxy)
 - Entry 4 would be 415.06XXC1 (Dowel Bars / Steel)
 - Entry 5 would be 415.06XXC2-1 (Dowel Bars / Epoxy / Mfgr 1)
 - Entry 6 would be 415.06XXC2-2 (Dowel Bars / Epoxy / Mfgr 2)
- Bid Item: Granular Backfill – there is only 1 material to be paid for under this item. The entry would be labeled as follows:
 - Entry 1 would be 209.0100
- Bid Item: Drilled Tie Bars – there are two materials paid for under this item (steel and epoxy). However, there is multiple epoxy products applied, so there needs to be an entry for each material.
 - Entry 1 would be 416.0610A (Rebar)
 - Entry 2 would be 416.0610B-1 (Epoxy / Mfgr 1)
 - Entry 3 would be 416.0610B-2 (Epoxy / Mfgr 2)

DT1310 Certification of Materials Used on Highway Project

Review updated guidance in CMM 845.

DT1310 needs to be created in MIT. Document any material that is non-conforming to the contract on the DT1310.

Any materials utilizing any Domestic Materials Preference (Buy America) exemption/waiver amount need to have an entry on the DT1310 stating the materials and dollar amount logged under the exemption. See section Buy America Requirements below for how to log exemptions.

Only the PCL or WPMC signature should be on the DT1310 when records are turned in. ME and PM will sign the DT1310 after all material corrections have been completed and reviewed.

Domestic Materials Preference (formerly Buy America) (CMM 228.5)

Review your contracts proposal for the Domestic Materials Preference Provision (contracts let prior to October 2026, Buy America Provision)

See CMM 228.5.2 for classification of Articles, Materials, and Supplies. See CMM 228.5.5 for Documentation/Certification Requirements. See CMM 228.5.2.4 for Temporary or Excluded Materials.

See CMM 228.5.2.1 for Iron or Steel and predominantly iron or steel items. Per CMM 228.5.3 the contractor is required to track the amount of steel/iron products not meeting the Domestic Materials Preference provision. A minimal use threshold is allowed for each contract in the amount of 0.1% of the total contract cost or \$2,500, whichever is greater for iron and steel products. Domestic Materials Exemption Tracking Tool is located in Statewide Pantry and on HCCI. Contractor must supply an invoice for the cost of the material to be logged under the exemption. Material cost needs to include the cost to deliver to the project.

See CMM 228.5.2.3 for definitions of Manufactured Products. For contracts let October 1, 2025 to September 30, 2026 manufactured products must meet the final assembly requirement, which means the final step in the manufacturing process must occur in the United States. For contracts let October 1, 2026 and onwards in addition to meeting the final assembly requirements, manufactured products must meet the “55 percent requirement”, which means the cost of the components that are mined, produced, or manufactured in the United States must be greater than 55 percent of the total cost of all components of the manufactured product.

See CMM 228.5.2.2 for Construction Materials, all construction materials must comply with Build America Buy America Act Requirements, and all manufacturing processes identified in 2 CFR Part 184 must occur in the United States.

Nonconformance (NC) and Non-Performance (NP)

Any instance of NC/NP needs to be discussed immediately between the project team and contractor. Take immediate action to mitigate the issue and bring to the attention of the WisDOT PM and Region Materials Engineer for input to the decision making.

If materials are nonconforming, can an adjustment be made depending on the material, or does the material need to be removed and replaced? See CMM 810 for more guidance on nonconforming materials, or depending on the item, STSP, SPV, or Standard Spec.

Non-performance issues cannot occur, constant communication between the project team and contractor, review and discussion on quantities between QC and QV, ensuring QC sublots and QV lots are fulfilled, and following SS timelines for test result submittals will go a long way in

helping to eliminate or reduce instances of non-performance. Any instance of NP needs to be discussed between the project team and contractor, and the issue brought forth to the PM and ME immediately so timely decisions can be made, and process adjustments can occur.

Do not wait until the end of the project to start addressing NC and NP issues, the issues need to be handled in real time and near the time of occurrence. Some issues require a lot of coordination and timelines can get stretched out. Review materials, sample and test frequencies, and ensure testing is being performed and performed according to spec and contractual documents.

Standard Deductions for Nonconforming Materials

CMM 810 has guidance for nonconforming materials and price reductions. This guidance is for all materials except HMA which is in the Spec. Discuss with PM and ME for any price reductions. Notify ME of any nonconforming material. [A nonconformance form needs to be submitted for any price reduction the department is taking.](#)

Standard Deductions for Non-Performance of QMP

CMM 830 has guidance for non-performance of qmp and price reductions. This guidance is for all materials. Discuss with PM and ME for any price reductions. Notify ME of any non-performance of qmp. [A non-performance form needs to be submitted for any non-performance of qmp by QC or QV.](#)

Nonconformance / Non-Performance Concurrence

Nonconformance:

[Any material nonconformance needs to have a concurrence form completed by project staff.](#) Material nonconformance greater than \$10,000 requires concurrence from Bureau of Project Development and Bureau of Technical Services. Complete the Nonconformance / Non-Performance Concurrence form found in statewide pantry. Submit the completed form to the PM and ME. Ensure that all details of the issue are described. After final concurrence is given, a signed copy of the form will be provided to staff for inclusion in the CMJ and NC/NP materials folder.

Non-Performance:

Inform ME as soon as the Non-Performance of QMP is discovered. A complete documentation of the non-performance is required, regardless of credit amount. Write the non-performance like a deposition for a judge, only provide the facts (and all the facts.) Non-Performance of QMP needs to be discussed with the PM, ME and CQA. For credits over \$10,000, after region consensus is reached, the information will be forwarded to BTS and BPD for final concurrence. The nonconformance / non-performance concurrence form can be found in Statewide Pantry.

Missed Tests QV or QC

The QV missed test memo is applicable and found here:

<https://wisconsin.gov/hccidocs/2025-Missed-Tests-FINAL.pdf> and the WisDOT QMP Site.

For concrete, a material placement notification is required and is outlined in the memo above.

When item is nearing completion, have good communication on last tests and expected quantities.

Concrete supplier/mix design change communication is paramount.

- Mix designs need to be submitted to the engineer 3 business days prior to placement per SS 715.2.1.
- What is the contractors plan for communicating mix design modifications and changes?
- Mix shall not be placed until the mix design is approved by the engineer. Any mix not following SS 715.2.1 shall be subject to remove and replace.

If tests are missed, that represented material receives a deduct according to CMM 830.13.

- QV represents entire lot
- QC represents subplot

Appendix

Abbreviations

AWP	AASHTOWare Project Construction
AWPKB	AASHTOWare Project Knowledge Base
CPMC	Contractor Project Materials Coordinator
CMJ	Contract Modification Justification
CMM	Construction & Materials Manual
CCO	Contract Change Order
CQA	Region Construction Quality Assurance Engineer
CS	Contract Specialist
DBE	Disadvantaged Business Enterprise
DQI	Design Quality Index
DWR	Daily Work Report
ECIP	Erosion Control Implementation Plan
FHWA	Federal Highway Administration
IHTD	Item History to Date
LCS	Labor Compliance Specialist
LP	Local Program
ME	Material Engineer
MIT	Materials Information Tracking
NER	Northeast Region
NTP	Notice to Proceed
PDS	Project Development Section
PM	Project Manager
PoDI/PoCI	Project of Division (Corporate) Interest
Spec.	Wisconsin Standard Specifications
SUP	Supervisor
WisLCS	Wisconsin Lane Closure System
WPMC	WISDOT Project Materials Coordinator

Websites

General

Wisconsin Highway Construction Contract Information Website (HCCI)	https://wisconsindot.gov/Pages/doing-bus/contractors/hcci/default.aspx
Construction Contract Payment Viewing System (Current information on contractor payments)	https://wisconsindot.gov/Pages/doing-bus/contractors/cntrct-pymts/default.aspx
Roadway Standards FDM, CMM, Standard Specs	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/rdwy/default.aspx
Weather Conditions	http://www.weather.gov/
Diggers Hotline	http://diggershotline.com/
Highway Operations manual library - Traffic & Maintenance	https://wigov.sharepoint.com/sites/dot-dtsd/mydtsd/maintenance/SitePages/Manuals.aspx
WISDOT FTP Site (public file Exchange site)	http://ftp.dot.wi.gov
WDNR Spill Response Coordinators	https://dnr.wisconsin.gov/topic/Brownfields/Contact.html
Bridge Manual	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/bridge-manual.aspx
Contractor Online Registration/Civil Rights Compliance System	https://wisconsindot.gov/Pages/doing-bus/civil-rights/labornwage/default.aspx

Materials

Approved Products List (aka PAL or APL)	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/tools/appr-prod/default.aspx
Wisconsin Erosion Control Product Acceptability List (PAL)	http://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/tools/pal/default.aspx
Electrical Qualified Product List (QPL)	https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/tools/prods/qpl.aspx
FHWA Buy America	http://www.fhwa.dot.gov/construction/contracts/buyam_qa.cfm
E-Guide Bid Items	https://www.atwoodsystems.com/eGuide/showallbiditems_eg.cfm
Create E-Guide	http://www.atwoodsystems.com/eguide
Fabrication & Quality Assurance SharePoint Library	https://wisconsindot.gov/Pages/doing-bus/eng-consultants/cnslt-rsrcs/strct/fab-sharepoint.aspx
Highway Quality Management System	https://www.atwoodsystems.com/iibv2/default.cfm
NE Region Digital Material Archive Guidance	https://awpkb.dot.wi.gov/Content/constr/PantryFiles/RegionSpecific/NE/Materials/NE%20Region%20Digital%20Material%20Archive%20Guidance%20Document.pdf
NE Region Materials Pantry Forms	https://awpkb.dot.wi.gov/Content/constr/Pantry/RegionSpecific.htm

Traffic

Wisconsin Lane Closure System (LCS)	http://transportal.cee.wisc.edu/closures/
Travel Information and 511 System	http://wisconsindot.gov/Pages/travel/511/511.aspx
Wisconsin Freight Network Maps	http://wisconsindot.gov/Pages/doing-bus/freight/resources.aspx

Who to Contact

IT & Field Program Support

DOT IT Service Desk	(800) 362-3050	DOTITServiceDesk@dot.wi.gov	Program / software related issues
Adam Bleskacek	(715) 833-5574	adam.bleskacek@dot.wi.gov	Construction Systems Administrator, AWP & Atwood Systems software
Open Position			Construction Systems Administrator, AWP & Atwood Systems software, contract related issues
Hill Farms BPD David Castleberg	(608) 264-7606	david.castleberg@dot.wi.gov	Construction Systems Administrator, AWP & Atwood Systems software
Atwood Systems	(800) 518-1920 (608) 848-6085	atwoodsystems@dot.wi.gov	MIT, MRS
IAP Coordinator Adam Johnson	(608) 598-9441	adam.johnson@dot.wi.gov	MIT

NER Construction Administration Support

Lori DeBaere	(920) 492-3518	laura.debaere@dot.wi.gov	Contract Specialist, Lettings, Notice to Proceed, CCOs, Acceptance Letter, Site Times & Events, Final Records Submittal, Final Records Review, Equipment Watch Rates, Cost to Complete Tracking
Krissy Van Hout	(920) 360-3973	kristin.vanhout@dot.wi.gov	Construction QA Engineer, Field Reviews, CCOs, CRIs, Claims

Pantry

Callum O'Connor	(920) 492-4128	callum.oconnor@dot.wi.gov	Pantry Spreadsheets & Forms Committee
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Labor Compliance

Jason Johnson	(920) 492-5728	jason.johnson@dot.wi.gov	NER & Local Program
Teresa Rademacher	(920) 362-6273	teresa.rademacher@dot.wi.gov	STH 15, STH 23
Joshua Whiten	(414) 750-6141	joshua.whiten@dot.wi.gov	DBE Program Chief

FHWA Liaison

Nathan Kabir	(608) 829-7515	nathan.kabir@dot.gov	FHWA Field Operations Engineer
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Bureau of Project Development Liaison

Craig Pringle	(608) 884-7132	craig.pringle@dot.wi.gov	Construction Oversight Engineer
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NER Materials

Matt Bertucci	(920) 360-1130	matthew.bertucci@dot.wi.gov	Pavement Type, Pavement Failures/Repairs/Performance, IRI Ride Questions
Open position			Soils Engineer, Frost Heave Locations, MSE Walls, Inclinometers, QV MSE Density
Travis Maatta	(920) 366-5790	travis.maatta@dot.wi.gov	General Material Questions, MIT/MTS, Material Credits, Atwood/E-Guide Help, Material Finals, ASTM/AASHTO Requests, IRI Ride Questions
Jamie Cynor	(920) 366-8096	jamie.cynor@dot.wi.gov	Concrete & Aggregate, QMP/IA, Nuc Density Base
Bryce Cibulka	(920) 360-6413	bryce.cibulka@dot.wi.gov	Compaction/Soils, Aggregate Sources, Concrete Plants
			HMA QMP/IA, HMA Nuclear Density QV/IA
Greg Kollross	(920) 492-5677	greg.kollross@dot.wi.gov	Lab Coordinator, Sample Containers, Sample Room Access, Beam Guard Testing, Test Questions
Hunter Schultz	(920) 492-2387	hunter.schultz@dot.wi.gov	Backup Materials Contact, In-field Material Review Coordinator, Final Material Review Coordinator, Assisting in Lab, MITSCAN

NER IRI Ride Coordinator

Ken Baierl	(920) 366-2272	kenneth.baierl@dot.wi.gov	IRI Ride Coordinator only, contact Travis Maatta or Matthew Bertucci with spec/technical questions.
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NER Tribal Liaison

Kelsey Holmes	(920) 492-5625	kelsey.holmes@dot.wi.gov	Native American Hiring Provision and other tribal coordination
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NER Maintenance

(based on county—see county map)

Brady Rades	(920) 366-5684	brady.rades@dot.wi.gov	Bridge Maintenance, Structure Forms submittal
Jim McDowell	(920) 360-5792	jim.mcdowell@dot.wi.gov	Bridge Maintenance
Marc Roesler	(920) 360-3510	marc.roesler@dot.wi.gov	Bridge Maintenance
Shane McCarty	(920) 362-0252	shane.mccarty@dot.wi.gov	Bridge Maintenance, Sign/Signal Bolting
Doug Wiegand	(920) 366-0230	douglas.wiegand@dot.wi.gov	Roadway Engineer, Highway/Construction Maintenance, Highway Maintenance Forms
Matt Haefs	(920) 366-1832	matthew.haefs@dot.wi.gov	Roadway Engineer, Highway/Construction Maintenance

NER Communications

Mark Kantola (920) 570-2402 mark.kantola@dot.wi.gov

Regional Communications
Manager, Public Information,
Media Relations,
Communications, Weekly
Advisories

Missy Kok (920)360-6380 melissa.kok@dot.wi.gov

Regional Communications,
Public Information, Media
Relations, Communications,
Weekly Advisories

NER Traffic

Josh Falk (920) 366-8033 joshua.falk@dot.wi.gov

LCS, NER Work Zone Traffic
Engineer, Detours

Eric Sikorski (920) 362.6350 eric.sikorski@dot.wi.gov

LCS

Steve Herlache (920) 366-0338 steven.herlache@dot.wi.gov

Pavement Marking Logs

Rod Hamilton (920) 366-4747 rodney.hamilton@dot.wi.gov

OSOW, Long Truck Routes,
Signing permits

Randy Asman (920) 360-3107 randy.asman@dot.wi.gov

NER Traffic Supervisor, Speed
Regulation

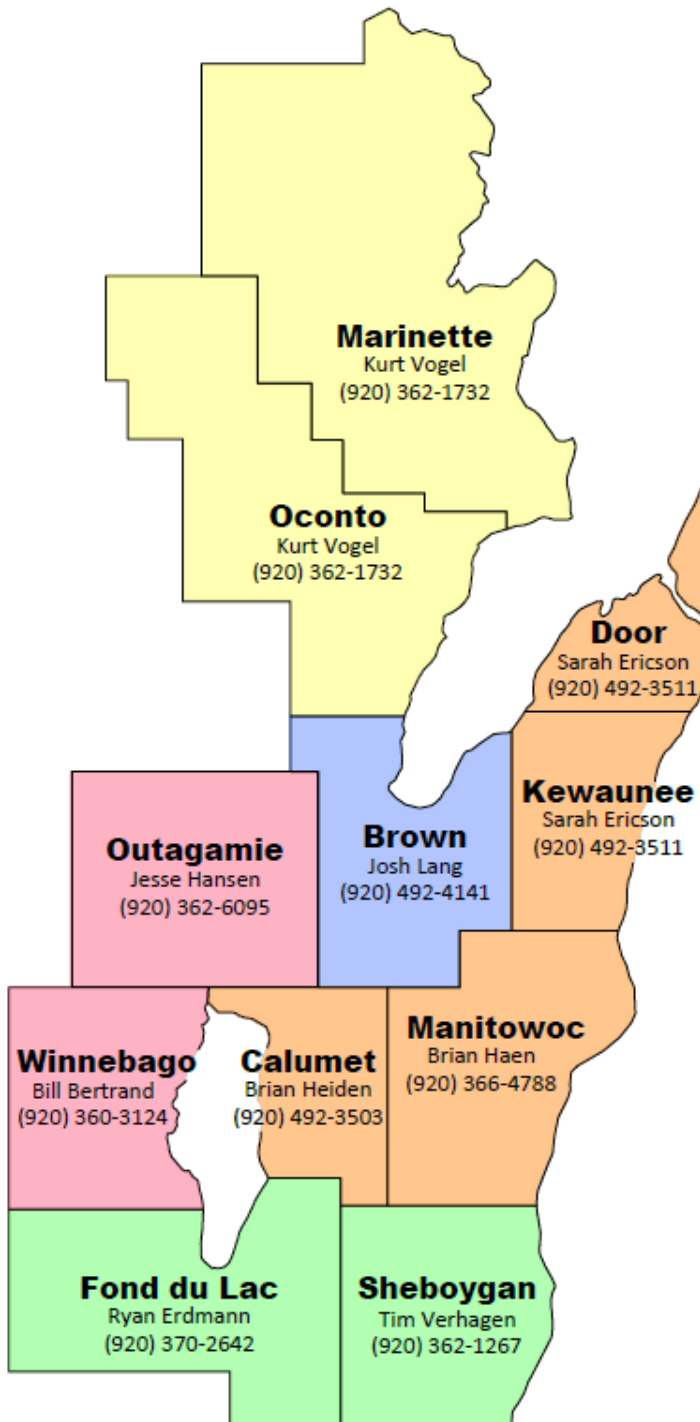
NER Survey

Open Position

Survey Coordinator, Benchmark
Forms

Northeast Region Project Development Contact Map

March 2026



Project Development Section 1

Tim Rank - Chief (920) 360-2579

Kristen Berg (920) 492-0139
 • PDS Supervisor for Calumet, Door, Kewaunee, & Manitowoc Counties

Andy Fulcer (920) 362-6126
 • PDS Supervisor for Brown County & Consultant Services

Tammy Rabe (920) 445-9072
 • PDS Supervisor for Outagamie & Winnebago Counties

Kimberly Slezak (920) 492-4131
 • PDS Supervisor for Marinette & Oconto Counties

Scott Ebel (920) 492-5676
 • PDS Supervisor for Fond du Lac & Sheboygan Counties

Project Development Section 2

Kurt Peters - Chief (920) 362-1157

Eric Gwidt (920) 366-8896
 • PDS Supervisor for IH 41 Design & Construction

Additional Northeast Region Project Development Contacts
 See Next Page



Additional Northeast Region PDS Contacts

Projects of Note

Tim Verhagen	(920) 362-1267	IH 41 Design Project Manager - WIS 96 to CTH JJ
Bryan Learst	(920) 366-5639	IH 41 Corridor Construction Project Manager & Design Project Manager - CTH JJ to Miners Way
Kyle Trembl	(920) 360-7029	IH 41 Design and Construction Project Manager - Miners Way to CTH F
Kurt Vogel	(920) 362-1732	NE Region Bridge Painting Projects
Sarah Ericson	(920) 492-3511	NE Region Deck Sealing Projects
Ryan Erdmann	(920) 370-2642	NE Region Curb Ramp Projects

Local Program Unit

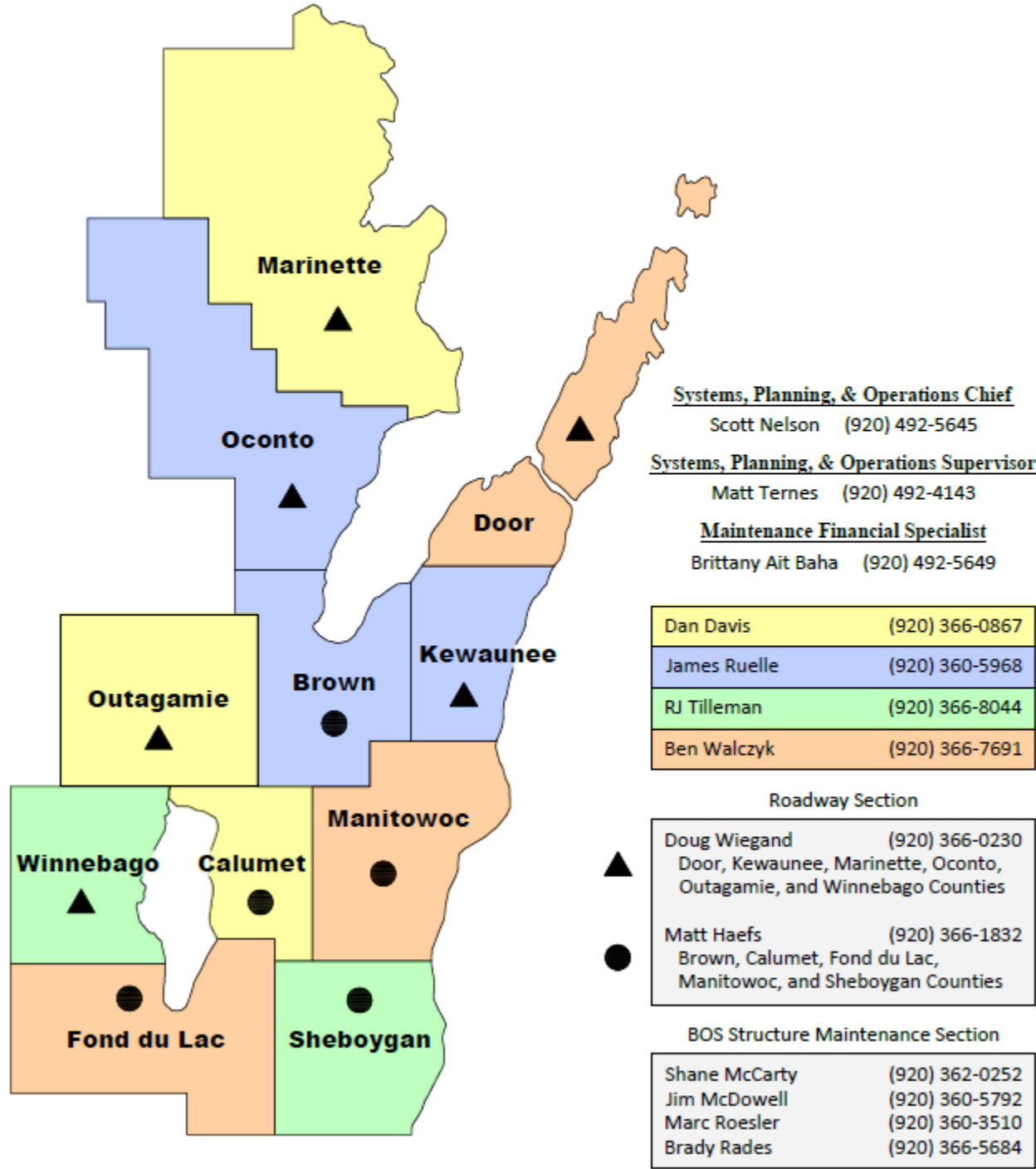
Kimberly Slezak	(920) 492-4131	Local Program Supervisor
Erik Brattlund	(920) 492-4129	Local Program Projects Design Calumet, Marinette, Oconto, & Winnebago Counties
Katie Schwartz	(920) 492-5652	Local Program Projects Design Door, Fond du Lac, Sheboygan Counties, & Southern Bridge
Mike Cohen	(920) 492-4136	Local Program Projects Design Brown, Kewaunee, Manitowoc, & Outagamie Counties

Regional Program Controls and QA Engineers

Jill Hilbert	(920) 492-0136	NE Region Design Program Controls & QA
Krissy Van Hout	(920) 360-3973	NE Region Construction Program Controls & QA

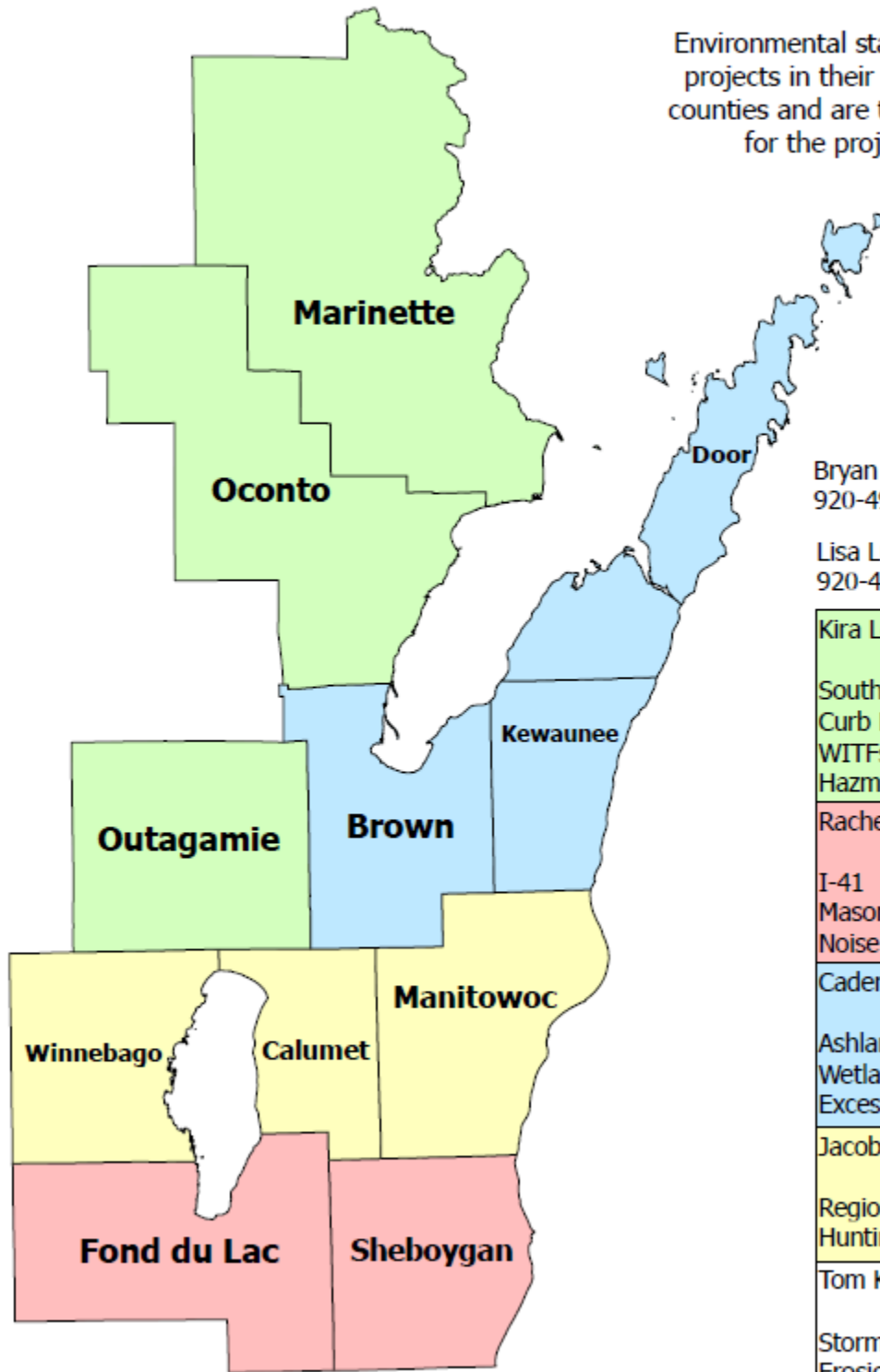
Northeast Region Maintenance Unit Contact Map

January 2025



Northeast Region Environmental Contact Map

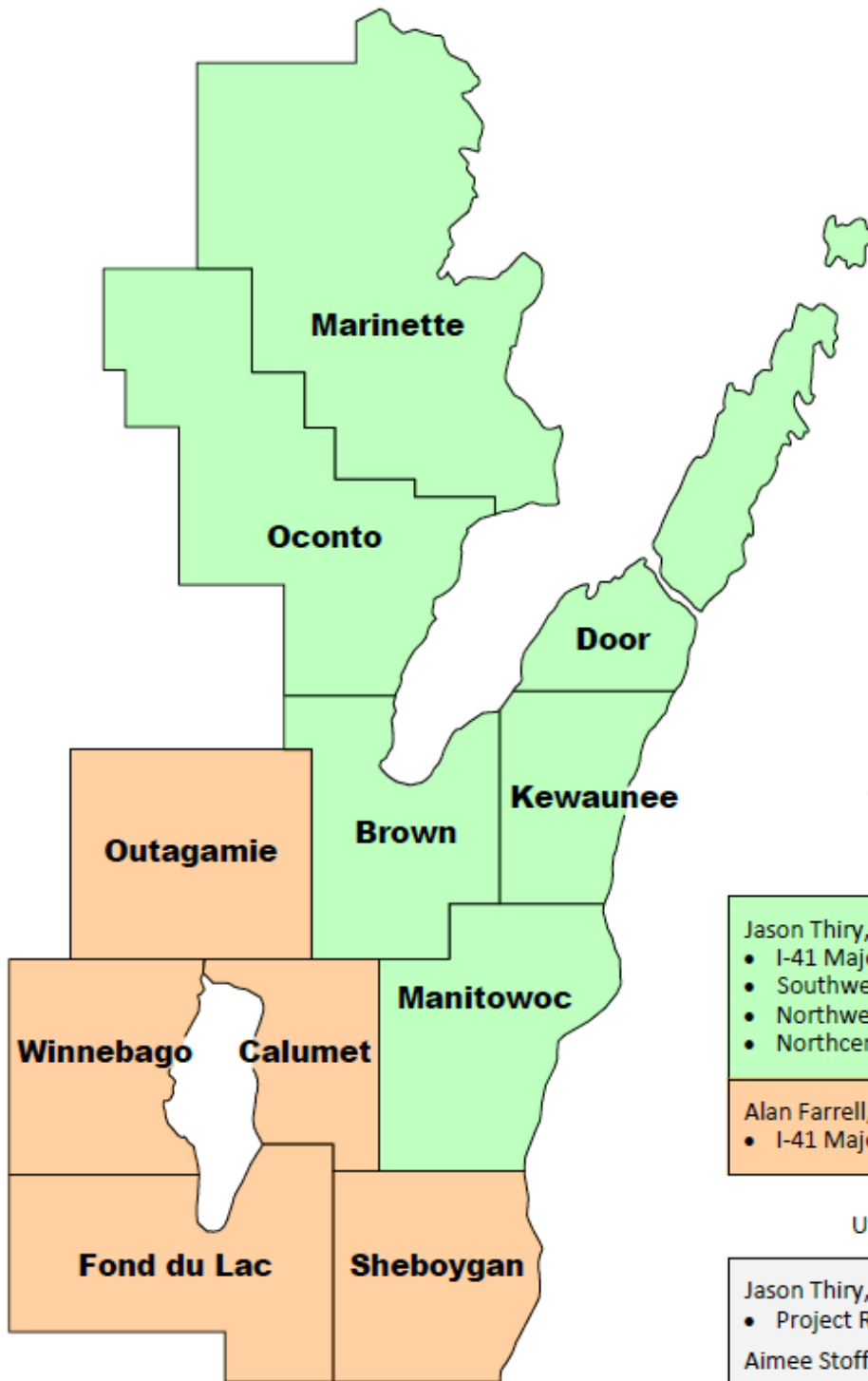
Environmental staff members coordinate projects in their respective color-coded counties and are the first point of contact for the projects/issues listed.



Revised January 2025

Northeast Region Utility Unit Contact Map

February 2026



Technical Services Chief

Bryan Lipke (920) 360-9196

Technical Services Supervisor

Lisa Lumley (920) 492-5659

Utility Unit Leadworker

Alan Farrell, P.E. (920) 492-4172

Utility Coordinators

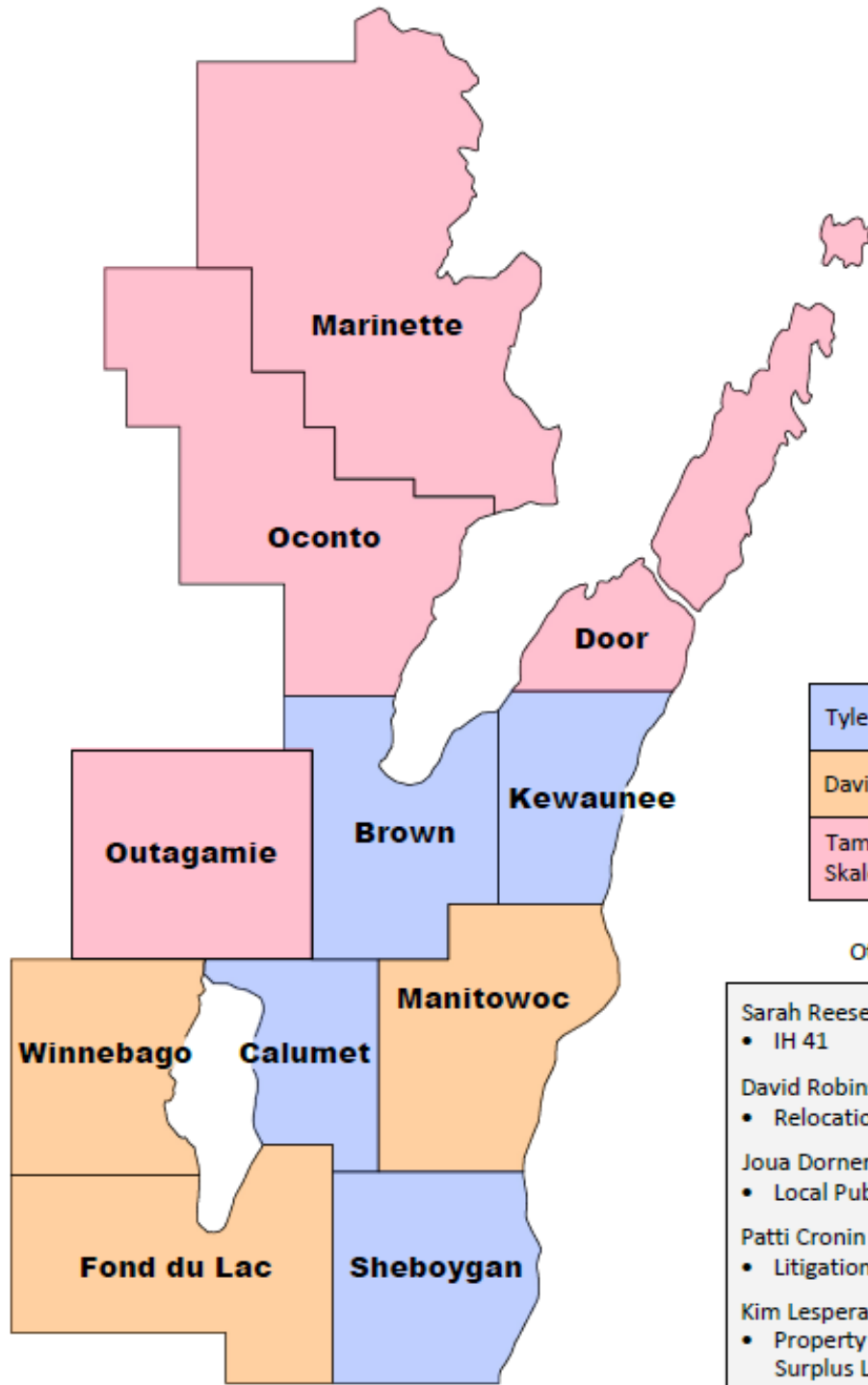
Jason Thiry, P.E.	(920) 583-6068
<ul style="list-style-type: none"> • I-41 Major Project • Southwest Region Workshare Projects • Northwest Region Workshare Projects • Northcentral Region Workshare Projects 	
Alan Farrell, P.E.	(920) 492-4172
<ul style="list-style-type: none"> • I-41 Major Project 	

Utility Permit Coordinators

Jason Thiry, P.E.	(920) 583-6068
<ul style="list-style-type: none"> • Project Related Permits 	
Aimee Stoffregen	(920) 492-4121
<ul style="list-style-type: none"> • Non-Project Related Permits 	

Northeast Region Real Estate Unit Contact Map

November 2025



Technical Services Chief

Bryan Lipke (920) 360-9196

Technical Services Supervisor

Trevin Peters (920) 360-0774

Real Estate Leadworker

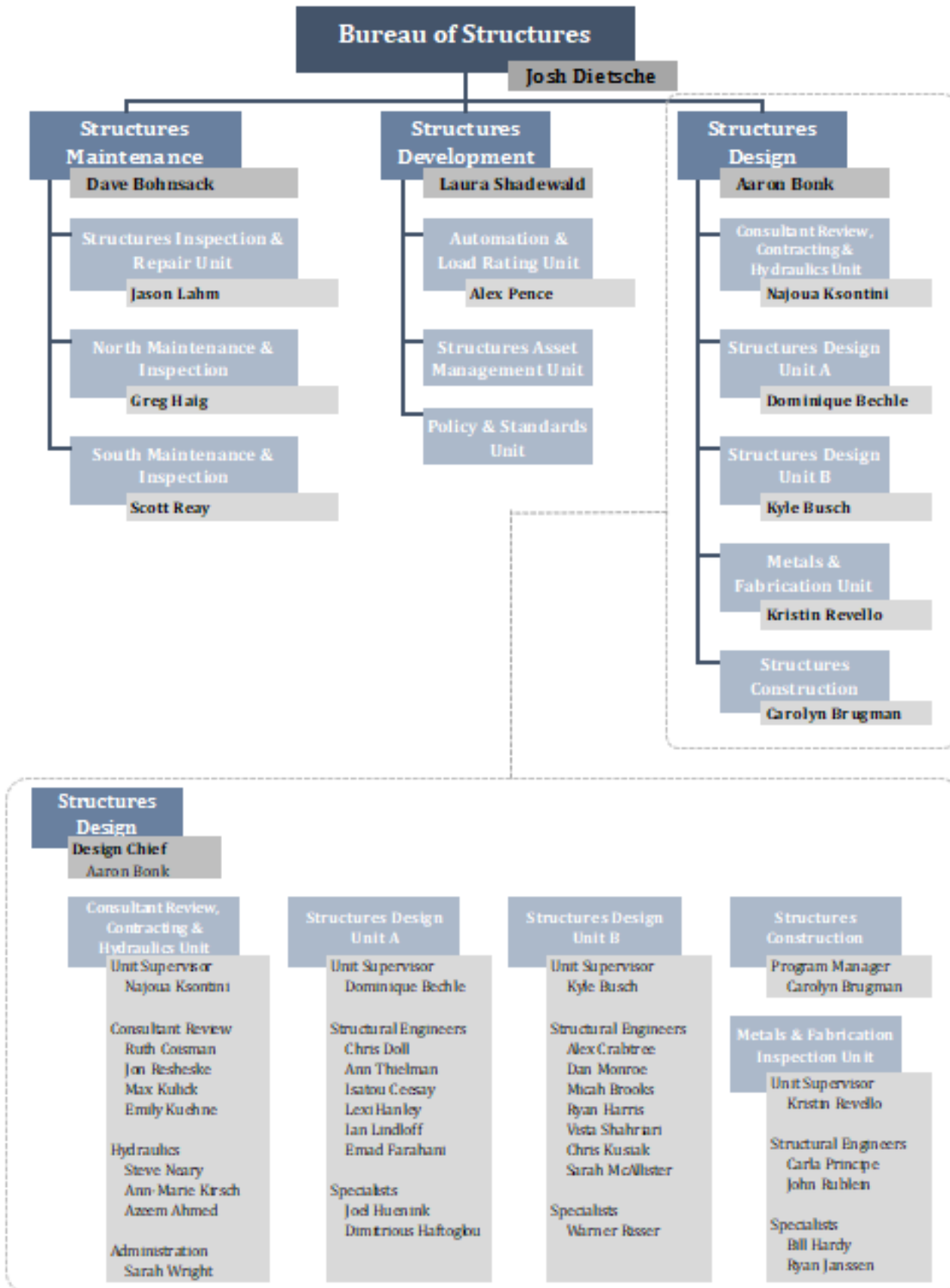
Sarah Reese (920) 362-0175

Tyler Jossart	(920) 366-0920
David Robinson	(920) 360-2175
Tammy Skaletski-Deviley	(920) 360-3791

Other Real Estate Contacts

Sarah Reese	(920) 362-0175
• IH 41	
David Robinson	(920) 360-2175
• Relocation Liason	
Joua Dorner	(920) 360-6743
• Local Public Agency/Connecting Highways	
Patti Cronin	(608) 267-4877
• Litigation Coordinator	
Kim Lesperance	(920) 492-5651
• Property Management, Surplus Lands, Revocable Permits, Leases, Snow & Grass Cutting on Surplus Lands	(920) 830-6398

Bureau of Structure Organization Chart



WisDOT Plans	Consultant Plans
1. Structure Design Contacts (as stated on structure plans) Structure Designer (see plans) Design Unit Supervisor.... (see plans)	1. Structure Design Contacts (as stated on structure plans) Consultant Contact (see plans) Aaron Bonk 608-261-0261
2. Region Liaison (SE) Emily Kuehne 608-266-5089 (SW) Jon Resheske 608-266-8491 (NE) Ryan Harris 608-266-2963 (NC) Max Kulick 608-261-6108 (NW) Dan Monroe 608-266-8490	2. Region Liaison (SE) Emily Kuehne 608-266-5089 (SW) Jon Resheske 608-266-8491 (NE) Ryan Harris 608-266-2963 (NC) Max Kulick 608-261-6108 (NW) Dan Monroe 608-266-8490
3. Structures Construction Program Manager Open Position 715-420-6414	3. Structures Construction Program Manager Open Position..... 715-420-6414
4. Supervisor Kyle Busch 608-267-0465 Dominique Bechle 608-261-8205	4. Supervisor Kyle Busch..... 608-267-0465 Dominique Bechle..... 608-261-8205
5. Design Chief Aaron Bonk 608-261-0261	

*Note that Bridge Maintenance Engineers in North and South Maintenance & Inspection Units (formerly Region Structures Maintenance staff) may also be contacted with structures construction questions.

Fabrication Questions

Steel Structures, Railing, Expansion Joints, Sign Structures, Bolting Questions:

Kristin Revello 608-266-5090 kristin.revello@dot.wi.gov
 Carla Principe 608-261-6110 carla.principe@dot.wi.gov

Design/Build Retaining Walls, Noise Walls, Prefabricated Bridges & Box Culverts:

John Rublein 608-246-7953 john.rublein@dot.wi.gov
 Kristin Revello 608-266-5090 kristin.revello@dot.wi.gov

Highway Structure Information (HSI):

File Driving Records: DOTDTSDDStructuresPiling@dot.wi.gov
 DOTDTSDDGeotechnicalPiling@dot.wi.gov

As-Built Mailbox: DOTDTSDDStructuresRecords@dot.wi.gov

For Local Program Weekly Report form, see Pantry file titled LPWeeklyConstrUpdate.

Weekly Report Examples:

November 2, 2012

Weekly construction update

(Green Bay) The Wisconsin Department of Transportation (WISDOT) NE Regional Office in Green Bay is providing a weekly update on region construction, which includes the counties of Brown, Calumet, Door, Fond du Lac, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Sheboygan, and Winnebago.

Motorists are advised to use caution and remain alert when driving through any work zone.

Drivers are also encouraged to seek information about work zones and detours in the following ways:

- For statewide, recorded road construction information, 24 hours a day, call 511.
- For statewide road construction on the World Wide Web, visit www.511wi.gov

All work is weather dependent.

Leo Frigo Bridge, city of Green Bay/I-43

Schedule: May 2012 to July 2013

Length: 3.5 Miles

Cost: \$16.8 million

Location: I-43 over the Fox River

Description: Work consists of completing concrete deck surface repair and placing an asphalt or concrete overlay on I-43 over the Fox River, Atkinson Drive over I-43, and Military Avenue over I-43; replacing the bridge joints along I-43 over the Fox River and Military Avenue over I-43; painting of the steel girders within ten feet of the joint replacements, the box girders along the arch span, and all steel within the splash zone along I-43 over the Fox River; concrete pavement repairs along I-43 between Webster Avenue and Military Avenue and along with the ramps at Webster Avenue and Atkinson Drive; traffic cameras at I-43/Danz Avenue, I-43/University Avenue, and I-43/County JJ; dynamic message signs at I-43/Glenmore Road, I-43/Danz Avenue, I-43/Military Avenue, and I-43/STH 54/57; ramp gates at the Webster Avenue and Atkinson Drive on-ramps to I-43; temporary and permanent storm sewer; beam guard replacement; median concrete barrier wall; sign replacement; and pavement markings.

October 29 to November 2: Contractor removed the concrete barrier wall along I-43 northbound; they placed pavement markings along I-43; and they placed surface treatment on the concrete overlay along Atkinson Drive northbound over I-43.

November 5 to November 9: Contractor will continue to place pavement markings along I-43 and begin removing traffic control throughout the project.

Traffic Impacts: I-43 northbound and southbound is bi-directional along the I-43 northbound lanes. The on-ramp from Webster Avenue to I-43 northbound, the on-ramp from Atkinson Drive to I-43 southbound, and the off-ramp from I-43 southbound to Webster Avenue are closed to all traffic.

The week of November 12: I-43 will return to normal traffic operations with all four lanes of traffic open.

US 41 Orange Lane to Glory Road, Main Avenue (County G) Interchange

Schedule: March 2012 through June 2013. The Main Avenue (County G) interchange will be closed for 60 consecutive days beginning September 17, 2012.

Length: Mainline -3.5 miles (Orange Lane - Glory Road); Main Avenue (County G) - 0.5 miles (Spirit Way - Lawrence Drive)

Cost: \$57 million

Location: Town of Lawrence, city of De Pere, village of Ashwaubenon; Brown County

Description of project: This project will reconstruct US 41 Mainline between Orange Lane and Glory Road and the reconstruction of the Main Avenue interchange and replacement of bridges over Ashwaubenon Creek, Main Avenue, and Grant Street.

October 29 to November 2: The contractor will continue outside mainline grading, aggregate placement, sewer, wall work and structure work from Orange Lane to Glory Road both northbound and southbound sides. Asphaltic base will be placed on the east side of the north creek crossing. Structure work will include work on the west side of the bridge over north creek including deck construction and placement. Deck construction will also continue on the southbound bridge of the south creek crossing followed by a deck pour. Pile driving, abutment work and girder will continue on the rest of the bridge structures. The contractor will continue landscaping, placing concrete pavement and curb and gutter on County G and the ramps. Concrete and electric work will begin in the park and ride.

November 5 to November 9: The contractor will continue outside mainline grading, aggregate placement, sewer, structure and retaining wall work from Orange Lane to Glory Road both northbound and southbound sides. Structure work will include placing roadway structure on top of the east side and waterproofing and grading the west side of the bridge over the north creek crossing. Pile driving, abutment work, pier work, girder placement and deck work will continue on the rest of the bridge structures. The work will continue on the walls associated with the bridge. On County G, the contractor will place barrier wall and continue placing concrete pavement and curb and gutter on County G and the ramps. Pavement marking will continue on County G and the ramps. Landscape work will continue. The park and ride will be paved and painted.

Traffic impacts: US 41 northbound and southbound shoulders closed from March 5, 2012 to June 21, 2013 from 1.5 miles south of Scheuring Road to Parkview Road. US 41 northbound and southbound lanes are restricted to 11 feet from 1.5 miles south of Scheuring Road to Parkview Road with speeds reduced from 65 mph to 55 mph within the project limits and north through the Mason Street Interchange project. Beginning on September 17 at midnight, the County G interchange will close for 60 days. The closure will include the north and southbound on/off ramps to US 41, as well as County G itself from just west of the Mid Valley Drive intersection to a point just west of the Lawrence Drive intersection.