

# North Central Region

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## Supplemental Project Engineer Guide

2024 AASHTOWare Project Construction Edition



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The NC Region PE Guide provides supplemental guidance for leading construction projects in the region and instructions for administering the contract in AASHTOWare Project Construction (AWPConstruction) web-based system. This construction oversight manual is used in conjunction with AASHTOWare Project Knowledge Base (AWPKB), the Statewide Construction Admin Guide, e-Finals Guidance, Standard Specifications, and the Construction & Materials Manual (CMM).

## PRIOR TO CONSTRUCTION

### CONSTRUCTION CONTRACT ADMINISTRATION - SYSTEM/SOFTWARE

#### AASHTOWare Project Construction

Construction contracts for projects LET in September 2020 or later are administered in AASHTOWare Project Construction (AWP Construction) web-based system. This system replaced FieldManager, FieldBook, Field Information Tracking FIT, CAS, and Project Tracking. Project Engineers (PEs) use this system to enter daily work reports, daily diaries, item quantity usage, contract change orders, generate pay estimates, etc. Guidance, instructions, and training videos are found on the [AASHTOWare Project Knowledge Base \(AWPKB\) information website](#) under the heading *Construction/How to Administer a Construction Contract*.

Project Engineers, Inspectors, Project Managers, Supervisors, Chiefs, Contracts Specialists, Compliance Specialists, Utility Coordinators, and Prime Contractor Reps are among the list of users that need AWP accounts in order to modify and enter project data in the application. Accounts expire three years after activation. Refer to AWPKB information website under the heading *AASHTOWare Project/Account Request, Renewal, and Approval Process* for more information on obtaining an account.

#### Material Information Tracking (MIT)

AWP Construction is NOT replacing MIT (at this time). The Materials Information Tracking System will continue to be used to enter material reports for all LET contracts for several more years. If MIT is required to perform construction oversight duties for the project, the PE needs to contact DOT IT Service Desk (1-800-362-3050) to open a ticket and request the Materials Information Tracking (MIT) program be installed on their computer.

#### PE Action:

- ✓ If needed, contact DOT IT Service Desk to open a ticket and request the Materials Information Tracking (MIT) program be installed on the PE computer.

### HIGHWAY CONSTRUCTION CONTRACT INFORMATION (HCCI)

WisDOT's process for bidding on highway construction projects is outlined in the HCCI Bid Letting internet site:

<https://wisconsin.gov/Pages/doing-bus/contractors/hcci/default.aspx>. Links on this site include:

- **Bid Letting:** links to construction bid letting information including Counter Sheets, Plans, Proposals and Addenda, Approved Contractors contact information, List of plan holders, As-Read Bid Results, Summary of All Bids Received (includes all bids total dollar amounts), and All Bids Received (includes quantities and amounts for each bid item)
- **Bid Express:** website available to WisDOT employees and consultants (for a subscription fee) can be used to gather data for contract change order prices (search by letting, contract ID, bid item, description, county, quantity) <https://www.bidx.com/site/home>
- **Contract Payments:** Construction Contract Payment Viewing System (CCPVS) contains list of vouchers, pay period, amount paid, retainer, bid items with dollars and quantities paid, and can be searched by contractor, contract ID, project ID, or region (requires WAMS ID)
- **Contracting Information:** forms, manuals, Additional Special Provisions (ASP), reports (Average Unit Price List, Contract Logs-status of contracts from letting through execution, Finals Status Statewide Report, Fuel Cost Adjustment Indexes, Steel Price Factors)

## Highway Construction Contract Award

The highway contract is awarded to the contractor, AWP Construction emails a notification to the CS that the project contract has transitioned from Preconstruction to Construction in the AWP system and is open for modification by Compliance Specialists and Contract Specialists.

## Highway Construction Contract Execution

The contract is executed after DTSD Bureau of Project Development (BPD) has obtained the required documents including the contract, performance and payment bond containing the appropriate signatures and seals, the Disadvantaged Business Enterprise (DBE) commitments, signed by DBE office, that were submitted by the contractor as part of the bidding process, and the DT25 signed by the Governor and BPD Director.

## PRE-CONSTRUCTION TASKS

### AWP Construction – Contract Prep/Activation

DTSD Proposal Management Section enters the execution date contracts in AWP Construction, and an email notifies the CS that the contract is executed and ready to be activated. Before activating, the CS enters the preliminary project staff, region, verifies site time and funding. The AWPKB website provides a complete list of processes and dates that must be completed before a contract can be activated. These include specific dates on the Informational Times Tab, making sure the award notification is complete, consultant contract is approved (if applicable), FIIPS and construction contract match, and the general, administrative, and contract authority tabs have been assigned.

### Plans and Specials

The region will provide the PE with electronic and hard copies of the LET plans and special provisions. Addendum will be added to the project folder in electronic form only.

### PE Files

The PE File is a compilation of documents that provide the PE with necessary design information for constructing the project (formerly known as 'gray box' files). The CS arranges for the files to be saved in the BOX construction project directory under DesignLinks/PE File. The files typically consist of the Plan Letter, Contract Time for Completion, Certificate of Right of Way, Utility Status Report, the AASHTOWare Estimate, Notes to Construction, Soils Report, News Release Information, Public Involvement Plan, Project Agreements, As-Staked R/W Documents, Statement to Construction Engineer (Form RE1528), 404/401 Permits, Wetland Tracking Form, Approved TMP (pdf, CADD and Word docs), Traffic Signal Timing (if not included in plan), Utility Work Plans, Survey Notes – Tie Sheets, Metadata (store in des metadata folder)/Contractor Staking Packet (see CMM 7.10.3), Miscellaneous Quantities Spreadsheets, Contractor's Q&A during the bid process.

#### CS Action:

- ✓ Set up and activate the contract in AWP Construction after the highway construction contract is executed, and all necessary processes are complete. An automated email is sent notifying the PE to begin administering the contract in AWP Construction.
- ✓ Assign consultant PE editor permission in BOX construction project directory after the highway construction contract is executed. WisDOT PE have full access to BOX project files.
- ✓ Distribute plans, specials, and addendum to the PE.

#### PE Action:

- ✓ Communicate with the PM and Contractor for project startup details (use Construction Start Checklist as a guide).
- ✓ Enter project information in AWP Construction system after getting the notification email that the contract is activated (follow instructions on the AWPKB website under the Contract Setup module).
- ✓ Review the plan, special provisions, addenda, and prepare all documents that are required for use including materials documentation, quantity documentation, and diaries prior to construction starting.

## Source of Materials Report (DT1349)

The contractor is required to send a copy of the Source of Materials Report (DT1349) form to the regional materials section, who in turn will distribute a copy to the PE and PM. This form should be sent prior to the preconstruction meeting so that the materials section can address any concerns they have at the meeting. This form (at a minimum) is required to be submitted prior to starting work.

## Materials E-Guide

The materials portion of the documentation required by the PE starts with the e-guide. The e-guide is a pamphlet created per project that lists each requirement for documentation required per the material at bidding. The guide is created at <http://www.atwoodsystems.com/signin.cfm?gotoPage=/eguide/default.cfm>. Also located at this link is reference on how to create and edit the guide.

As a reminder, if a contract change order (CCO) is added to the project or if the project has SPV items – materials guidance must be created for these items. A copy of the e-guide should be sent to the Region Materials Section for review and once approved, a copy should be given to the contractor. It is preferred that the contractor’s copy should be available by the preconstruction meeting.

Further material sampling and testing methods can be found in the CMM 8-50.

### PE Action:

- ✓ Prepare the materials e-guide, if required.

## (WPDES) Wisconsin Pollutant Discharge Elimination System

### General Construction Storm Water Discharge Permit

Prior to the start of construction the PE reviews the contract for environmental commitments, including WPDES inclusion. If STSP 107-056 is included in the contract, the PE enters the permit coverage start date in AWP Construction (See AWPKB website Other Contract Administration Procedures for detailed instructions) informs the CS that the permit is required and supplies the permit coverage start date. Reference to the WPDES should be included in the erosion control implementation plan submitted by the contractor. A copy of the permit is required to be displayed in the field office.

### PE Action:

- ✓ Prior to the start of construction, enter the WPDES General Permit Required (Yes or No) and Permit Coverage Start Date in AWP Construction, and notify the CS of WPDES permit requirement.

## Erosion Control Implementation Plan (ECIP DT1073)

Per section 107.20 of the Standard Book of Specifications, section 6-45.2 of the Construction Materials Manual (CMM), and TRANS 401 the contractor is required to submit an ECIP for a project if there are erosion control bid items included with the plan, contains “Removing Old Structure Over Waterway” STSPs, or if there are waste sites to be documented.

The Contractor completes the [ECIP 1073](#) form and submits to the PE. The PE enters the date received from the contractor in AWP Construction and saves the document to the BOX construction project file and sends an email notification to the Region Storm Water Erosion Control Engineer (SWECE). The PE reviews the ECIP for compliance to the plan and specials, to the staging of work, and to all state and government regulations. The SWECE will review, coordinate, and provide comments with the Department of Natural Resources (DNR) and United States Army Corps of Engineers (USACE), as required by the 404 process, and defined in the Special Provisions. The SWECE sends the PE an ECIP Review Memo recommending approval or requesting revisions prior to, or at, the Preconstruction Meeting. The PE forwards the ECIP Review Memo to the contractor. The contractor resubmits the ECIP for approval if necessary. The PE enters the approval dates in AWP Construction and saves the ECIP and Review Memo in the BOX construction project file.

On larger scale projects, the SWECE may request an onsite meeting with the DNR, the contractor and their appropriate sub-contractors, as well as the PE and the PM. This meeting helps expedite the process by allowing for a project walk-through and face-to-face comments to convey and address concerns.

Amendments are required whenever there are significant changes to the schedule or erosion control practices. Amendments follow the same process as the initial ECIP. Any revisions to the ECIP need to be documented in AWP Construction.

**PE Action:**

- ✓ Enter ECIP Required (Yes or No), the contractor submittal date and ECIP approval dates in AWP Construction ECIP Agency View.
- ✓ Save contractor submitted ECIP to BOX construction project files and send notification email to SWECE

**Verify R/W Points**

If the project does not have the item for locating survey monuments, it is the PE and project staff’s responsibility to review the existing right of way (ROW) for pins and markers that may be disturbed during construction and document them on the As-Staked ROW Sheet. This document needs to be submitted to the contractor. At the completion of construction, another walkthrough will need to be completed to identify any missing or disturbed monuments. The contractor is responsible for re-setting any disturbed monuments.

**PE Action:**

- ✓ Prepare the As-Staked ROW sheet and submit to the contractor, if applicable.

**Wisconsin Lane Closure System**

<http://transportal.cee.wisc.edu/closures/>

All state projects are required to post closures at the link listed above. Access to get an ID and basic instructions on how to use the site, as well as a replica site to practice on, is available at the link above. A Lane Closure System (LCS) entry is required for a let project, planned maintenance project, utility work, emergency closure, or special event that closes the road or restricts traffic on the state, interstate, or US highway systems.

Information is typically required with the following advanced notification lead times. Check your special provisions for information specific to your project.

Lane and shoulder closures*	7 calendar days
Full roadway closures*	7 calendar days
Ramp closures*	7 calendar days
Detours*	7 calendar days
Lane closures**	3 business days
Ramp closures**	3 business days
Modifying all closure types**	3 business days

\*With height, weight, or width restrictions. (Available width, all lanes in one direction < 16’.)

\*\*Without height, weight, or width restrictions. (Available width, all lanes in one direction ≥ 16’.)

Specific closure information indicating when and how long the closure or restriction will be, must be input. (e.g., a two-month period stating the road may be closed occasionally is not acceptable.)

Full roadway closures must be entered directionally with a separate record for each direction.

### Definitions:

- Daily/Nightly Closure: Occurs each and every day or night.  
Example: 10/1/2019 – 11/15/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped at 7 a.m. each day and picked up at 5:00 p.m. each day.
- Weekly Closure: Reoccurs each week on a specific day(s).  
Example: 10/1/2019 – 11/15/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped at 7 a.m. every Monday and picked up at 5 p.m. every Friday.
- Continuous Closure: More than 24 hours and less than 2 weeks.  
Example: 10/1/2019 – 10/4/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped at 7 a.m. on October 1<sup>st</sup> and picked up on at 5 p.m. October 4<sup>th</sup>.
- Long Term Closure: 24 hours a day lasting more than 2 weeks.  
Example: 10/1/2019 – 11/15/2019, 7:00 a.m. – 5:00 p.m. The cones are dropped on October 1<sup>st</sup> and picked up on November 15<sup>th</sup>. (Note - end date is usually modified as end of closure gets closer.)

Any long-term closure (more than 2 weeks) requires the user to go back into LCS and “complete” the closure when the need for it ends. Closures lasting for less than 2 weeks will automatically be completed and removed from the system.

The available width for all restrictions must be entered for each closure, except for full closures. Available width is the distance between the edge of pavement to the edge of traffic control. The system automatically calculates the effective width (subtracting a one-foot buffer).

Closures and restrictions on priority routes require review and approval by the NC Region Traffic Engineer (RTE).

NCR priority routes are:

- I 39
- US 10
- WIS 29
- US 51 (South of US 8)

To obtain this review and approval follow the instructions below.

- Submit your LCS entry to get the Closure ID (upper left corner of the system closure).
- Email the LCS ID(s) along with the project number, stage/phase, a brief description of the work to be completed under the closure, and any noteworthy information to the RTE.
- The RTE will review the LCS closure entry request to ensure they meet the timelines and policy and review it for other work coordination.
  - If in agreement, the RTE accept the LCS entry and reply to the original email that the closure has been approved.
  - If there are questions or concerns, the RTE will work with the PM/PE to resolve prior to approval.
- If weather or project changes occur after the closure has been submitted, the PM/PE shall work with the RTE to adjust or modify the LCS entry.

### Oversize / Over-width / Over-height Permits:

- Annual Permits: Moves loads up to 15 feet wide. Uses the Wisconsin Travel Info 511 system for routes.
- Single Trip Permits: Issued per trip. Uses the Wisconsin Travel Info 511 system for routes.
- Reviewed by the NCR OSOW Permit Coordinator

### **PE Action:**

- ✓ Submit LCS entry for review and approval, if applicable.

### **Crew List**

The crew list is a document held by NCR as a contact list for construction staff during the season. Before construction starts, the PE emails the CS the following information:

- Contract ID, Project ID, Highway, County
- Personnel, Mobile Numbers of Field Staff



- Prime Contractor
- Completion Date
- Detour Information
- Traffic Control Contact and Phone Numbers
- Field Office Phone Number

The PE notifies the CS of any changes to the above information immediately.

**PE Action:**

- ✓ Send project crew list information to the CS.

**Weekly Construction Update**

The NC Region Communication Manager (RCM) distributes a weekly press release to the public and media containing your updates on active construction projects. PEs are responsible for updating their individual projects.

1. Updates are expected weekly, due no later than close of business every Wednesday.
2. Provide updates in red, whatever has changed needs to be noted.
3. Avoid using acronyms or technical terms. Keep as generalized as possible.
4. If your computer is not working, call the RCM with your update. However, the requirement is to send by email. This is only for unique exceptions if a computer is inaccessible.
5. Email advisories to the Region Communication Manager and Cc: your PM and Project Supervisor.

**PE Action:**

- ✓ Send weekly construction project updates to the RCM.

**PRECONSTRUCTION MEETING**

**Scheduling the Preconstruction Meeting**

Prior to start of construction, a preconstruction meeting is scheduled to discuss details of the project.

The Contractor typically contacts the PE or PM to schedule the preconstruction meeting. The meeting is required to be scheduled a minimum of two weeks from the day the invitations are sent. Verify with the contractor that the ECIP has been submitted to the regional office. If the ECIP has not been submitted, the meeting should not be scheduled. If it is getting late in the season, or there are time restraints on the project, the PE can take the initiative and set up the meeting. The PE should contact the CS to schedule the meeting.

The preconstruction invite form is located on the NCR Pantry site (PreConInviteForm.pdf). The PE is responsible to fill out the form indicating the parties that should be invited to the preconstruction meeting, and send it to the CS. The CS is responsible for preparing and sending the Precon meeting invitations.

The preconstruction agenda template is located on the NCR Pantry site (PreConAgenda.docx). The PE is responsible to fill out as much of the agenda as possible, delete any portions that do not pertain to the contract, and send to the PM for review. After the PM has reviewed the agenda, the PE will send the revised agenda along with the contractor’s submitted progress schedule to the CS for distribution to the invited participants prior to the meeting. The PM or PE will use this agenda to run the preconstruction meeting.

**Preconstruction Meeting Minutes**

Minutes should be recorded during the preconstruction meeting. The PE will finalize the minutes within one week of the meeting. Send minutes to the CS along with a copy of the approved (signed) contractor’s progress schedule, and list of attendees for distribution.

**PE Action:**

- ✓ Fill out the precon meeting invite form and agenda. Send these documents along with the submitted progress

schedule to the CS so they can schedule the virtual preconstruction meeting.

- ✓ Send finalized precon meeting minutes, approved schedule, and attendee list to the CS for distribution.

**CS Action:**

- ✓ Schedule the virtual preconstruction meeting in TEAMS, send meeting invites, and enter the mtg info in AWP Construction.
- ✓ Send meeting minutes and approved progress schedule to participants.
- ✓ Update NCR crewlist with construction project details.

## START CONSTRUCTION

### NOTICE TO PROCEED

Work is not allowed to begin prior to the contractor receiving written notification to begin work, as specified in the Standard Specification 108.3 and CMM 2-22.1. This letter can be used to contractually force the contractor to start a contract if it is getting late in the season or there are other time constraints on the contract. A notice to proceed can only be issued if the following items have been done:

- A Notice of Execution has been given to the Region Office.
- The ECIP has been approved.
- Railroad insurance has been acquired and approved when applicable.
- A Request to Sublet has been approved.
- The regional office has received a satisfactory work schedule.
- A preconstruction meeting has occurred.
- The contractor has submitted Source of Materials form.
- A field office has been setup and is ready for use by construction staff (if required in the contract)

Send an email to the CS requesting a Notice to Proceed letter be sent. The CS will prepare the letter, obtain signatures, and distribute to all parties. The CS will enter the Notice to Proceed date in AWP Construction.

Refer to the AWPKB website, Contract Status Dates Agency View for detail instructions.

#### PE Action:

- ✓ Send email to CS requesting Notice to Proceed letter be sent.
- ✓ Enter the Time Charges Start date in AWP Construction to start time on the contract.
- ✓ Enter the Construction Start (Work Began) date in AWP Construction.

#### CS Action:

- ✓ Send Notice to Proceed letter to contractor.
- ✓ Enter the Notice to Proceed date in AWP Construction.

### CONDITIONAL NOTICE TO PROCEED

In situations where an active contract does not have a Notice to Proceed Date issued yet, the region may reach an agreement with the prime contractor to issue a Conditional Start Notice so some preliminary work can take place for items of clearing and grubbing, bird netting, snake and turtle fencing, survey and traffic control, and placement of a Portable Changeable Message Sign (PCMS). The Project Engineer, with the approval of the Project Manager, should send an email to the CS requesting a Conditional Notice to Proceed letter be sent, specifying in the email what work can take place and when the contractor can start. The CS will prepare the letter, obtain signatures, and distribute to all parties. The CS will enter the Conditional Notice to Proceed date in AWP Construction. Subsequent Conditional Notice to Proceed letters may be sent as needed.

#### CS Action:

- ✓ Send Conditional Notice to Proceed letter to contractor.
- ✓ Enter the Conditional Notice to Proceed date in AWP Construction.

### TRAFFIC MANAGEMENT PLAN (TMP)

Review the TMP for accuracy. If major changes take place to the construction staging or if traffic impacts end up being different than what the TMP predicted, make an amendment to the TMP. The construction PM can add this document to the TMP.

#### PE Action:

- ✓ Submit TMP amendments to PM as needed.

## FIELD OFFICE

Enter field office information including telephone, address, and directions in AWP Construction under the Additional Information tab (see AWPKB website Contract Setup for detailed instructions).

### PE Action:

- ✓ Enter Field Office information in AWP Construction.

## DIARIES

The Diary (Engineer's Diary) is the primary record of the daily work performance of the contractor(s) and is required for all contract types. See CMM 1-60.1 for additional guidance on how to prepare the diary. The Project Engineers must have an entry for each day of the week including Saturdays, Sundays, and holidays unless time has been suspended or until the contract is complete and the contractor is no longer on site. (See AWPKB website Contract Progress for detailed instructions).

## DAILY WORK REPORTS (DWR)

Inspector Daily Work Reports (DWRs) are used to track men and hours for each contractor on site plus equipment and item postings. DWRs are REQUIRED for each day that a contractor works at the job site. See CMM 1-60.2 and the Construction Critical Inspection for additional guidance on how to prepare and what is required for inspector's documentation in the work report. The PE and Inspectors should discuss data entry requirements for DWRs with their PM for each contract.

The Inspector will enter the DWR in AWP Construction (see AWPKB website Contract Progress for detailed instructions). Existing DWR must be in draft status in order to be edited. DWR data entry is broken down into these key areas: General, Contractors, and Postings.

The PE and Inspectors should discuss the DWR approval process to determine if the Inspector will approve their own DWRs or if the PE will review and approve all DWRs for the contract (see AWPKB website under Daily Work Report (DWR) Approval Process for more details).

Once an approved DWR is associated to a payment estimate, the DWR cannot be placed in draft status and edited. A new DWR will need to be created to offset any item posting errors, equipment, or personnel selection errors, or add additional comments that were not part of the original DWR.

### Inspector Action:

- ✓ Enter Daily Work Reports in AWP Construction.

## DWR for postings

Remarks are a critical part of item posting in AWP. The remarks identify the source location of the quantities entered, as well as the location of the item source document. The PE will be held accountable for verifying all quantities that go into AWP Construction for payment. It is recommended to use the simplest method for source documents. See eFinals Guidance for examples.

Remember, try to look at documentation from the auditor's point of view, who has never been on the project and is trying to justify how and why the payments were made.

### PE Action:

- ✓ Enter daily diary in AWP Construction.

## PAYMENT ESTIMATES

The PE will create the payment estimate in AWP Construction (see AWPKB website Contract Progress for detailed instructions). An estimate should be sent every two weeks at a minimum, if the payment due to the contractor is over \$1,000 or if a subcontractor has completed work. If a negative intermediate estimate is created and expected, the estimate should not be submitted for approval. Delete the estimate and continue to enter item postings until a positive estimate can be created.

Refer to CMM 2-36 and Standard Specifications 109.6.2 for additional guidance estimates and contractor payments.

The PM will inform their Supervisor and the PE if they are planning to be out of the office for more than two consecutive days, so the Supervisor can approve intermediate and tentative final estimates in their absence. The PE will have to send the Supervisor email notifications of the estimates during this time.

### PE Action:

- ✓ Create payment estimates in AWP Construction.

### PM Action:

- ✓ Review and approve payment estimate in AWP Construction.

## CONTRACT CHANGE ORDERS

Contract Change Orders (CCO)s are created to modify contract language, add new items, increase or decrease item quantities, or adjust contract site time (add time to a contract). Categories cannot be added to existing projects. Project staff should review CMM 2-42 and Standard Specification 104.2 for guidance on contract change orders.

A Contract Modification Justification (CMJ) Form is required for all CCOs. The CMJ form is a stand-alone word document, it is not processed through AWP Construction system (a blank CMJ form can be found in PANTRY). More information about the CMJ can be found in the CCO Approval Process section of this guide.

### ***Local Program CCO***

If the CCO is for a local program project, the PE will provide a pdf copy of the CCO, including backup information (justification form, force account calculations, prior approval documentation from FHWA, etc.) to the local official, and the CS. This includes \$0.00 modifications.

### ***Negotiated Price***

In accordance with Section 109.4.4 of the Standard Specifications, the engineer and contractor will negotiate the price of a contract revision. One method to reach an agreed upon, negotiated price is the project engineer and the contractor can agree, preferably in writing, prior to the work being done that it will be done at the time of the labor and equipment plus the cost of materials with a reasonable allowance for profit. The contractor should submit paperwork for the costs to support the cost of the equipment, labor, and materials. The hours that each of these are used can be agreed upon after the work is complete. This process is not as detailed as going to force account. In no case should the negotiated price be more expensive than the price of completing the work via Force Account.

Be sure to review Section 109.4.6 of the Standard Specifications which lists the non-allowable charges that cannot be included within the cost of a contract modification.

If a negotiated price cannot be agreed upon, the engineer may direct the contractor to perform all or part of the revised work under force account.

### ***Force Account***

Force Account is for instances where work needs to be completed and the contractor and PE cannot agree upon a price to complete work. The contractor is “forced” to do the work following a procedure in the Standard Specifications

109.4.5 and CMM 2-46. Once the work has been completed, the contractor can follow the claims process if they deem necessary.

### ***Changing Method of Measurement***

Formally known as a supplemental agreement, a CCO can be added when the contractor and PE have agreed to a change in the method of measurement, (e.g. pay contract quantity for an item used on the project).

Follow procedures in CMM 2-32. A CCO is required for the agreement to be valid.

### ***Railroad Flagging***

If the project has a railroad in the construction zone, be aware of the requirements for flagging. If the contract has a special provision indicating reimbursement for railroad flagging costs, be aware that a change order will need to be written using **only** the standard administration code 807.0117 for the cost of the reimbursement. Do not use any other SPV item number. An example of the payment of Railroad Flagging is:

“The contractor will be reimbursed by the Department for fifty percent of the cost of such services after the completion of the work requiring flagging protection, as provided in Subsection C. of this Special Provision, based on paid railroad invoices.”

This requires the PE to receive, from the contractor, a detailed daily log of the flagger’s time which includes men, regular hours of work, overtime hours of work, and dates of the work as well as a copy of the cancelled check showing payment for that service. If a contractor fails to provide this information, contact the region’s Railroad Coordinator.

The PE creates an ADMIN CCO in AWP Construction to pay WisDOT’s fifty percent of the total cost.

### ***Fuel Cost Adjustment (ASP-5)***

Additional Special Provision 5 (ASP-5), Fuel Cost Adjustment, provides for cost adjustments on all contracts with an estimated fuel usage of 10,000 gallons or more, to be applied to partial and final payments for selected work items as a payment to the contractor or a credit to the Department. Utilize the administrative item in AWP Construction to create a CCO for a Fuel Cost Adjustment. The PE will need to manually calculate the credits and debits, and then adjust the contract accordingly with the CCO. This CCO does not have to be signed by the contractor or supervisor.

The Base Fuel Index (BFI) and Current Fuel Index (CFI) values that are to be used are available to everyone at <https://wisconsin.gov/hccidocs/contracting-info/fuelcostadjustmentcomputations.pdf>. This can be used to compute the credit or payment for ASP-5. After the CCO has been added, postings need to be made to the appropriate item. See CMM 2-38.2.4 and the Facilities Development Manual Procedure 19-15-90 (FDM) for further information.

### **CCO Approval Process**

The PE creates the change order in AWP Construction (see AWPKB website under Contract Progress for instructions).

The system uses an automated electronic process to approve change orders based on the change order type.

- Staff will receive an automated email notification when it is their role’s turn to approve the change order.

The PE prepares the CMJ.docx with the justification language for the change order, **DO NOT INCLUDE THE JUSTIFICATION IN THE TEXT BODY OF THE CHANGE ORDER or as an attachment in AWP**

- The PE saves the document in pdf format, electronically signs the CMJ.pdf and emails it to the PM for review/approval at the same time the Change Order is submitted for review/approval in AWP Construction.
- The PM electronically signs the CMJ.pdf and forwards through email up the chain of command if more approvals are required per the change order approval levels chart.

When the final approval CCO and CMJ is received, the PE will generate a historical change order report in pdf format from AWP Construction, save the CCO and the CMJ to the BOX construction project directory under ChangeMgmt/ContractModCMJ/Draft/contractID\_CCO#x, and email the CS that the approved CCO#x and CMJ#x are saved in the BOX project folder.

After all approvals have been received, the CS will process the approved CCO and CMJ pdf files, submit to Central Office thru the OnBase application, and distribute pdf copies through email to appropriate staff. The CS will save the processed CCO and CMJ files in the BOX construction project directory under ChangeMgmt/ContractModCMJ/Executed. When the PE receives the approved notification from the CS, they may pay on the CCO.

**PE Action:**

- ✓ Create the CCO and submit for approvals in AWP Construction.
- ✓ Prepare the CMJ document, email for approvals.
- ✓ Save both approved documents as pdf files in the BOX construction project directory and email link to the CS.

**PM Action:**

- ✓ Review and approve CCO in AWP Construction and CMJ pdf file through email.

**CS Action:**

- ✓ Review CCO & CMJ and process.
- ✓ Notify project team that the CCO has been processed
- ✓ Provide contractor with a copy

## PIPE LENGTH CHECKS

Prior to the contractor/subcontractor ordering the pipes on the project the PE or construction staff is responsible for confirming the size and length of the pipes to be installed on the project. This should be done as early as possible on the project. See CMM 1-60 Attachment 1 for more information.

## BEAMGUARD/GUARDRAIL POST DATA

The standard specification allows the department to direct the contractor to verify 5% of the posts after installation. The PE should make use of this 5% allowance unless approved by a PM. Payment for reinstallation is at the contractor's cost. Use the statewide Pantry form Beamguard/Guardrail Post Data to document the verification results. Email this completed form to the BPD Chief and region Construction QA Engineer and save in the BOX construction project directory under Finals/SubmittedPantryForms as part of the electronic Final Project Records.

**PE Action:**

- ✓ Complete the Beamguard verification spreadsheet, email as required, and save the file in the BOX construction project directory.

## CURB RAMP COMPLIANCE

Curb ramps are designed to full ADA compliance or to the maximum extent feasible. The curb ramp compliance report can be found in PANTRY and must be filled out using Survey123.

The PE will complete the to curb ramp compliance report and document every curb ramp worked on during the project.

**PE Action:**

- ✓ Complete the curb ramp compliance report for each curb ramp on the project and save the file in the BOX construction project directory.

## SITE COMPLICATIONS

### Erosion Release

In the case of wetland or waterway release.

1. Document in an erosion control diary what happened. Take pictures of the site. Estimate the size of the release. What type of material was released? Did erosion control devices fail?

2. Contact the PM and SWECE. Send them the info listed in item one. Develop a plan for improving BMP's, how we will attempt to control it from happening again in this location, the method of cleanup (Hand, Vac truck, Backhoe), and the appropriate schedule of cleanup.
3. Report the release within 24 hours to DNR Liaison, USACE, PM, SWECE in an email including pictures. Include documentation on size of release, existing erosion control devices that had been in place, material released and potential cleanup procedure. Include plan sheets from the erosion control plan, if accessible, to denote where the release was and what erosion control measures were in place. Notify them of any corrective action on cleaning up and how failed erosion control devices will be improved. Also include an estimate of the clean-up schedule.
4. Complete an erosion control inspection of the site, clean-up, and any failed devices; issue an Erosion Control Order. An [Emergency Erosion Control Order](#) may be necessary.
5. Once the USACE and the DNR approve of cleanup methods, notify the contractor as to the plan of action. The contractor is to perform or subcontract the clean-up.
6. During the cleanup process, accountability for the work can be discussed with your PM. Regardless, the clean-up needs to be completed timely. Use Force Account if necessary.
7. While cleanup is taking place, take pictures of the cleanup process, document the same as any other contractor on site, note the amount of material removed from the site.
8. When cleanup is complete, notify the PM, SWECE, DNR and USACE that the work has been completed, include pictures and the amount of material removed. Document all correspondence and timing of the release date, cleanup methods, begin and end date, and approval of cleanup in the erosion control diary. Final acceptance of the cleanup effort by DNR and USACE may require a site visit. If verbal approval is given, follow up with an email to document any DNR or USACE suggestions or approval.

In the event of an upland release

1. If on right of way, have contractor clean up and restore.
2. If off right of way, have the contractor notify the property owner and get an agreement on cleanup methods. Any agreement should be in writing for project records purposes.

### **Hazardous Spill/Site Condition**

In the event that hazardous materials are found on the project site (ex. excavation smelling of gasoline, asbestos on bridges, encountering unknown buried debris) **stop** all work around the site of the contamination. Do not touch and/or do not remove any excavated material from the site. Place already excavated material on a separate pile, on a tarp if available, until the proper cleanup effort can be coordinated. Take pictures of the contaminated site as soon as possible. Follow CMM 1-30.2 and Standard Specification 107.24.

### **Archeological Find**

In the event that archeological artifacts are found on the project site, stop all work around the site of the find. Do not remove any excavated material from the site. Place any already excavated material on a separate pile, on a tarp if available, until the proper authorities can be coordinated. Contact the PM to coordinate with the Bureau of Technical Services (BTS), or any other local historical societies and/or authorities. Take pictures of the disturbed areas. Follow Standard Specification 107.25.

### **Emergency Shut Down**

In the case of an accident or situation that requires an emergency shutdown of the roadway:

1. Call the local emergency officials to help get the road detoured as quickly as possible.



2. Contact the PM, who in turn will contact the local Region Incident Management Coordinator (RIMC) on call. The RIMC is the region's representative who works with the Traffic Management Center (TMC) and local emergency officials to get state roadways detoured as quickly as possible.
3. Have contact information for the contractor and traffic control subcontractor available as a resource for the RIMC and emergency officials.

For construction site crashes follow CMM 1-55.

### **Suspending Time**

Contract time can be extended or suspended on a contract site if there is an excusable delay that affects the controlling item of work. Contract time will be extended on a change order for completion date or calendar day sites. On working day sites, time charges will be delayed. In all of these circumstances, liquidated damages are placed on hold while processing a time extension or delaying contract time. In addition, time can be suspended on working day sites as has been done in the past. See Standard Specification 105.1, and CMM 2-48 for guidance on suspension of work.

### **Available Time (Working Day)**

Working day sites can be suspended due to engineer-ordered suspension, severe weather, or other unforeseen circumstance, (e.g. shutting down for the winter to resume in spring, unavoidable weather delays, or problems with design of the project that need to be resolved before continuing construction, etc.). The PE can suspend time on working day sites by following the instructions in AWPKB website under Other Contract Administration Procedures.

To suspend time on Available Time (Working Day) Site, the PE will suspend time in AWP Construction:

- Add a New Suspend Event under the Contract Administration Summary/Site Times tab.
- Send an email to the CS requesting the Suspension of Work Time letter be sent to the contractor.

The PE can create DWRs and Diaries (but cannot charge time against the site) during the time suspension. Estimates can be processed with no time charged against the site.

### **Resuming Time**

When contract work on a working day site is to start again, the PE resumes time on the site in AWP Construction:

- Under Contract Administration Summary/Site Times tab, Select the hyperlink for the site time record and enter Resume Available Time Charges date
- Send an email to the CS requesting the Notice to Resume letter be sent to the contractor.

### **Extending Time**

#### *Calendar Day Site*

Contract time can be extended on calendar day sites when work is not completed in the number of calendar days allotted for the site and project staff plan to add calendar days to the contract or change the completion date to a future date through a change order (i.e. when punch list items cannot be completed prior to winter, a change order is written to suspend time to carry over to spring). **Please work closely with the PM and CS throughout this process.** Do not enter Actual Completion (Time Charges Stop Date) on the site record, if time is exceeded liquidated damages will be assessed. The PE, after consulting with the CS, can create the change order and add the calendar days/change the completion date in the site by following the instructions in AWPKB website under Other Contract Administration Procedures.

To extend time on Calendar Day Site, the PE will create a change order adding calendar days/change the completion date to the selected site in AWP Construction.

- Create the change order, select the Site Time to Inactive, add calendar days/change the completion date for the contract, select the Site Time to Active... (please follow the detailed instructions in AWP Construction/Other Contract Admin Procedures)

**PE Action:**

- ✓ Suspend and resume time on Available Time (Working Day) Sites as necessary in AWP Construction.
- ✓ Send the CS an email requesting the Suspension of Work Time/Notice to Resume letter be sent to the contractor.
- ✓ Extend time on Calendar Day Sites as necessary in AWP Construction.

**CS Action:**

- ✓ Prepare and send the Suspension of Work Time/Notice of Resume letters to the contractor.

**CONTRACT COMPLIANCE**

See CMM 2-24 for more information. If there are any questions about what the wage rates are, it is best to call the NC Region Contract Compliance Specialist (RCCS). Be aware if your project requires CUF reporting.

## CONSTRUCTION COMPLETED

Once the project is nearing completion of construction the project moves to the final stage – project closure. Use the e-Finals Guidance and updated DT2075 as a guide through the closure of the project. See Finals Process for Let Closeout Manual.

### PARTIAL ACCEPTANCE

Partial acceptance may be granted to relieve the contractor of maintenance responsibility for segments of work completed, (ex. multiple year projects where one section is reconstructed prior to the other.) All bid items must be completed for the area being partially accepted. The partial acceptance does not relieve the contractor of responsibility for defective work or damages. See CMM 2-50, and Standard Specification 105.11.1 for more information.

Contractor requests, then the PE or PM can request the CS to draft and send this letter to the contractor. The CS prepares and sends the letter, saves the pdf file in the BOX construction project directory under ProjectMgmt/ContractCorr, and enters the PA date in AWP Construction.

#### CS Action:

- ✓ Prepare the Partial Acceptance letter and send to the contractor.

### STOPPING CONTRACT TIME/SUBSTANTIALLY COMPLETE (ACTUAL COMPLETION DATE)

This is the actual date when contract time is complete. The date when the PE declares work under the contract is substantially complete as defined in Standard Spec 105.11.2.1.3. This field is the main site 00 Actual Completion (Time Charges Stop Date). This date starts the finals process for let project closeout and determines if liquidated damages should be assessed. The PE can stop assessing contract time charges on the project after concurrence with the PM and the following criteria are met:

- The PM and PE have completed a site walk-through and compiled a Punch List.
- All contract items and change order work complete except for the punch list or contract items associated with a plant establishment period.
- All lanes of traffic are open on a finished surface.
- All signing, marking and traffic control is in place.

After the project has fulfilled the contract requirements for Time Stopped, the PE will enter the Actual Completion (Time Charges Stop Date) date in AWP Construction (see AWPKB website under Contract Finals for instructions). This triggers an automatic e-mail to the PE, CS, PM, OCS, and Contractor notifying them that the Actual Completion date has been entered and the contract is now Substantially Complete (this notice starts the 180-day finals process).

#### PE Action:

- ✓ Enter the Actual Completion (Time Charges Stop Date) date in AWP Construction to stop contract time.

### PUNCH LIST

Once the project is at or near completion of construction, the PE should schedule a walk through with the PM, Supervisor and any other maintenance authority that is required. A final punch list should be prepared and given to the contractor by the PE per standard specification 105.11.2.1.3:

The PE prepares the punch list. The document will be clearly titled Final Punch List including the Project ID, Project Title, Highway, County, Contractor, and date stamped. The PE must list the work to be completed and all missing documentation. Punch list items for contingencies include cleanup work and minor corrective work:

1. Haul Road Releases: List those not received.
2. Materials Certifications: List those not submitted.
3. Disposal Site Releases: List those not received.
4. Borrow Pit Releases: List those not received.
5. R/W is Monumented with Pipe and Marker Posts: Complete spreadsheet.

6. Silt Fence: To be removed or arrangements have been made to remove.
7. DQI: Prime Contractor's Foreman's participation in rating.
8. Items specific to your project that are not completed: List

The PE will enter the Punch List Complete date (as defined in Standard Spec 105.11.2.1.3) in AWP Construction (see AWPKB website under Contract Status Dates Agency View for instructions).

**PE Action:**

- ✓ Submit punch list to the contractor. Enter the punch list complete date in AWP Construction.

## ALL CONTRACT WORK COMPLETE

When all contract work is completed, including punch list and the submission of all documentation, as defined in Standard Spec 105.11.2.1.4 the PE enters the “All Contract Work Complete” date into AWP Construction on the Contract Status Dates Agency View (see the AWPKB website for instructions). **NOTE: If the contract contains plantings, do not complete this field until the plant establishment period is complete.** For projects with plant establishment periods, the “All Contract Work Complete” is based on 1 or 2-year establishment period, and is October 15th following the final inspection, which should be entered into AWP Construction at that time. The date is entered after the plant establishment period is complete and the work has been inspected. The All Contract Work Complete should not be held up by pavement marking proving periods or DNR WPDES/EPA permits.

The PE enters the All Contract Work Complete date, triggering the system to generate an email message that is sent to the Contractor, CS, PE, PM, and Supervisor. The CS sends a written notification that the project is complete but Final Acceptance of the project is contingent.

**PE Action:**

- ✓ Enter the All Contract Work Complete date in AWP Construction.

**CS Action:**

- ✓ Prepare the Project Completion letter and send to the contractor.

## LIQUIDATED DAMAGES

Liquidated damages will automatically be calculated and assessed in the AWP Construction once working days have been exceeded or have extended beyond the completion date of the contract. The rate of liquidated damages is determined by the total contract amount and the type of contract. Rates can be found in the Standard Specification 108.11 or as defined in the contract special provisions. A CCO for a time extension should be completed to reduce the amount of damages assessed in order to avoid wrongful penalization, e.g. move the completion date, or extend working days.

## TMP EVALUATION

Write up a Post-Construction Project Evaluation of the traffic management plan, providing a brief discussion on any applicable items:

- Overall statement reflecting the usefulness of the TMP.
- Changes that were made to correct oversights in the TMP.
- Changes that were made to the original TMP and how successful those changes were.
- Public reaction to the TMP, if received.
- Average delay time, queue, etc., during construction.
- Frequency of complaints made about the project, the nature of the complaints and how they were resolved.
- Type of crashes/incidents that occurred during construction, and how they were resolved.
- Recommendations or suggestions for future projects of similar type.
- Highlight the areas of the TMP that were successfully implemented.

Once the project is complete, the PE will save the post-construction evaluation to construction project directory under Finals/SubmittedPantryForms as part of the electronic Final Project Records.

**PE Action:**

- ✓ Prepare the Post Construction Project Evaluation of TMP. Submit as part of the electronic Final Project Records.

## FINAL PROJECT RECORDS

Final project records are to be saved as electronic files, eliminating, or reducing the amount of hard copy/paper files to be archived. The electronic files should be saved in the BOX construction project directory under the Finals folder.

Final project records need to be reviewed by the NC Region Finals Reviewer before a Semi-Final estimate can be issued. Refer to the e-Finals Guidance and DT2075 to ensure all required documentation has been saved in the Finals folder in the BOX project directory. See CMM 1-65.1.2 for records guidance. Notify the CS within 60 Days of the “All Contract Work Complete” date that the project records are in the directory and are ready to be reviewed. The CS will enter the Records submitted date in AWP Construction.

**PE Action:**

- ✓ Save all Final Project Records electronically in the Finals folder under the Box construction project directory and Statewide Finals Checklist Form DT2075

**CS Action:**

- ✓ Enter the Records Submitted date in AWP Construction.

## Materials

The following process should be followed to expedite the NC Region Materials Review:

- Once a project is marked substantially complete, the PE should finalize all requirements remaining on the e-guide. Generate the Region Certification of Materials Used on Highway Project [DT1310] from MIT (this form should be completed by the PE and included with the Materials documentation submitted to regional Materials Section). Per the Finals Manual, if any documentation is still required at the time of the punch list – these items should be added to the punch list to ensure a timely submittal. Ensure that all CCO items that have been added to the contract have the required materials’ documents added to the e-guide. Once all reports, diary entries and documentation have been gathered, save them to the Finals/MaterialsFinals folder in the BOX construction project directory, or deliver them to the CS to be routed for review.
  - The Materials Specialist enters the Materials Records Submitted date in Materials Tracking System (MTS) and performs the review (this is the date imports from MTS into AWP Construction).
- The Materials Specialist will perform the materials records review and send an email to the PE and CS notifying them that the review is complete. The PE should make corrections to the materials records based on the review comments and send an email to the Materials Specialist and CS notifying them the corrections are done.
  - The Materials Specialist enters the Materials Records Reviewed date in MTS (this is the date the materials records review is completed; this date imports from MTS into AWP Construction).
  - The Materials Specialist signs the Certification of Materials Used on Highway Project form [DT1310] in MTS when all the materials in the contract either meet specifications or exceptions to specifications are explained (this date imports from MTS into AWP Construction).

## Contract Items Review

The following process should be followed to expedite the NC Region Contract items Review:

- The PE and project team gathers and checks over all proper documentation (per the Finals Construction Project Checklist DT2075 and WisDOT Construction eFinals Guidance), for the Final Project Records for accuracy and

completeness, and saves the electronic Final Project Records in the BOX construction project directory as indicated on the DT2075. The PE sends an email to the CS that the files are ready for review.

- The CS will enter the Contract Records Submitted date in AWP Construction.
- The CS coordinates the finals review with the NC Region Reviewer and ensures they have access to the records (electronically and any hard copy files that may have been sent in).
  - The CS enters the Contract Records to Reviewer date in AWP Construction.
- The NC Region Reviewer will perform the project finals review of the records, complete the Contract Items Review form [DT2076] (required prior to sending the semi-final estimate), and send an email to the PE and CS notifying them the review is complete. The PE should make corrections to the final records based on the Reviewer's comments and send an email to the Reviewer and CS notifying them the corrections are done.
  - The CS enters the Contract Records Reviewed Date in AWP Construction (the date when the region staff completes the review of completed contract items).
  - The CS enters the Contract Records Issues Resolved date in AWP Construction (the date all issues related to review of the final records are resolved).
  - CS will distribute the necessary documents.

After the Final Records and Materials Records reviews have been completed the CS informs the PE that the project is ready for the Tentative Final Estimate.

## **TENTATIVE FINAL ESTIMATE/CONTRACTORS PACKET/SUBCONTRACTOR'S FINAL PAYMENT AND RETAINAGE CERTIFICATE**

The tentative final estimate, aka the semi-final estimate, is sent after the PE has verified all quantities and the regional review of the final records is complete. The final estimate should be done within 126 calendar days of the Substantially Complete Letter, unless there are plant establishment deadlines, outstanding Wisconsin Pollutant Discharge System (WPDES) permit requirements, a dispute with the contractor over quantities, or other issues on the contract per the FDM.

The PE creates the Tentative Final Estimate and submits for approval in AWP Construction. The PM approves the estimate and sends an email informing the CS. The CS sends the Tentative Final Estimate, Subcontractor's Final Payment and Retainage Certificate, and the Contractor's Evaluation of the Project Team to the contractor. The contractor must sign and return the Tentative Final Estimate and Subcontractor's Final Payment and Retainage Certificate. The Contractor's Evaluation of the Project Team gives the contractor the ability to rate the PE and team in the field and discuss any potential issues to help the team grow in experience.

The contractor has 30 days to sign and return the documents. If there is a dispute, contact the PM and the CS so that the problem can be documented. The CS will return a copy of the signed Tentative Final and Subcontractor's Final Payment and Retainage Certificate to the PM and PE. The PE resolves issues with disputed quantities and makes adjusting postings accordingly. If the contractor is owed over \$1,000 an Intermediate Estimate can be sent at this time or these monies can be paid on the Final Estimate.

### **Negative Tentative Final**

If the semi-final estimate is a negative payment estimate and there is no other work to be paid, the PE must inform the CS before submitting the estimate for approval. The PE then submits the estimate for approval in AWP Construction. The PM approves the estimate and sends an email informing the CS. The CS sends the Tentative Finals Estimate to the contractor with a request for payment. The CS informs the Bureau of Financial Management that a negative semi-final estimate has been submitted and that payment has been requested. The prime contractor should send the check to the Bureau of Financial Management. If the requested reimbursement is not received from the contractor, the department will follow the process specified in Standard Spec 109.7 Acceptance and Final Payment, to withhold payments from another contract to set off the amount that is owed.

## **WPDES PERMIT**

Projects that require a Wisconsin Pollutant Discharge System (WPDES) Permit **cannot be completed** until the DNR issues the Notice of Termination date. Notice of Termination will not be issued until 70% of the project site disturbed areas have permanent coverage (not just seeded and e-mat/mulch). The PM receives a Notice of Termination letter from the DNR, the PM distributes the letter to the PE and CS. The CS enters the Notice of Termination date in AWP Construction.

## **FINAL ACCEPTANCE/COMPLETION CERTIFICATE (DT1582)**

Final acceptance is granted when all contract work is satisfactorily completed, all contract records have been reviewed and approved, and the final estimate is approved.

The PE generates the Final Estimate and submits it for approval to the PM in AWP Construction. The PE requests the Final Acceptance letter and Completion Certificate from the CS. The CS distributes the Final Acceptance Letter and sends a copy of the Completion Certificate to the contractor's bonding company to inform them of project completion and acceptance. The CS enters the Final Acceptance, Final Acceptance to Contractor, and Completion Certificate dates in AWP Construction.

This manual is maintained by the region Construction Quality Control Engineer and regional Contract Specialists. If there are any elements of construction that could be added or better documented as part of this manual, or if there are any inaccuracies in the document, please contact the Construction Quality Control Engineer or Contracts Specialist to have the manual updated.