

# WisDOT Construction Administration Guidance

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## **Overview**

The Construction Administration Guidance is a living document to provide direction and access to information during the project. It is not all encompassing. Construction personnel should review and become familiar with the Construction and Materials Manual (CMM), Standard Specifications for Highway and Structure Construction (Standard Spec), and all tools made available to aid the administration process.

### **Statewide Manuals and Guides**

Project Engineers shall be familiar with and use the [Statewide Manuals and Guides](#) for administrating construction contracts.

### **WisDOT AASHTOWare Project Knowledge Base website:**

Construction staff administer projects using the AASHTOWare Project (AWP) web-based application. Detailed documentation, training videos, and a frequently asked questions section are provided on a website for consistent data entry and use of the AWP applications. Refer to [WisDOT AASHTOWare Project Knowledge Base \(AWPKB\)](#).

### **Project Engineer & Construction Inspection Expectations:**

Project relationships and Communication are outlined in [CMM 218](#).

Construction Inspection expectations are shown in [CMM 160](#).

### **Finals Guidance:**

- [Finals Process for Let Project Closeout](#)
- [WisDOT Construction e-Finals Guidance](#)
- Utilize DT2075 for reports/records that are saved electronically, Box location and File Name. See [Final Construction Project Record Checklist](#).

\*Contact your Construction Project Manager for additional Region-Specific Guidance if applicable.

## **Pre-Construction**

### **Box:**

Project Box Folder is created by WisDOT. Contact your Construction Project Manager or Region Box representative. Box is the only location to store project related content for collaboration, records request, and retention of WisDOT records.

The [Construction Folder Guidance](#) should be followed.

### **AASHTOWare Project (AWP) Setup:**

Steps on how to complete [AWPKB Project Setup](#) can be found on AWPKB.

Mobile Inspector allows Project Engineers and Inspectors to collect information required for a daily work report including remarks, contractor's men and equipment, weather and site conditions, photos, and item postings on a mobile device. [AWPKB Mobile Inspector Set Up](#)

Review the [AWPKB How to Administer a Construction Contract](#) list of topics construction staff should refer to when administering construction contracts.

### **eSignature (DocuSign and Bluebeam):**

Utilize DocuSign for eSignatures on documents when applicable. See [DocuSign User Guide](#). Contact your Construction Project Manager for a DocuSign Sender Account. Alternatively, e-signatures may be done in Bluebeam, see [Bluebeam Revu User Guide](#).

### **Source Documents:**

Item Source Documentation Source documents include spreadsheets, tickets, CADD files, or other supporting documents such as computation sheets, field book pages, plan sheets, QMP Summary Reports, Change Orders, etc. that include information in which item measurement for payment is based upon. Source documents are to be stored electronically in the project Box folder under ItemSourceDocs and the appropriate subfolder.

See [WisDOT Construction eFinals Guidance](#) for how to set up source documents.

### **Request to Sublet:**

Request to Sublet is submitted by Contractor and approved by Compliance Specialist. See [AWPKB Subcontractors](#) for data entry requirements in AWP.

### **Preconstruction Meeting:**

Follow guidelines in [CMM 226](#) and use form [WS1030](#).

See [AWPKB Preconstruction Meeting Guidelines](#).

#### PDF Plans, Special Provisions, and all Addendums:

After the project is awarded check the Box folder (Plan/Let) if documents are not located in this folder, these documents can be downloaded from [Highway Construction Contract Information \(HCCI\)](#) site. Check with Project Manager (PM) for responsibility of Plans, Provisions, Addendums placed in the Box folder.

#### Design Documents:

Review relevant design documents using the bookmark located in DesignLinks folder (must use Box online version to access this). If there is not a link to the Design folder contact your PM to have the link to Design project(s) setup. Relevant design may include but not limited to:

- State Municipal Financial Agreement (SMFA) (Contains FIIPS Funding Categories) (if applicable)
- State Municipal Maintenance Agreement (SMMA) (if applicable)
- Traffic Management Plan (TMP)
- Incident Management Plan (IMP - if applicable)
- Environmental Commitments
- Environmental Permits (WPDES, USACOE, etc.)
- Real Estate Commitments (Right-of-Way Commitments, Statement to Construction Engineer)
- Notes to Construction

#### Erosion Control Implementation Plan (ECIP):

The ECIP is submitted by the Contactor. Reviewed and accepted by the Project Team, Regional Storm Water and Erosion Control Engineer, and DNR.

The original ECIP and all amendments should be saved in the project folder in Box and made available and understood by all project staff.

See [CMM 645.2](#) for ECIP information.

See [AWPKB ECIP/WPDES Agency View](#) for data entry requirements in AWP.

#### Field Office Items:

Have the following posted in the field office:

- [SiteHealthAndSafetyChklist.dotm](#) saved to Meeting/PreCon folder
- [LineOfCommunication.dotm](#) saved to Meeting/PreCon folder

#### Haul Roads:

See [Standard Spec 107.2](#) for haul road notification and [Standard Spec 618](#) for haul road maintenance and repair information.

Video/log haul routes (if applicable with bid item) with maintaining authority and contractor prior to use. Save in SiteDocumentation Folder

#### **Railroad:**

If railroad coordination is required for the project, use [RailroadChklist.docx](#)

See [CMM 258](#) for railroad agreement information and the Facilities Development Manual Chapter 17 ([FDM 17](#)) for more information

#### **Public Information:**

Review the Public Involvement Plan (PIP) accessible through the DesignLinks folder. Work with the Project Manager and Region Communication Manager (Sponsor for local program projects) to setup items that may be necessary.

Update emails to local businesses, residents and media, website, fliers, mailers, new releases, get around guides, etc.

See [CMM 220](#) and [FDM 6-5-10](#) for more information regarding public information meeting plan.

#### **Notice to Proceed:**

Work with Contract Specialist and Project Manager to issue a Notice to Proceed. No work may occur on site until the Notice to Proceed is issued. See [CMM 222](#) and [Standard Spec 108.3](#) for addition information and a list of requirements to issue the notice.

#### **Lane Closure System (LCS):**

Traffic restrictions and closures need to be entered into the LCS system. See [CMM 165.7](#) for link to the LCS system, manual, and to request access.

## ***During Construction***

### **Labor Compliance:**

Contact Region Compliance Specialist for checklist. Review wage board for completeness and return to Regional Compliance Specialist.

### **Weekly Progress Meetings:**

See [CMM 218.3](#) for additional project communication information and a sample weekly meeting agenda.

Follow [AWPKB Weekly Progress Meeting Agenda](#) template.

### **Erosion Control Inspections and Orders:**

Complete inspections weekly, after each 0.5-inch rainfall, at the beginning and ending of each stage, and at the completion of the project. Check with your PM for winter inspections requirements. The inspection documentation should be saved in Box (Environmental\StormwaterEC\InspectionOrder).

- Use [DT1072](#)

If corrective action of erosion control items is identified, written notification must be given to the contractor.

- Use [DT1074](#)

See [CMM 645](#) for additional erosion control information.

### **Progress Schedule:**

The Contractor must prepare a Progress Schedule and submit the completed form directly to the region office at least 14 days before the preconstruction conference.

See [CMM 165.2](#) for additional progress schedule information.

See [Standard Spec 108.4](#) for additional information.

### **Construction Start Dates:**

Enter dates in AWP following [guidance in AWPKB](#).

### **Estimates:**

Create estimates in AWP in accordance with [Standard Spec 109.6](#) and [CMM 236](#). See [AWPKB Payment Estimates](#) for additional guidance on how to enter items for payment in AWP.

Complete the [AWPKB Contract Review](#) before the project's first payment estimate.

#### Utilities:

Review contract special provisions for potential utility conflicts and required coordination

See [CMM 256](#) and FDM Chapter 18 ([FDM 18](#)) for additional utility coordination information.

The [AWPKB Utility Conflict Agency View](#) in AWP is used to document ALL utility issues.

#### Survey Monuments Guidance:

Review plans and special provisions for survey information and document existing monuments as necessary prior to construction.

See [CMM 785](#) and [FDM 9-5](#) for additional survey monument information.

#### Public Information:

Send weekly media advisory updates. Work with your PM and Regional Communication Manager (RCM) (or Sponsor for Local program) on any other communication and public information content.

#### Supplemental Plans and Drawings:

The Contractor will submit supplements to the approved contract plans, shop drawings, and the computations necessary to control the work.

Supplements should be reviewed, accepted, and stored in the appropriate Box project folder. When required by [Standard Spec 105.2](#), shop drawings should be reviewed and accepted in the [Fabrication Library](#).

#### Materials:

See [Standard Spec 106](#) and [CMM 810](#) for guidance on control of materials and project materials coordinator responsibilities.

See [Standard Spec 701](#) and [CMM 830](#) for additional quality management plan information.

See [CMM 845](#) for information on materials testing and acceptance, creating a project specific E-Guide, and required documentation for materials project records and materials archive.

See [CMM 846](#) for information on the department's electronic materials data collection and reporting software.

See [AWPKB Tips on Materials Information Tracking \(MIT\)](#).

Hold appropriate preplacement meetings such as Pre-Pave and Pre-Pour

### Issue Management:

Use the following applicable tools to document and manage issues on your project

- Requests for Information (RFI): See [CMM 218.3.2](#) for additional information and link to the RFI form, [DT2502](#)
- Maintain Contractor Requests for Information Log, [DT2501](#)
- Design Issue Notice (DIN), [WS2503](#)
- Requests for Price (RFP)
- Work Authorization Forms (WAF)
- Issue Log

### Change Order:

Project Managers should follow the change management process in place in their Region. See [CMM 110.4.2.5](#) for additional change management information and [Standard Spec 104.2](#) regarding revisions to the contract.

Change order types, approval levels, and order of approval should be used for Contract Modification Justification (CMJ) and Contract Change Order (CCO). See [CMM 242](#) for additional change order guidance information.

Use Contract Modification Justification ([DT2355](#)).

Change orders are completed in AWP. See [AWPKB Change Orders](#) for instructions.

Project staff are encouraged to use e-signatures (DocuSign or Bluebeam).

### Claims:

Any time there is a disagreement with the Region Final Decision based on Standard Spec 104.3.6, the Contractor may pursue an issue as a claim. See the following for additional guidance.

- See [Standard Spec 104.3](#). Standard Spec.
- See [CMM 254](#).
- See [Standard Spec 105.13](#).

### Quantity Verification:

Verify quantities paid to date with the Prime Contractor and Subcontractors periodically through the project; at a minimum, each stage change so differences can be accounted for as the project proceeds.



### Structure Information:

Contact Bridge Designer/BOS for ANY structural field adjustment approvals. Contact BOS prior to grinding a bridge deck. See [CMM 838.5.2](#) for additional localized roughness pay adjustment information.

- Falsework
  - Falsework plans must be signed and sealed by a registered professional engineer.
  - Project Engineer should verify that falsework plan is being followed.
  - See [CMM 515.4.2](#).
- Pile Driving
  - Use an engineer-approved pile driving system. Submit DT3550 to the engineer at least 30 days before driving piles.
  - See [Standard Spec 550](#).
  - Provide a driving log for the first piling at each unit of structure using DT1924.
  - Complete a separate DT1315 for each unit of a structure containing piling.
  - Electronic copies (PDFs) of DT1924 and DT1315 are to be submitted, with Project Manager concurrence, for all structures to BOS by email at: [DOTDTSDDStructuresPiling@dot.wi.gov](mailto:DOTDTSDDStructuresPiling@dot.wi.gov) and to the BTS, Geotechnical Unit at: [DOTDTSDDGeotechnicalPiling@dot.wi.gov](mailto:DOTDTSDDGeotechnicalPiling@dot.wi.gov)
  - In addition, electronic copies (PDFs) of DT1924 and DT1315 are to be saved in the project Box folder “Finals/SubmittedPantryForms” for BOS to access.
  - See [CMM 875.5](#) for pile driving information, DT1924
  - See [CMM 875.5](#) for piling record information, DT1315
- Temporary Structures
  - Under the direction of the Contractor, a department-certified Team Leader must perform an initial inspection conforming to National Bridge Inspection Standards (NBIS) and to the department's Structure Inspection Manual before opening the temporary structure to traffic.
  - For each inspection, the Contractor submits DT2007 to the engineer for inclusion in the project files and submits an electronic copy to BOS.
  - See [CMM 565](#) for additional temporary structure information.
- Bridge Vertical and Horizontal Clearance
  - Submit completed form to Regional Bridge Maintenance Engineer before opening road to traffic.
  - Utilize forms [Bridge Vertical and Horizontal Clearance](#) and [Bridge Vertical and Horizontal Clearance Divided Highway](#).
  - Encouraged to submit completed clearance photo to Regional Bridge Maintenance Engineer before opening road to traffic. Contact your Bridge Maintenance Engineer for regional process.

- Bridge Inspection
  - The Regional Bridge Maintenance Engineer should be notified by the engineer in a timely manner, so the bridge can be inspected after completion, but before the contractor has left the site and the bridge is open to traffic.
  - See [CMM 875.7](#) for additional bridge inventory and inspection report information, DT2006 and, DT2007 and DT2008
- Shop Drawings
  - Project leaders/managers should review the fabrication library submission standards, which include electronic shop drawing review guides.
  - See [CMM 520.1](#)
- High Strength Bolts, Nuts, and Washers
  - Rotational Capacity (RC) testing is required on all projects using A325 or A490 structural bolts in steel-to steel connections unless the design engineer specifies otherwise.
  - See [CMM 520.6.4](#).
- Rotational capacity (ROCAP) testing is performed by the supplier on high strength bolts used on ancillary structures. The contractor needs to provide documentation for each ROCAP lot before installation. Field ROCAP testing is not required.
  - See [CMM 570.3.4](#).
  - Save forms in the Box folder: Finals/SubmittedPantryForms
  - DT2113 - Rotational Capacity Test
  - DT2114 - Pre-Installation Verification Test of High Strength Bolts
  - DT2322 - Ancillary Structures Pre-Installation Verification Test of High Strength Bolts and DT2321 - High Strength Steel Anchor Rod Installation Tensioning

#### **Benchmarks:**

Document all new benchmarks using form [BenchMarks.docm](#). Once completed send to the Regional Survey Coordinator.

## ***Project Close Out/Finals***

#### **Finals Guidance:**

Project field staff should follow the [WisDOT Finals Process for Let Project Closeout](#) document when finalizing a construction contract.

The Contract Specialist, Project Manager, and Project Engineer will work together to complete the finals process. This includes the entry of contract finals dates, the Contractor and Subcontractor Evaluations, Design Evaluations (DQI) and the review of all items prior to the creation of the Explanation of Variation report. Follow [instructions on AWPKB](#) to complete.

Follow [WisDOT Construction e-Finals Guidance](#) for finals process.