

# Escalation Routing Form

Form E-123A

District Construction Engineer and Contractor PM Level

Dispute # \_\_\_\_\_

Project Name \_\_\_\_\_

Meeting Date \_\_\_\_\_

WYDOT Crew# \_\_\_\_\_

Prime Contractor \_\_\_\_\_

This is a

- policy issue       an administrative issue       a technical/specification issue  
 a prime contractor issue       a subcontractor issue

Name(s)/Position/Organization (List individuals and organizations affected by this issue and its resolution, i.e., Design, Materials, Maintenance, Local Government, Bridge, Utilities, Traffic, Other Governmental Agencies, Schools, Residents, the traveling public, suppliers):

Brief description of the issue needing to be resolved:

WYDOT District Construction Engineer's brief description of the resolution(s) discussed:

Contractor Project Manager's brief description of the resolution(s) discussed:

Names of persons assisting with the resolution at this level:

Additional comments or recommendations:

Issue resolved at this level?

- Yes  
 No, move to next level on \_\_\_\_\_ (date) \_\_\_\_\_ (time)

If resolved, send written feedback of the resolution to team members and persons affected.

\_\_\_\_\_  
WYDOT District Construction Engineer  
(Signature Required) Date

\_\_\_\_\_  
Contractor Representative (Signature Required) Date

\_\_\_\_\_  
WYDOT District Construction Engineer (Print/Type)

\_\_\_\_\_  
Contractor Representative (Print/Type)

Include this form in the Issue Escalation Binder and load a copy into the CMS Documents.

Visit [https://www.dot.state.wy.us/home/business\\_with\\_wydot/contractors/contractor-forms.html](https://www.dot.state.wy.us/home/business_with_wydot/contractors/contractor-forms.html) for a fillable PDF version.

