



DISTRICT 8-0 ASHE PRESENTATION

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What you can do to help?


Communication

Quarterly Let Status Meetings

- Attended by: ADE-Design, Portfolio Manager, Bridge Engineer, Design Services Engineer, Highway Design Engineer, Planning & Programming Manager, FWHA, CO & Project Manager
- The District regularly conducts quarterly Let Status Meetings to discuss the status of every project.
(March, June, September & December)
- Consultants can help by providing major tasks completed, identify significant project issues, pending submissions to assist the District in developing priorities, Let Dates, etc.... 2 weeks before Meeting.

What you can do to help?

Communication



- Open and frequent communication is still the best means to adequately identify project issues and develop good working relationship between District and Consultant Partners.
- Emails are good but sometimes its best to just call the project partner to discuss issues.
- Project Manager Changes within the Firm – Observation is the District PM spends effort mentoring/leading a less experienced PM through the Project Development Process. While that is understandable, it would assist the District if the Consultant firm would mentor their newer PM's with District Procedures.

What you can do to help?

Communication

- Open Plan/Welcom Home
- Updates by the 20th of each Month –
 - Still District Policy to have Open Plan updated on a monthly basis.
 - Be proactive - Provide resolution(s) to negative float issues.

000	PS&E Package	02/15	04/15	06/15	08/15	10/15	12/15	02/16	04/16
200.010	Develop the Package	001	010	02/15/15	03/15/15	04/15/15	05/15/15	06/15/15	07/15/15
200.010	Submit PS&E to District Contract Management Unit	0	001	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15
200.000	Approval PS&E	001	001	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15
000	Advertise Project	001	001	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15
110	Open Bids	0	001	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15	03/01/15

What you can do to help?

Quality Submissions

- Plan Quality: Overall Plan Quality is good.
 - ❖ It's still the minor details that get overlooked that cause the most problems during the PS&E and Construction process.
 - ❖ Consultants can assist by providing good quality plans to the District which have been reviewed and checked before a final PS&E package is submitted.
 - ✓ Utilize a separate set of eyes not familiar with the project to do the quality review of submissions

What you can do to help?

Project Advertisement/Bidding

Assistance during the Advertisement period.

- Consultants can assist the District by remembering to check questions in ECMS when they are submitted.
- The PM and Contract Management Unit need the timely input of the Consultant Team to formulate a reply.
- Let the PM and Contract Management Unit know if you need time to develop the response.
- ❖ Contractor questions must be asked by 11:00AM - 3 days before Let Date.
- ❖ PennDOT has until COB – 3 days before Let Date to publish Addendum.
- ❖ Contractor questions must be answered by COB - 2 days before Let Date.

What you can do to help? CADD Files / 3D Modeling

CADD/3D/XML Files

- As part of FHWA's Every Day Counts Initiative, PennDOT is including XML files as part of PS&E packages to assist contractor is developing bids and ultimately constructing the project.
 - ☐ Question on CE/EA Scoping Document – "Will the project be designed in 3D?"
- Some Contractors are still requesting the CADD Files post-bid even though the XML files are in the Contract. Just something to be aware of.

What you can do to help? Traffic Related – Submissions/Approvals

Work Zone Traffic Control

- District WZTC Guidelines – Have been reduced however, review of the Traffic Control Plan and MPT Narrative, and RULD's is still a timely process.
 - Consultants can assist District by doing a thorough review of the Traffic Control with regard to constructability to eliminate/reduce the number of submissions/reviews.
 - If a Temporary Traffic Signal is included as part of the WZTC the Temporary Signal needs to be reviewed by the Signals Section. The Temporary Signal must be included in the MPT/TCP Submission review so the WZTC Section can get a full understanding of the project staging.

What you can do to help? Traffic Related – Submissions/Approvals

Traffic Signal Plans

- Once Signal Section has review and given preliminary approval, get Municipal signature on both:
 - ✓ Traffic Signal Permit Plan
 - ✓ Traffic Signal Construction Plan
- ADA Curb Cut Ramps, Landings, etc... must be considered early in the Signal Design/Layout.
 - Too many times it appears they are the last thing to be considered and then fit into the Design/Layout.

What you can do to help?

Traffic Related – Submissions/Approvals

Final Approval

- District Traffic Engineer reviews/approves all Traffic related submissions at one time. **12 WEEKS** (non-complex projects) prior to Let Date
 - Maintenance & Protection of Traffic Narrative / Traffic Control Plan
 - Road Users Liquidated Damages
 - Traffic Signal Plans - Permanent & Temporary
 - Signing and Pavement Marking Plans
- Need to factor in reviews by District and Municipalities into your Schedule.

SOL 482-15-04 - DM 1C, Part 3 - Preliminary Engineering Procedures Rewrite

- Line & Grade, Typical Section and DFV Submission deliverables and approval procedures.
 - Level of effort dictated by project complexity as defined in DM1, Chapter 2, Section 2.1 (Minor, Moderate, Major)
- Minor Complexity Project
 - Line & Grade and Typical Section Approval – NOT REQUIRED
 - DFV Submission – NOT REQUIRED
 - Design Criteria Matrix (DM 1-C, Figure 3.3) – REQUIRED
 - DFV Meeting on Site w/Plans – REQUIRED
 - District Design/Safety Review – REQUIRED

SOL 482-15-04 - DM 1C, Chapter 3 - Preliminary Engineering Procedures Rewrite

- Moderately Complexity Project
 - Line & Grade and Typical Section Approval – REQUIRED
 - ✓ District Approval (DM 1-C, Figure 3.4)
 - District Design/Safety Review – REQUIRED
 - DFV Submission – REQUIRED
 - DFV Report
 - DFV Plans
 - Design Criteria Matrix (DM 1-C, Figure 3.3)
 - DFV Submission Plan & Report Checklists (DM 1-C, Figures 3.5 & 3.6)
 - DFV Meeting – REQUIRED
 - DFV Approval – REQUIRED
 - ✓ PennDOT Oversight – District Approval (DM 1-C, Figure 3.7)
 - ✓ FHWA Oversight – Central Office & FHWA Approval

SOL 482-15-04 - DM 1C, Part 3 - Preliminary Engineering Procedures Rewrite

- Major Complexity Project
 - Line & Grade and Typical Section Approval – REQUIRED
 - ✓ District Approval (DM 1-C, Figure 3.4) - Independent Review
 - District Design/Safety Review – REQUIRED (include CO & FWA at Mtg)
 - DFV Submission – REQUIRED
 - DFV Report
 - DFV Plans
 - Design Criteria Matrix (DM 1-C, Figure 3.3)
 - DFV Submission Plan & Report Checklists (DM 1-C, Figures 3.5 & 3.6)
 - DFV Meeting – REQUIRED
 - DFV Approval – REQUIRED

Right to Know Requests

Request from a Law Firm:

“Pursuant to Pennsylvania open records law, Pa. Stat. Ann. tit. 65, sec. 66.1 to 66.9 (RTKL), I write to request ROW and Let dates as well as access to and a copy (electronically, if available) of the following sections within the final ROW plans: Plan and Profile and Property Plot Plans. If ROW plans are not available, then I request a copy of the ROW study phase plans or the most recent layout of the project that shows the proposed required right-of-way for the project.”

Right to Know Requests

From Office of Chief Counsel:

Public Display is inclusive of any circumstance where project documents were disclosed outside of PennDOT.

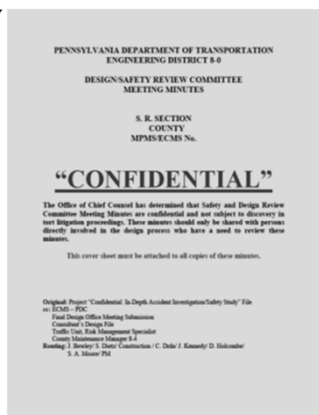
Some examples:

- Public Display Session
- Review Meetings with Municipal Officials
- Individual Discussions with Property Owners

Design/Safety Review

- Committee meets every Wednesday @ 9AM
- Committee is not the Project Designer - Consultants need to bring solutions/recommendations to Project issues.
- Design/Safety Review Meeting Minutes:
 - Confidential and not subject to discovery in tort litigation proceedings.
 - Only to be shared with persons directly involved in the design process who have a need to review these minutes.
 - District Cover Sheet must be attached to all copies, including those in Consultant's files.
 - ✓ Get a copy of the current District Cover Sheet every time from the District PM.

Design/Safety Review



THANK YOU

QUESTIONS ???
