



2009 PE/PS Workshop

Session 2 part A

Contract Startup Details

Presenter: Roland L. Fegan, Jr., PE

Area Engineer-Greenfield, INDOT

Introduction

1) General Instructions to Field Employees Section I and II



Preliminary Study of Project

- 1) **Timelines**
- 2) **Quantities and Items**
- 3) **Designer Calculations**
- 4) **Maintenance of Traffic and Sign Locations**
- 5) **Identify Resources**
- 6) **PIO**
- 7) **Schools/Emergency Services/Business Access**



Project Field Investigation

- 1) **Locations**
- 2) **Check Site Conditions**
- 3) **Constructability**
- 4) **Emergency Access**
- 5) **Special Conditions**
- 6) **Safety Concerns**



Preconstruction Conference

- 1) **Utilities**
- 2) **EEO**
- 3) **Area Engineer Check List**
- 4) **Shop Drawings**
- 5) **Site Manager Setup**
- 6) **Minutes of Meeting**



Preliminary Field Work

- 1) Early Measuring
- 2) Cross-Sections
- 3) Staking of R/W
- 4) Stationing
- 5) Certifications for Testing/Written Tests and Field Verifications



Preliminary Office Work

- 1) **Set up files**
- 2) **Site Manager**
- 3) **E-mails and Storage**
- 4) **Memorandums**
- 5) **Standard Drawings**
- 6) **Specification Book and CD's**



6 phases of a project

1. Enthusiasm



6 Phases of a Project

1. Enthusiasm
2. Disillusionment



6 Phases of a Project

1. Enthusiasm
2. Disillusionment
3. Panic



6 Phases of a Project

1. Enthusiasm
2. Disillusionment
3. Panic
4. Search For the Guilty



6 Phases of a Project

1. Enthusiasm
2. Disillusionment
3. Panic
4. Search For the Guilty
5. Punishment of the Innocent



6 Phases of a project

1. Enthusiasm
2. Disillusionment
3. Panic
4. Search for the Guilty
5. Punishment of the Innocent
6. Praise and Honors for the Non-Participants





■ DARE TO BE GREAT



PE/PS Workshop Session#2



Driving Indiana's Economic Growth

Field Office Setup

- Must meet requirements in 105.17
 - Typically a recurring in Contract Information Book
- Must meet IOSHA requirements
 - Examples
 - Need Ground Plugs on Electrical Outlets
 - Hand rails on stairs



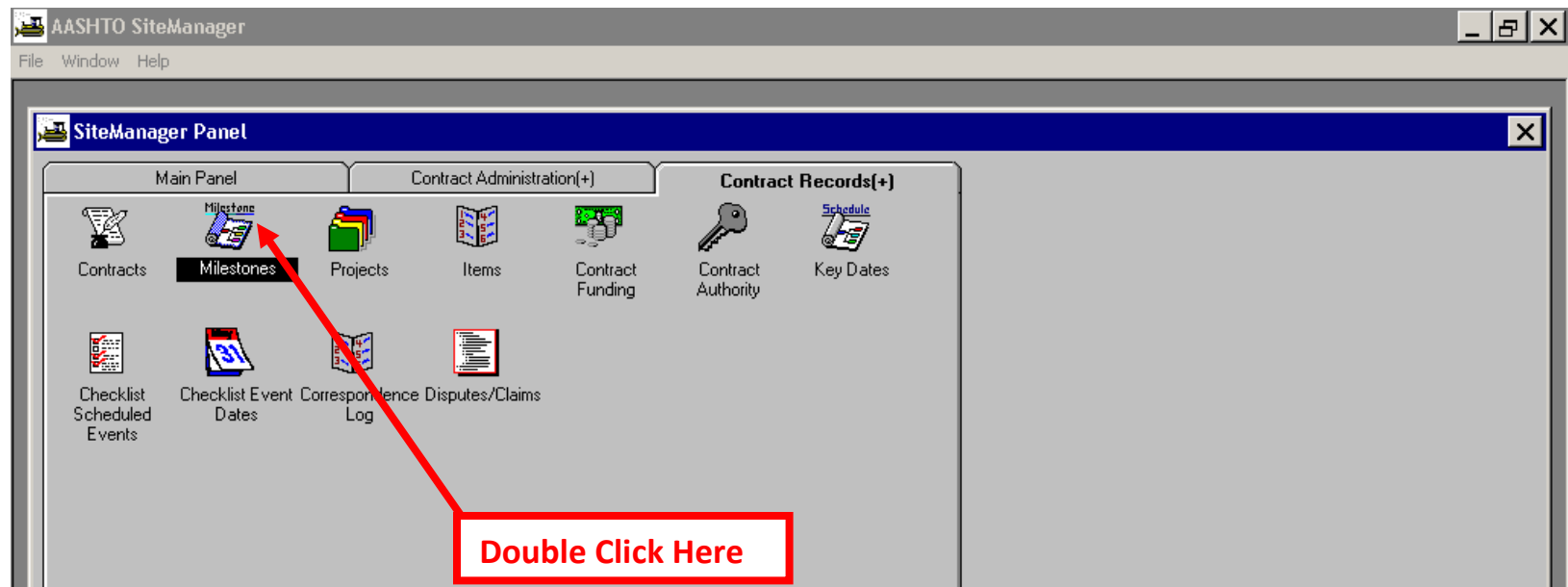
Field Office Setup

- Initial Duties in SiteManager
 - Enter Milestone Dates
 - Review Key Dates
 - Entering Precon Notes into SM
 - Checking for 730 Approvals
 - Activate Personnel
 - Pre-populate Contract Master List



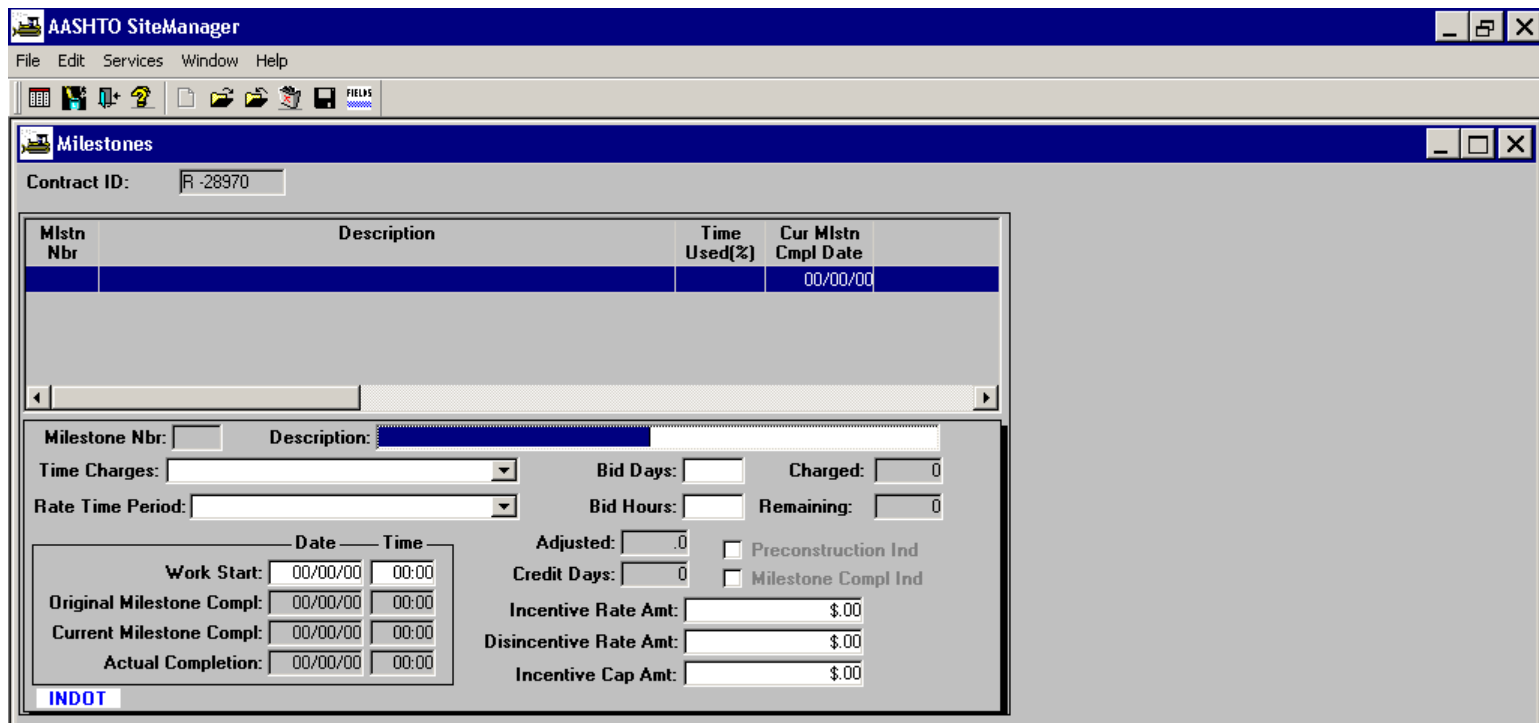
Field Office Setup

- Initial Duties in SiteManager
 - Enter Milestone Dates



Field Office Setup

- Initial Duties in SiteManager
 - Enter Milestone Dates



The screenshot displays the AASHTO SiteManager application window. The 'Milestones' sub-window is active, showing a table with columns for Milestone Number, Description, Time Used (%), and Current Milestone Completion Date. The table is currently empty. Below the table, there are input fields for Milestone Number, Description, Time Charges, Bid Days, Charged, Rate Time Period, Bid Hours, and Remaining. At the bottom, there are sections for Work Start, Original Milestone Completion, Current Milestone Completion, Actual Completion, Adjusted, Credit Days, Incentive Rate Amount, Disincentive Rate Amount, Incentive Cap Amount, Preconstruction Ind, and Milestone Completion Ind. The INDOT logo is visible in the bottom left corner of the application window.

Mlstr Nbr	Description	Time Used(%)	Cur Mlstr Cmpl Date
			00/00/00

Milestone Nbr: Description:

Time Charges: Bid Days: Charged:

Rate Time Period: Bid Hours: Remaining:

Adjusted: ☐ Preconstruction Ind

Credit Days: ☐ Milestone Cmpl Ind

Incentive Rate Amt: \$0.00

Disincentive Rate Amt: \$0.00

Incentive Cap Amt: \$0.00

Work Start:

Original Milestone Cmpl:

Current Milestone Cmpl:

Actual Completion:

INDOT



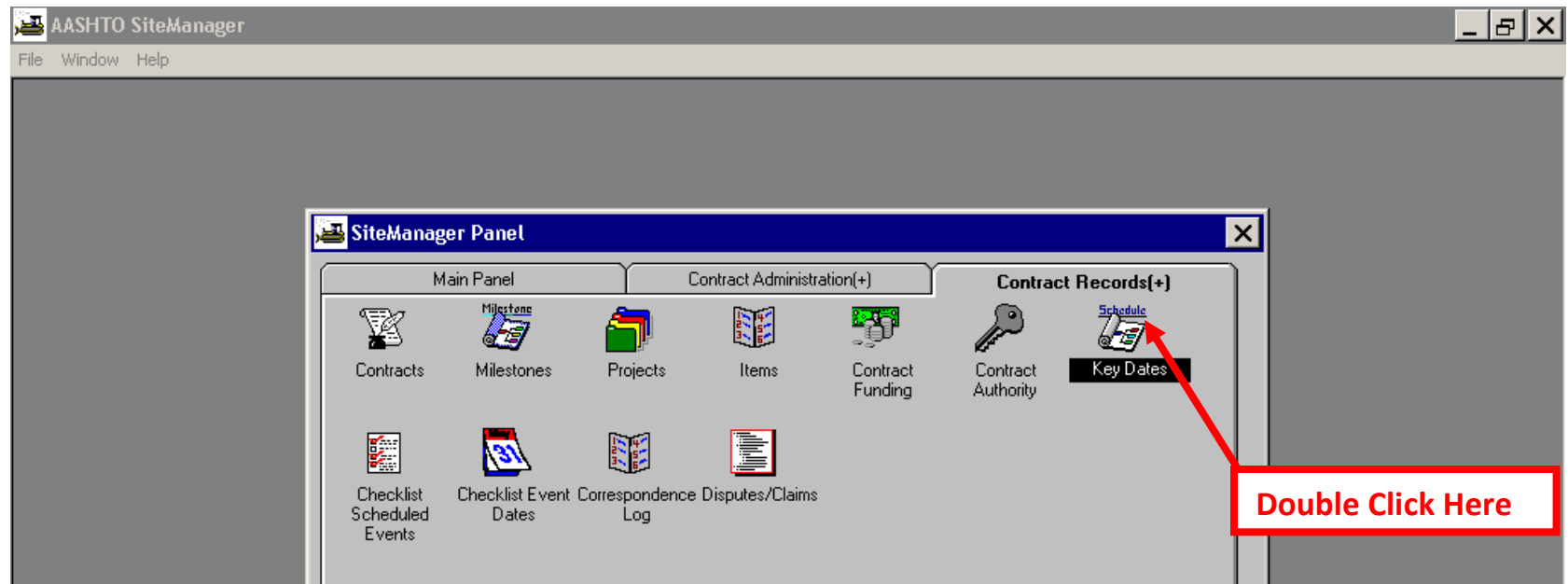
Field Office Setup

- Initial Duties in SiteManager
 - Key Dates
 - These are important days to the contract worth recording such as:
 - First Day of Work
 - Authorization to remove Signs
 - Last Day Work
 - Delete Key Dates not applicable
 - Enter Key Date Recipient



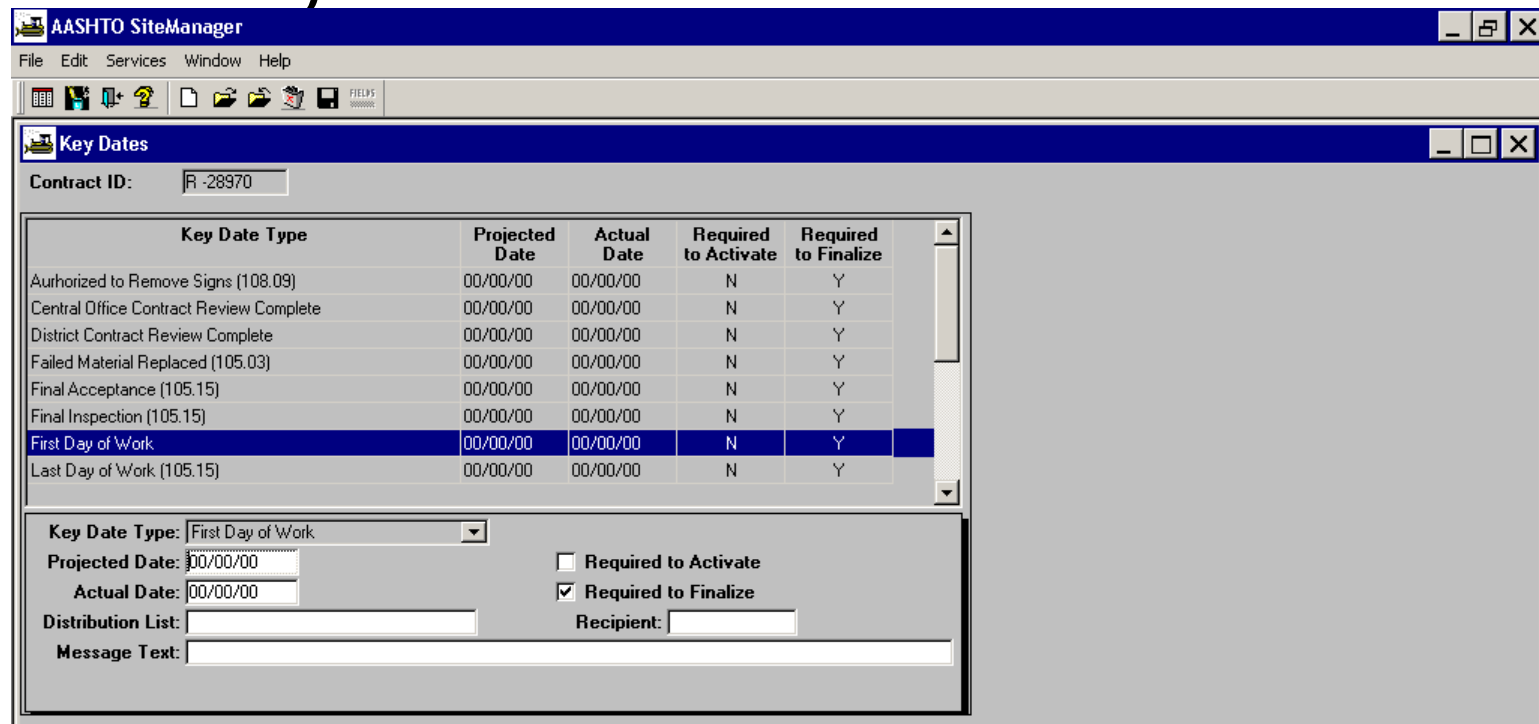
Field Office Setup

- Initial Duties in SiteManager
 - Key Dates



Field Office Setup

- Initial Duties in SiteManager
- Key Dates



AASHTO SiteManager

File Edit Services Window Help

Key Dates

Contract ID: R-28970

Key Date Type	Projected Date	Actual Date	Required to Activate	Required to Finalize
Authorized to Remove Signs (108.09)	00/00/00	00/00/00	N	Y
Central Office Contract Review Complete	00/00/00	00/00/00	N	Y
District Contract Review Complete	00/00/00	00/00/00	N	Y
Failed Material Replaced (105.03)	00/00/00	00/00/00	N	Y
Final Acceptance (105.15)	00/00/00	00/00/00	N	Y
Final Inspection (105.15)	00/00/00	00/00/00	N	Y
First Day of Work	00/00/00	00/00/00	N	Y
Last Day of Work (105.15)	00/00/00	00/00/00	N	Y

Key Date Type: First Day of Work

Projected Date: 00/00/00

Actual Date: 00/00/00

Distribution List:

Message Text:

☐ Required to Activate

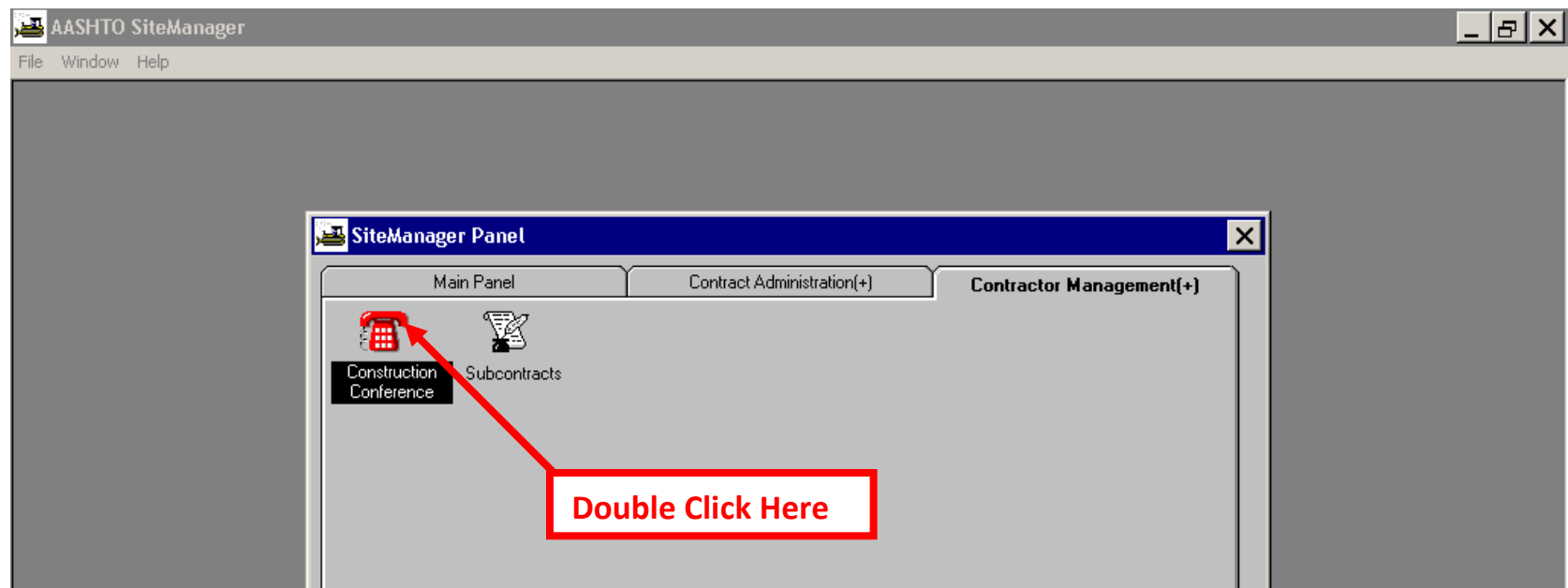
☒ Required to Finalize

Recipient:



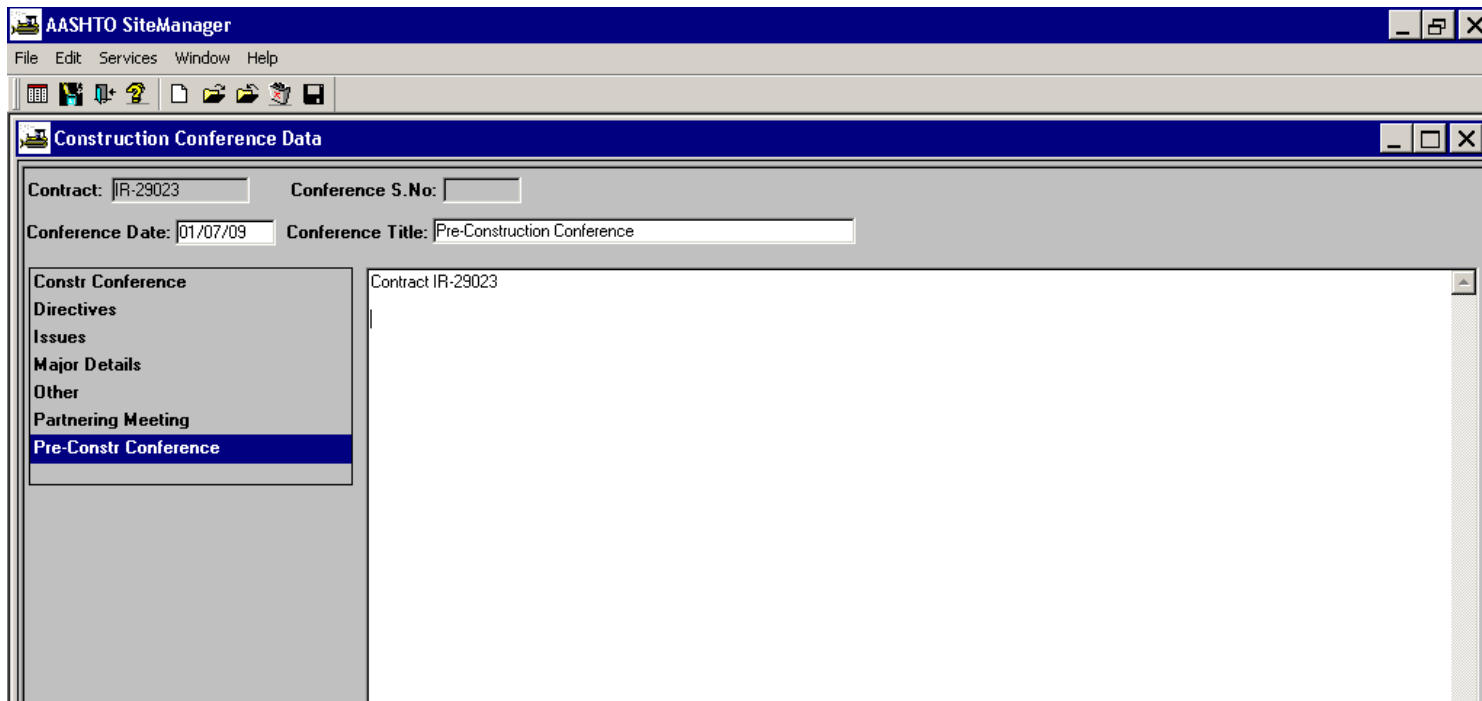
Field Office Setup

- Initial Duties in SiteManager
 - Entering Precon Notes into SM



Field Office Setup

- Initial Duties in SiteManager
 - Entering Precon Notes into SM



The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". The toolbar contains icons for file operations and help. The main window is titled "Construction Conference Data". It features a form with the following fields:

- Contract: IR-29023
- Conference S.No: [empty]
- Conference Date: 01/07/09
- Conference Title: Pre-Construction Conference

On the left side, there is a vertical list of menu items:

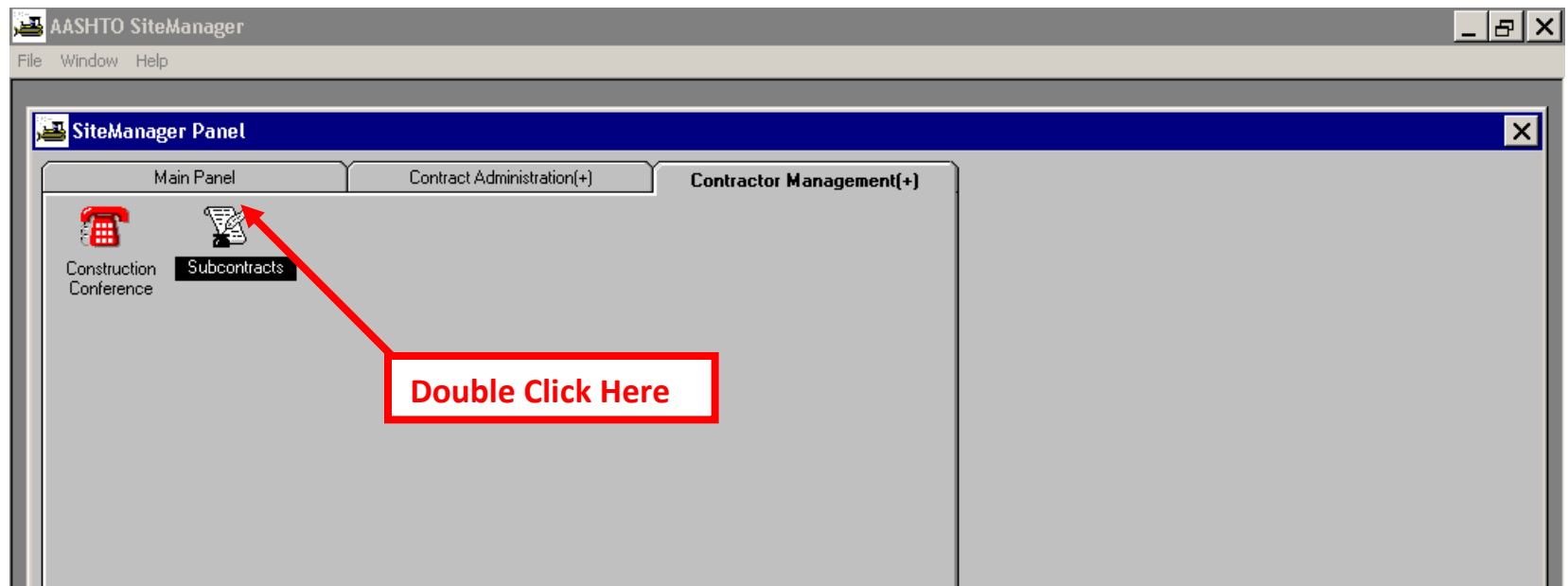
- Constr Conference
- Directives
- Issues
- Major Details
- Other
- Partnering Meeting
- Pre-Constr Conference** (highlighted)

The main content area on the right shows the text "Contract IR-29023" at the top, followed by a large empty text area for entering notes.



Field Office Setup

- Initial Duties in SiteManager
 - Checking 730 Approvals



Field Office Setup

- Initial Duties in SiteManager
 - Checking 730 Approvals

AASHTO SiteManager

File Edit Services Window Help

Subcontracts

Description Items Contract ID : R-28970

SubCont Nbr: 0007 INDOT Supplier or Lease/Haul ☐

Subcontractor: ROADSAFE HOLDINGS INC Contract DBE Goal Pct: 6.00

SubCont Type: MAJORITY DBE Type: Spaces Verified Payment Amt

Work Type: THERMOPLASTIC PAVEMENT Cert Type: Last: .00 Total: .00

I.C 730 Approval Date: 11/14/08 Pct Twrds DBE Goal: .00 Fed Supp/Haul Fund Pct: .00

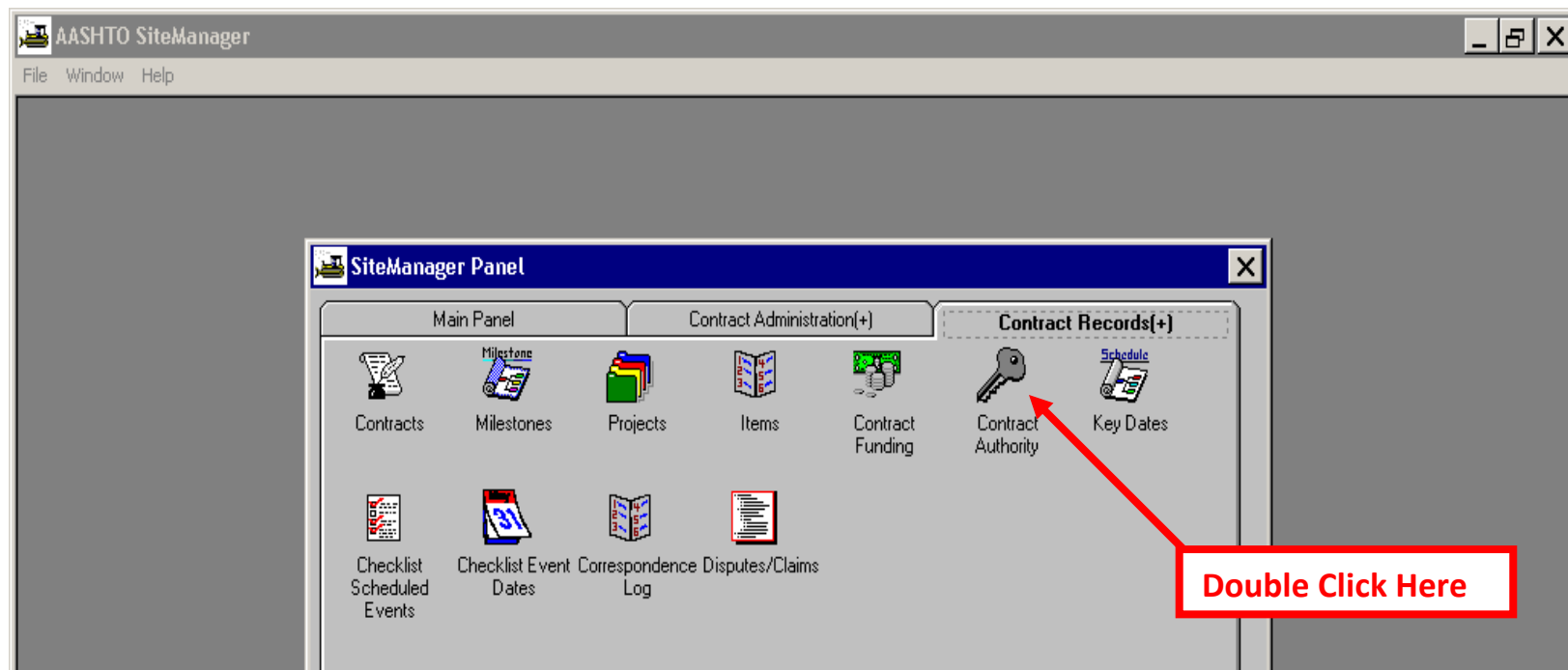
	Amounts	Pct of Total Sub'd	Pct of Total Contract
This SubContract:	369,599.48	40.95	1.68
This Original Commitment :	.00	0	.00
This Current Commitment:	0.00	0	.00
Total Original Commitment:	1,325,876.40		6.04
Total Current Commitment:	.00		.00

Look here to
check date



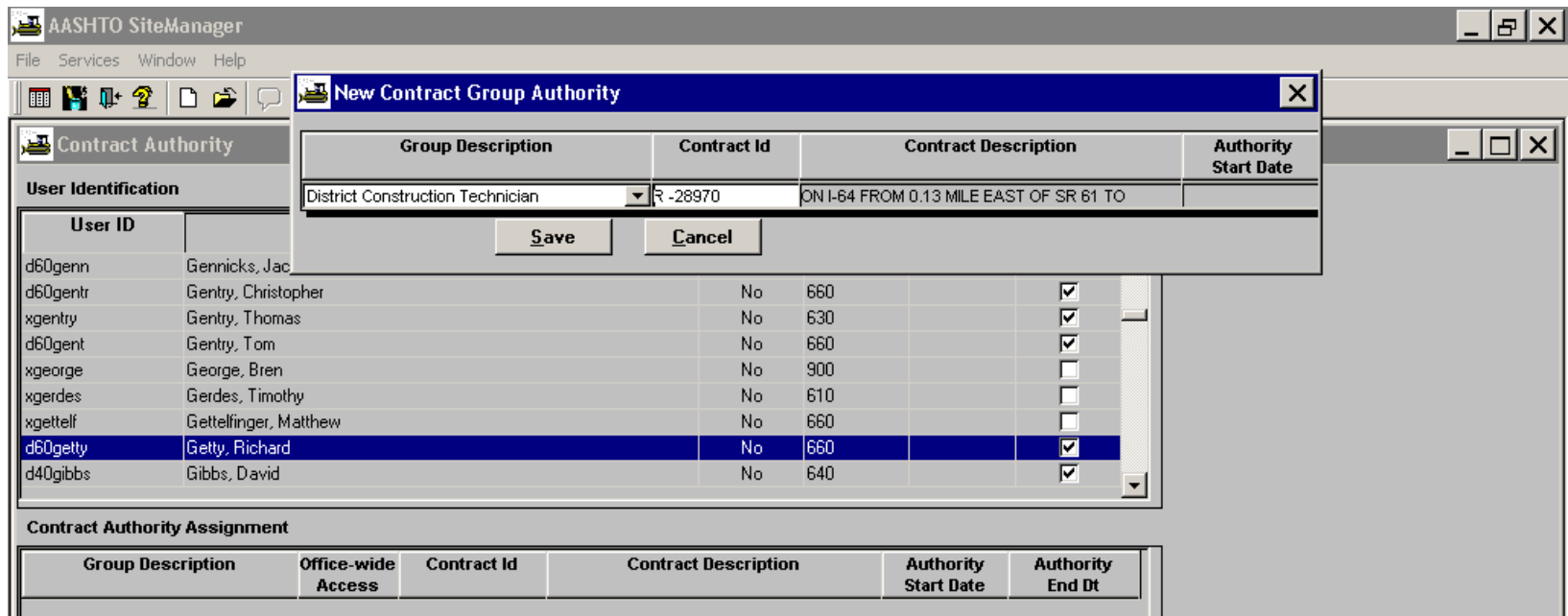
Field Office Setup

- Initial Duties in SiteManager
 - Activate Personnel



Field Office Setup

- Initial Duties in SiteManager
 - Activate Personnel



AASHTO SiteManager

File Services Window Help

New Contract Group Authority

Group Description	Contract Id	Contract Description	Authority Start Date
District Construction Technician	R -28970	ON I-64 FROM 0.13 MILE EAST OF SR 61 TO	

Contract Authority

User Identification

User ID	
d60genn	Gennicks, Jac
d60gentr	Gentry, Christopher
xgentry	Gentry, Thomas
d60gent	Gentry, Tom
xgeorge	George, Bren
xgerdes	Gerdes, Timothy
xgettelf	Gettelfinger, Matthew
d60getty	Getty, Richard
d40gibbs	Gibbs, David

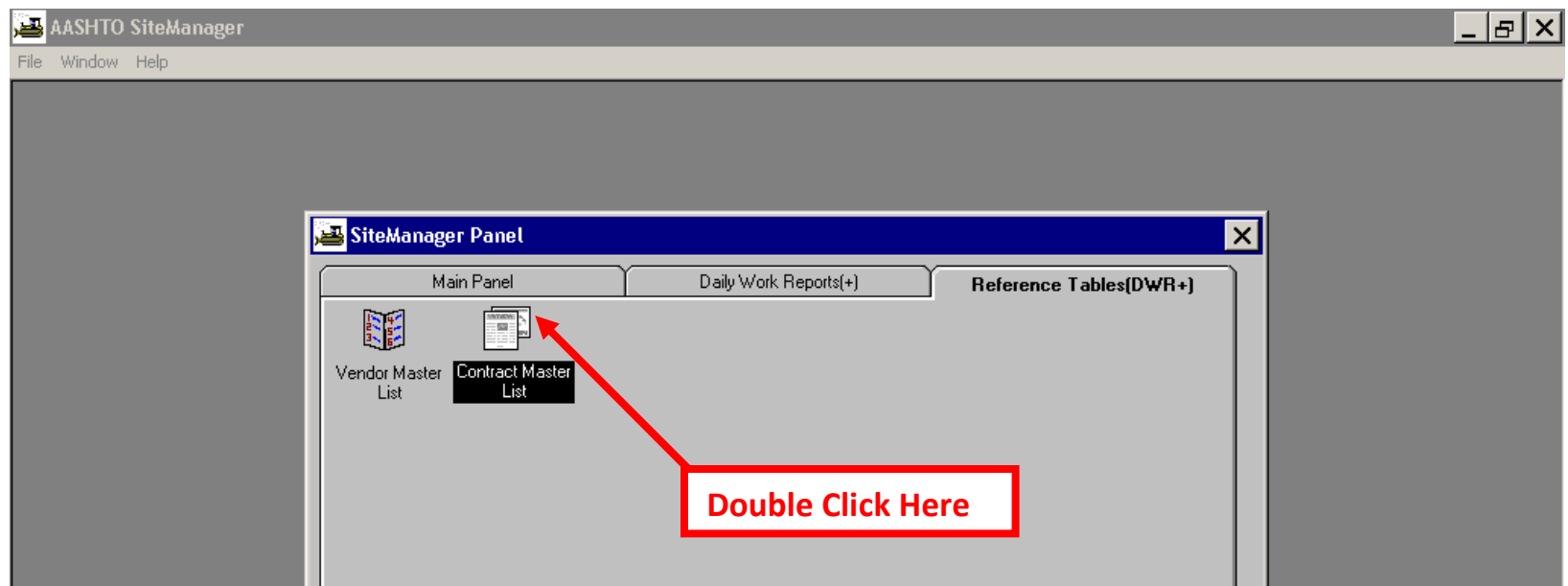
Contract Authority Assignment

Group Description	Office-wide Access	Contract Id	Contract Description	Authority Start Date	Authority End Dt
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Field Office Setup

- Initial Duties in SiteManager
 - Pre-Populate Contract Master List



Field Office Setup

- Initial Duties in SiteManager
 - Pre-Populate Contract Master List

The screenshot displays the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Services", "Window", and "Help". The toolbar contains icons for file operations and data management. The main window is titled "Contract Master List".

At the top of the main window, there are input fields for "Contract ID:" (containing "R-28970"), "Vendor ID:" (containing "35-1990156"), and a text field (containing "EARTH IMAGES INC"). Below these are four radio buttons: "Equipment" (selected), "Personnel", "Supervisor", and "Staff Member".

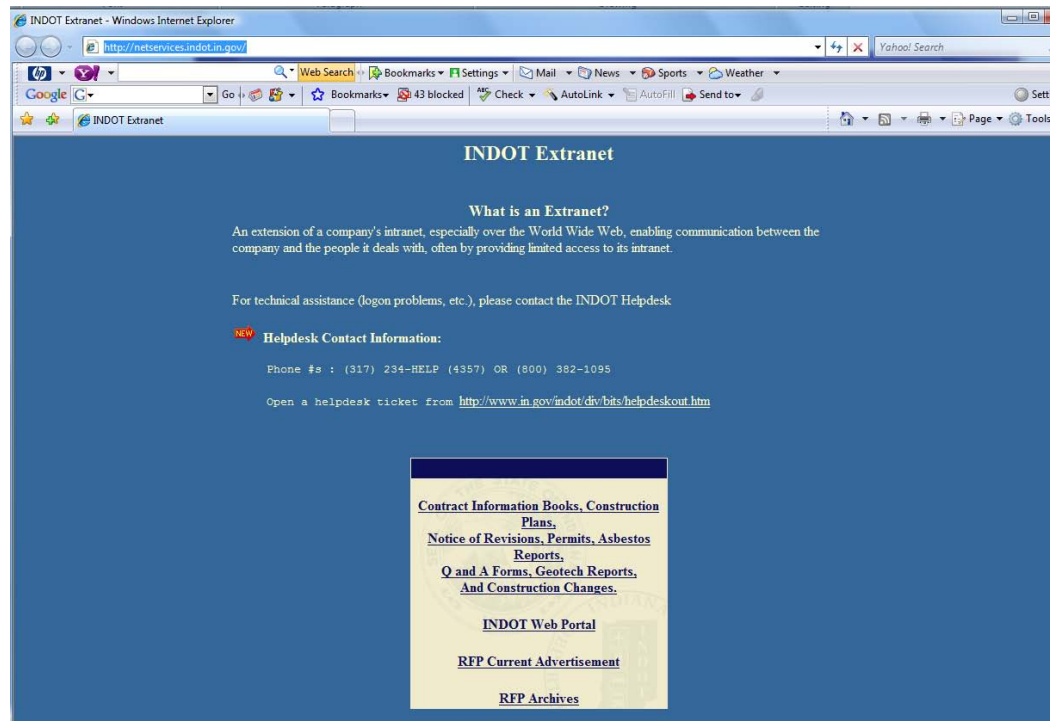
The main area is divided into two sections: "Vendor Master List:" and "Contract Vendor List:". The "Vendor Master List:" section contains a table with two columns: "Eqp ID" and "Equipment Description". The table lists various equipment types, with "AC100 Air Compressor" selected. To the right of the table are four buttons: "Add ->", "Add All ->>", "<- Remove", and "<<- Rem All". The "Contract Vendor List:" section is currently empty.

Eqp ID	Equipment Description
AC100	Air Compressor
AML100	Aerial man lift
ASP100	Aggregate Spreader/placer
BH100	Back Hoe
BM100	Boring Machine
CATM100	Concrete Automatic Tinning Machine
C8DF100	Concrete Bridge Deck Finisher
CCM100	Corrugation Cutting Machine
CD100	Chemical Distributor
CM100	Crane-Mobile
CMBP100	Concrete Mechanical Belt Placer
CSFP100	Concrete Slip Form Paver
CT100	Crane-Tire
CT200	Crane-Track
CVSF100	Concrete Vibrating Screed Finisher



Field Office Setup

- Documents available on Extranet
 - <http://netservices.indot.in.gov/>



Field Office Setup

- Documents available on Extranet
 - Contract Information Book
 - Plans
 - Revisions
 - Geotechnical Report
 - Q&A from Bid Process
 - Permits
 - Abestos Report



General Testing Information

- Qualified Technician Program
 - Every test run for acceptance must be run by a qualified technician
 - To become qualified
 - Pass written test
 - Perform field proficiency
 - If this is done every 3 years then no more written's
 - IA Side-by-Side Frequency 1 per year
 - Equipment must be calibrated at correct frequency
 - Often overlooked by Consultants



General Testing Information

- Frequency Manual
 - Find online at
<http://www.in.gov/indot/2581.htm>
 - These are minimum Test Frequencies
 - Must be met
 - Two Manuals in 2009
 - SiteManager version
 - CRA version



General Testing Information

- Contract Sample Checklist
 - SiteManager Reports Page
 - <https://sitemanager.in.gov/SMReports/SMLogon.aspx>
 - Reports found here:
 - IC642
 - Weekly
 - Item Print outs for Field Office wall by PLN or CLN
 - Item Detail Report
 - Contract Sample Checklist



General Testing Information

- Contract Sample Checklist
 - Recreates Frequency Manual per Contract
 - Call District Testing if there is an error
 - Use to track down Estimate Discrepancies



Report Date: 02/22/2009

INDIANA

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Department Of Transportation
Contract Sample Check List (Sorted by Project and PLN)

Contract ID IR-29023			Prime Contractor GOHMANN ASPHALT & CONSTRUCTION INC			Letting Date 04/02/2008	
Project	PLN	CLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty
0500436	0019	0019	211-02050	B BORROW	CYS	36,000.00000	16,933.96000
Material Code	Material Full Name		Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty
904M06940	Structural Backfill, 4.75mm (#4)		904.01	TON	1.00000	36,000.00000	16,933.96000
Test Method	Test Description		Sample Type	Accpt Method	Total Req'd	Current Req'd	Satisfied Frequency
IT211-v1	C.A.P.P.		Acceptance Testing	Approval Number	1	1	1 9999999
T255-v1	Moisture Content of Aggregate By Drying		Acceptance Testing	Test Results	45	22	27 800
T310E-v1	Density & Moisture by Nuclear Method (ENGLISH)		Acceptance Testing	Test Results	45	22	27 800
Project	PLN	CLN	Item Code	Item Description	Item Unit	Bid+CO Qty	Estimate Qty
0500436	0020	0020	215-07043	CHEMICAL MODIFICATION, SOILS	SYS	60,000.00000	12,046.00000
Material Code	Material Full Name		Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty
903M00520	Soil, UnClassified		903	TON	0.44444	26,666.40000	5,353.72424
Test Method	Test Description		Sample Type	Accpt Method	Total Req'd	Current Req'd	Satisfied Frequency
D6951-v1	Dynamic Cone Penetrometer in Shallow Pavement Applications		Acceptance Testing	Test Results	20	4	2 1400
Material Code	Material Full Name		Spec. Ref	Material Unit	Material Conv. Factor	Bid+CO Matl Qty	Estimate Matl Qty
913M00070	Lime By-Product		913.04	TON	1.00000	60,000.00000	12,046.00000
Test Method	Test Description		Sample Type	Accpt Method	Total Req'd	Current Req'd	Satisfied Frequency



SITE MANAGER

MATERIAL RECORD CHEAT SHEET

6 Vital Conditions

If your sample does not incorporate these 6 things then it will not count towards your frequency and you will have discrepancies.

1. **SAMPLE MUST BE MARKED COMPLETE**
2. **SAMPLE TYPE MUST MATCH CHECKLIST**
3. **ACCEPTANCE METHOD MUST MATCH CHECKLIST**
4. **MATERIAL CODE MUST MATCH CHECKLIST**
5. **CONTRACT TAB MUST BE COMPLETED**
6. **TEST METHOD MUST MATCH CHECKLIST**



General Testing Information

- Failed Material Process
 - Talk to District Testing Engineer
 - Crawfordsville- Kurt Sommer- (765) 361-5625
 - Fort Wayne- Bob Dahman- (260) 969-8238
 - Greenfield- Mike Nelson- (317) 467-3431
 - La Porte- Dave Schelling- (219) 325-7442
 - Seymour- Dave Hamilton- (812) 524-3761
 - Vincennes- Mark Fligor (812) 895-7425



General Testing Information

- Failed Material Process
 - District Testing issues Initial Pink Sheet
 - Can be electronic or paper
 - Sent to PE/PS
 - District Construction, Contractor, and Office of Materials Management copied



General Testing Information

- Failed Material Process
 - PE/PS responsibilities
 - Need:
 - Failing test
 - Location of material
 - Pay Item
 - Quantity Representited
 - Unit Price
 - Send all this back to DTE



General Testing Information

- Failed Material Process
 - DTE Responsibilities
 - DTE can resolve most HMA failures
 - All other failures will be sent to Failed Materials Committee for resolution



General Testing Information

- Rounding

- Pay attention to accuracy required by tests
 - Think significant digits
 - For example, Specification 702.05 states yield test must be $100 \pm 2\%$. 102.4% rounds down to 102% and therefore passes.





PE/PS Workshop

Session # 2

Contract Start up Details

Presenter: Dennis A. Kuchler, PE

State Construction Engineer, Indiana DOT

Partnering

What is it?

A communication and problem solving tool.

Do you have a pay item?

Item: *Partnering Overhead*

What causes partnering to work or not work?

Commitment from both sides (Contractor & Public Agency)



Public Image is Important

Get to know persons effected by your project area:

- 1) Businesses
- 2) Homeowners

Contact your District PIO Officer:

- 1) They need to be involved
- 2) They can get the word out on closures and lane restrictions



Public Image (Cont.)

Be professional at all times.

1) Your actions represent the company your working for or are doing work for.

2) Control your attitude.

A. It is really the only thing you can control.

3) Try to keep a neat and organized office.

A. First impressions count.



CR-2 Form

What is a CR-2 ?

- 1) A form to rate a contractor's performance
 - a) Prime Contractor
 - b) Sub-Contractor

When should it be filled out?

- 1) See the instructions in your workbook

Why is it needed?

- 1) To keep a contractor pre-qualified to do work for INDOT

