

ASHE / D-9 JOINT WORKSHOP

District 9 Plans Unit Update

Presented to:



James T. Pruss, Jr., P.E.
Portfolio Manager/Plans Engineer

April 17th, 2018

AGENDA

- Statements of Interest Guidelines
- Certificates of Insurance
- Per Diem Charges
- Tools: GIS & Skype
- District Status Meetings
- Design Staff Update

Statements of Interest Guidelines

SOI General Requirements

- General requirements were updated 9/11/17
- A fourth page is allowable for **three** page SOIs
 - Conflict of Interest statement
 - Pub 93 Eng Involvement Restrictions
 - State Adverse Interest Statute
 - CFR Conflict of Interest
 - Confidential/Proprietary information

Statements of Interest Guidelines

SOI General Requirements

- SOI and organizational chart file sizes must be less than 500kb
- Resumes must not exceed 2 pages per individual
- All SOI text must be 12 pt font or larger, including the SOI body, page numbers, headers/footers, photo text and captions
 - All font size will be verified by Adobe or Word
- SOI's not following these guidelines are immediately dismissed from consideration

Certificates of Insurance

Remember....

- COI's are required on all new agreements and supplements
- COI's are not required for work order or local agreements
- Required for General Liability & Professional Liability (except for construction inspection agreements)
- Attach the COI to the technical proposal

COI's must include:

- The agreement number
- PennDOT as the Certificate holder
- A company name that matches the company name in ECMS
- The Department as an additional insured on the General Liability policy

Certificates of Insurance

COI's must include:

- Indication that the insurer will provide notice of cancellation to the Department at least 30 days in advance of cancellation for reasons other than non-payment of premium and at least 15 days in advance of cancellation for non-payment of premium

Verify:

- Policy has not expired before the agreement is reviewed and legal agreement executed
- Information on endorsements does not contradict COI language

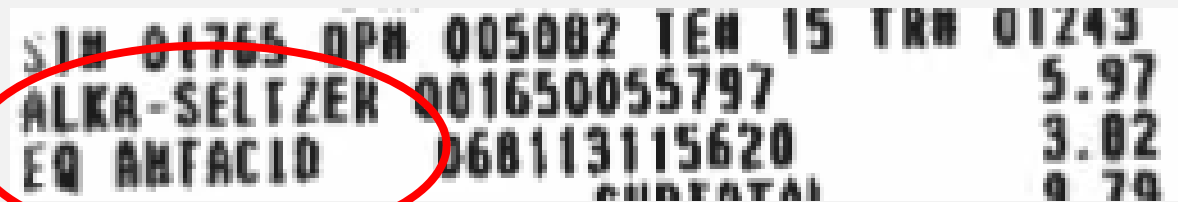
Per Diem Charges

Follow the Commonwealth's Travel/Subsistence Rates Policy and GSA Guidelines

- Continue to submit itemized receipts for charges
- All locations within District 9-0 follow the standard rates of \$93 for lodging and \$46 for per diem
- The Department does not pay for \$5 incidental charge included in the GSA per diem rate
- Please be cognizant of the receipts the prime and sub are submitting for payment
- We appreciate neatness when submitting receipts

Per Diem Charges

The Department is not required to pay for non-food charges



REJECTED

Do not abuse per diem

Sheetz
 12/7/2017 6:59:06 AM
 POS Terminal
 Order Number: 919

Register:2

| | |
|--------------------------------|---------|
| 2 MILKY WAY KING Single | \$3.98 |
| ICEBREAKER FRST PMNT Single | \$2.59 |
| 2 DORITOS NACHO 3.1250Z Single | \$3.38 |
| MySheetz Card | \$0.00 |
| KING CANDY 2/3.00 | -\$0.98 |
| Sub. Total: | \$8.97 |
| Wireless Fee | \$0.00 |
| Sales Tax | \$0.00 |
| Total: | \$8.97 |
| Discount Total: | -\$0.98 |
| Master Card: | \$8.97 |
| Change | \$0.00 |

Walmart
 Save money. Live better.

12/7/2017 7:04:53 AM
 POS Terminal
 Order Number: 945

Register:2

| | |
|--------------------------------|---------|
| UTZ CHEESE CURL Single | \$1.49 |
| 2 QUEST CHO CHP BAR 2.120Z Sin | \$6.58 |
| MySheetz Card | \$0.00 |
| UTZ PARTY MIX Single | \$1.49 |
| STRAWBERRY LEMONADE 1/2 GALL | \$1.99 |
| Sub. Total: | \$11.55 |
| Wireless Fee | \$0.00 |
| Sales Tax | \$0.12 |
| Total: | \$11.67 |
| Discount Total: | \$0.00 |
| Master Card: | \$11.67 |
| Change | \$0.00 |

STW 01765 OPH 005104 TEN 06 TAN 02809
 WELCHS MIXED 003405600408 F 1.00 N
 WELCHS MIXED 003405600408 F 1.00 N
 SOFT CANDY 007046243359 F 1.00 N
 SOFT CANDY 007046243359 F 1.00 N
 WNDFL PIST 001411391000 F 2.98 N
 WNDFL PIST 001411391000 F 2.98 N
 CNOC CHECKOU 0040000042431 F 0.78 N
 CHEWY CANDY 002200001694 F 1.34 N
 CHEWY CANDY 002200001694 F 1.34 N
 SKITTLES KAS 004000000460 F 1.34 N
 SKITTLES KAS 004000000460 F 1.34 N
 SUBTOTAL 16.10
 TOTAL 16.10
 MCARD TEND 16.10

12/07/17 17:35:02
 CHANGE DUE 0.00
 ITEMS SOLD 11
 TCR 2114 1494 5307 6081 #186

You Prices You Can Trust. Every Day.

McDonald's Restaurant
 12/07/2017 05:24 PM
 Order 16

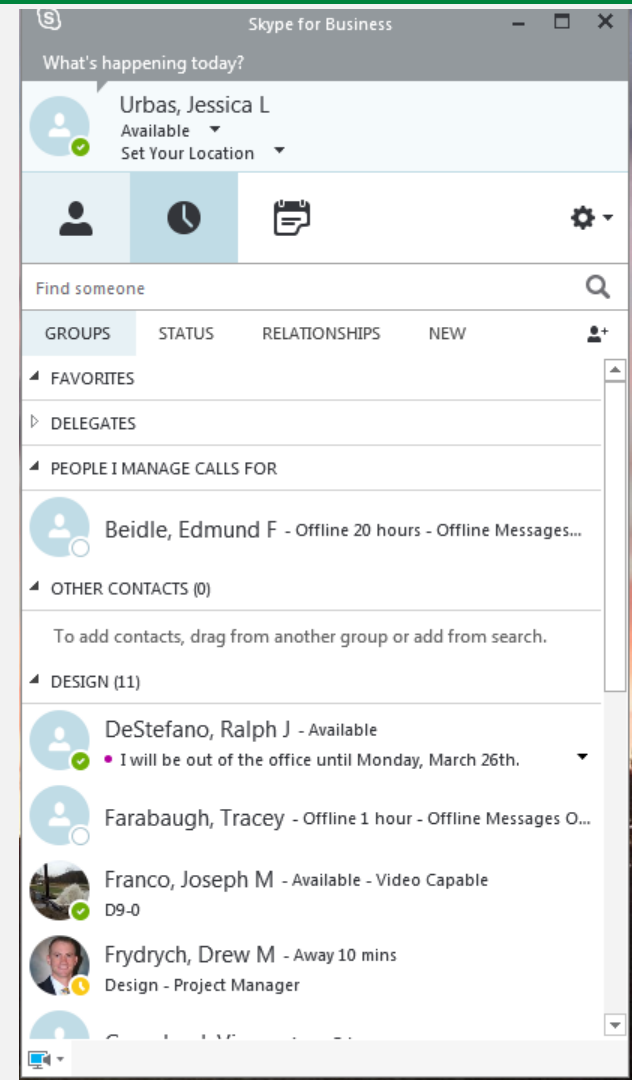
| | |
|----------------------|------|
| 1 Filet-O-Fish Meal | 6.39 |
| 1 M Coke | |
| 1 Filet-O-Fish Patty | 1.50 |
| Subtotal | 7.89 |
| Tax | 0.47 |
| Take-Out total | 8.36 |
| Cashless | 8.36 |
| Change | 0.00 |

REJECTED

Skype for Business

PennDOT can communicate with outside parties via Skype for Business

- Skype meetings are set up through Outlook and are simpler than WebEx
- Video equipment is not needed, voice and desktop sharing can be used as stand-alone features



GIS

PennDOT ONE MAP

- ONE MAP replaced MPMS IQ
- dot.state.pa.us/OneMap

Internal GIS

- Internal PennDOT users have access to additional maps and filers
- Ask your PM if data is available

District Status Meeting

District 9-0 Status Meeting

- District Status Meeting occurs once a month and includes design and unit managers
- Status meetings are based on the District's independent let schedule
 - The let schedule is created from each project's ASTA dates
 - Do not modify the task names in the District ASTA template

Con Est vs TIP Amt FISCAL Open Permit Tracking Date NOTES
 2017 TIP Open R/W Tracking PM3 to PM
 2019 TIP Open CM Report

Gen 'Report' Sort by Let
 Go To 'Report' Sort by PM

Show Projects for In-House PM Show Projects for Status Meeting Copy PM Notes to PM3

| Seq | #AIs | Let Date | MPMS | County | SR | Sec | Project Title | Project PM | TIP Amount | Con Fund Codes | Prog Year | CON Estimate | Estimate Date | Sched Time Now | Safety Review Approval | ENVRN DOCS Submittal | ENVRN Clearance | Design Field View Submittal | Design Field View Approval | ROW Plans Submittal | ROW Plans Approval | # ROW Claims | ROW Clearance | DEP Permit Submittal | DEP Permit Approval | TS&L Submittal |
|-----|------|----------|-------|----------|------|-----|---------------------------|---------------|-------------|----------------|-----------|--------------|---------------|----------------|------------------------|----------------------|-----------------|-----------------------------|----------------------------|---------------------|--------------------|--------------|---------------|----------------------|---------------------|----------------|
| 1 | 0 | 04/12/18 | 96482 | Cambria | 056 | 035 | Widman St to Waters Ave | Jessica Urbas | | | | \$6,654,000 | | 01/01/18 | 01/25/18 | | 02/23/18 | | | | | | | | | |
| 2 | 0 | 04/12/18 | 23583 | Somerset | 031 | 17B | PA31 Deeter's Gap Bridge | Jessica Urbas | \$1,055,888 | 185,STP | 2017 | \$1,055,888 | 03/02/18 | 03/01/18 | 10/25/16 | 10/11/16 | 12/09/16 | 10/12/16 | 06/21/17 | 10/31/16 | 02/03/17 | 2 | 02/16/18 | 06/02/17 | 11/16/17 | 05/20/16 |
| 3 | 0 | 04/12/18 | 92703 | Somerset | 031 | 18B | PA31 Trb Stryork Culv 2 | Jessica Urbas | \$1,523,084 | 185,STP | 2017 | \$1,523,084 | 03/02/18 | 03/01/18 | 10/19/16 | 11/01/16 | 12/01/16 | 09/23/16 | 06/21/17 | 09/30/16 | 12/14/16 | 3 | 02/20/18 | 06/02/17 | 11/16/17 | 07/06/16 |
| 4 | 0 | 12/13/18 | 88695 | Cambria | 053 | 26B | PA53 Cassandra Culvert | Jessica Urbas | \$2,026,273 | STP | 2019 | \$2,295,000 | 09/16/17 | 03/01/18 | 10/12/16 | 12/30/16 | 01/09/17 | 04/20/17 | 07/28/17 | 09/23/16 | 12/16/16 | 4 | 10/29/18 | 01/22/18 | 07/12/18 | 08/01/16 |
| 5 | 0 | 12/13/18 | 74358 | Cambria | 053 | 27B | PA53 Lilly Burgoon Rn Cul | Jessica Urbas | \$1,550,000 | STP | 2018 | \$1,640,000 | 09/16/17 | 03/01/18 | 03/29/17 | 04/26/16 | 07/06/17 | 06/01/17 | 08/24/17 | 06/19/17 | 09/05/17 | 5 | 10/30/18 | 01/23/18 | 07/13/18 | 02/01/16 |
| 6 | 0 | 01/17/19 | 22596 | Cambria | 7203 | 509 | T509 N Brnch Blacklick Cr | Jessica Urbas | \$600,501 | 183,185,BOF,L | 2020 | \$1,140,035 | 04/07/17 | 03/01/18 | 11/08/17 | 10/06/17 | 01/25/18 | 11/01/17 | 02/28/18 | 01/08/18 | 01/17/18 | | 11/19/18 | 04/27/18 | | 10/31/17 |

District 9 Project Let Schedule Report

| LET DATE | COUNTY | MPMS #AIs | SR-SEC Prog Year | TIP Amt Fund Codes | CON Est Rev Date | Field Surveys Request Perform | Line & Grade Submittal Approval | Safety Review Approval | NEPA Docs Sub Clearanc | Design Field View Submittal Approval | ROW Plans Submittal Approval | # Claims ROW Clearanc e | DEP Permit Submittal Approval | TS&L Submittal Approval | FND Submittal Approval | Struc Plans Submittal Approval | Traffic Control Submittal Approval | Utilities Clearanc e | PS&E to CM | Open Bids Float | Schedule Time Now / PM Remarks |
|---|----------|-----------|------------------|---------------------|----------------------|-------------------------------|---------------------------------|------------------------|------------------------|--------------------------------------|------------------------------|-------------------------|-------------------------------|-------------------------|------------------------|--------------------------------|------------------------------------|----------------------|------------|-----------------|--|
| 04/12/18 | Somerset | 23583 | 31-17B 2017 | \$1,055,888 185,STP | \$1,055,888 03/02/18 | 10/27/14 07/30/15 | 06/10/16 09/12/16 | 10/25/16 | 10/11/16 12/09/16 | 10/12/16 06/21/17 | 10/31/16 02/03/17 | 2 02/16/18 | 06/02/17 11/16/17 | 05/20/16 07/01/16 | 05/26/17 07/31/17 | 10/10/17 | 10/12/16 10/11/17 | 01/16/18 | 01/25/18 | 04/05/18 | 03/01/18 Jessica Urbas Committed Bridge; Let with 92703 |
| <p>Notes UTL:</p> <p>Action Items:</p> <p>02/08/18-JLU: Advertised 3/2/18; 10-day stream waiver approved; Construction Consultation under E03730; Condition #1 ROW Clearance 2/26/18</p> <p>NOTES (Shared):</p> <p>03/13/18-JLU: Negative float due to condition-1 ROW clearance (2/26/18)</p> <p>Notes PM:</p> <p>03/13/18-JLU: Negative float due to condition-1 ROW clearance (2/26/18)</p> <p>Notes CM:</p> <p>Notes ENV:</p> <p>Notes P&P:</p> <p>Notes ROW:</p> <p>01/10/18-ROW: Par 1 Casio --issue with estate (Claimant passes away last month before signed docs.)</p> <p>Notes UTL:</p> <p>Action Items:</p> | | | | | | | | | | | | | | | | | | | | | |

District Status Meeting

District 9-0 Status Meeting

- Projects with negative float are discussed
 - Review overall project float prior to submitting monthly updates in ASTA
 - Confirm the project progress date is the first of the month
 - If negative float cannot be eliminated, provide a recovery plan to the project PM

9-0 DESIGN POLICIES

District Best Practices

- Best Practice is a summary of District Design Circulars (DDC) and Design Memos
- In ECMS File Cabinet
- Ask your PM for the most recent document (March 18) and documents of interest

New to District Best Practices.....

(March 7, 2018) Page 1 of 22

District 9-0 Best Practices

Contents
(click on the title to go directly to that section)

| | |
|---|---|
| <u>Project Management</u> | <u>Highway Design</u> |
| <u>Bridge</u> | <u>Geotechnical</u> |
| <u>Environmental & Permitting</u> | <u>Right-of-Way</u> |
| <u>Utilities</u> | <u>Traffic</u> |
| <u>Signing & Pavement Marking</u> | <u>Signals & Lighting</u> |
| <u>Grade Crossing</u> | <u>Survey</u> |
| <u>Pavement Design</u> | <u>Commonly Used Links</u> |

Project Management [\(back to the top\)](#)

PM1. **File Naming Policy.** All project files within the squad folders are to be named as follows: County (space) SR (space) Section (space) Short Title. Example: *55 4404 29B Snow Mountain Bridge*. Completed projects are to be moved to a *Completed Projects* folder. Other files are to be placed in a *Miscellaneous* folder. This way, anyone researching projects will be able to locate the necessary folders. [Electronic File Policy 3-2-10](#).

PM2. **Project Setup.** Assigned projects are to be set up prior to Scoping Field View. If one has not been provided, coordinate with the Planning & Programming Assistant to obtain a section number. [Per DDC 2010-2](#). Project Manager should then provide the PM3 with the required items to set up the ECMS wrapper. [E-mail from PM3 9/22/09](#).

PM3. **Electronic Submissions.** All submissions for review and signature are to be requested via e-mail with an electronic hyperlink to the file. [Policy e-mail from Portfolio Manager 5/31/12](#).

PM4. **Central Office Plan Reviews.** The Project Manager must attend the CO Plan Review (ROW or Construction) unless approved by the PM's direct supervisor. [Policy e-mail from Portfolio Manager 10/19/10](#).

PM5. ~~**Notice Of Intent to Enter (NOIE) Letters.** All NOIE letters must be sent on Department letterhead with Department signature, whether in house or consultant design projects. [Policy e-mail from Portfolio Manager 12/7/10](#). Replaced by PM18.~~

PM6. **ECMS Questions.** The Project Manager will draft a response to the consultant and contractor questions for advertised projects in ECMS within two business days. Copy the Senior PM, Bridge Engineer and Contract Management Unit when the response is ready for publication. [Policy e-mail from PM3 1/20/11 and 11/30/12](#).

9-0 DESIGN POLICIES

MASH Guide Rail

- DM-2 (pg 12-7) provide guidelines for updating barriers
 - New construction, 3R, structural pavement overlay & pavement preservation
 - Post construction guiderail height must be considered
- If a partial section of the guide rail string is within project limits consider extending the limits to replace the entire string
- Type 31 Strong Post was implemented on projects let after 12/31/17
- Type 2 Weak Post was tested & is MASH compliant

9-0 DESIGN POLICIES

MASH Attenuators

- Item 0619-0459 Permanent Impact Attenuating Device, Type II, TL-2, Tangent (MASH) is the only approved Type II impact attenuator
- Type II & Type III flared impact attenuators are not currently MASH compliant
 - Replace all flared attenuators with tangent attenuators until further notice

9-0 DESIGN POLICIES

Suspected Contaminated Material

- Identify if suspected solids and liquids are present within the project footprint
- Quantify suspected solids (cy) and liquids (gal)
- Coordinate disposal with PM prior to Right-of-Way Plan submission
 - Landfill or nearby stockpile?
 - If stockpile, acquire TCE as necessary

MISCELLANEOUS

Good Faith Effort - Pub 442


- Documentation only required for 100% state funded projects
- Funding caveat pertains only to the preconstruction activities agreement
- Example
 - Preconstruction is 100% state funding & construction 100% federal funding
Good Faith Effort Required
 - Preconstruction is 100% federal funding & construction 100% state funding
Good Faith Effort Not Required

MISCELLANEOUS

Advanced Notice to Proceed (ANTP)

- Per Pub 93, Section 4.5.13
- Only for use on Open End agreements and Project Specific Open End agreements
- ANTP language must be included in legal agreement
- Work order must be executed within 60 days of the ANTP

D-39 (2-18)



pennsylvania
DEPARTMENT OF TRANSPORTATION
www.penndot.gov

ADVANCED NOTICE TO PROCEED (ANTP)

*Appendix 4J
Publication 93 (2-18)*

Agreement Number: _____ Work Order: _____ Amendment: _____

District: _____ County: _____ SR: _____ Section: _____

SPN: _____ Allot.: _____ FPN: _____

Consultant: _____

You are hereby authorized to perform the work described below in accordance with this Advanced Notice to Proceed:

Exhibit A – Technical Proposal Attached Exhibit B – Price Proposal Attached

It is anticipated that funds are available for this work.

Original Work Order Amount _____

Work Order Amendment Amount _____

The following Representatives certify that the consultant is granted Advanced Notice to Proceed as of the date the District Executive (or Authorized Representative) signs this form:

| | |
|---|---|
| <p>1. CONSULTANT REPRESENTATIVE (A President, Vice President, Partner or Owner)</p> <p>X _____ Date _____</p> <p style="text-align: center;">Title</p> | <p>2. DEPARTMENT TECHNICALLY RESPONSIBLE PERSON</p> <p>X _____ Date _____</p> <p style="text-align: center;">Title Contact Number</p> |
| <p>3. DISTRICT EXECUTIVE (or Authorized Representative)</p> <p>X _____ Date _____</p> <p style="text-align: center;">Title</p> | |

MISCELLANEOUS

Agreements

- Future District Open End Agreements will include a statement allowing the District to use the OE for local projects
- A supplement SOW is revised to add parts or tasks
 - The price proposal will not properly generate and all parts will not be shown
 - The consultant will need to open the SOW and additional tasks

Constructability Review

- Consider accelerated construction, RULD's, lane rentals, etc. on all projects during the CPM meeting

DESIGN STAFF UPDATES

Jim Yeager: QA/QC

- Acts as Central Office Liaison and reviews all Right-of-Way Plans and Construction Plans following normal review procedures
- Reviews all Design Field View Submissions
- QA/QC of all CPM Plans

Nate Milazzo, PE: Guide Rail Lead

Nick Vivian, PE: MS4 Manager

ASHE / D-9 JOINT WORKSHOP

THANK YOU

QUESTIONS?