

**FDOT District 5  
Project Administrator Training Sessions  
March 3 through March 5, 2008**

**Presented by Eddie Hughes  
Hughes Consulting Associates, Inc.**

## District 5 Training Sessions – March 3 thru 5, 2008 Discussion Agenda

9:00 to 9:30	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Why are we here?</li> <li>• What are we going to discuss that might be different from previous training sessions?</li> <li>• What needs provided the impetus for this type of training?</li> <li>• What good has come from previous training?</li> </ul>
9:30 to 10:30	<ul style="list-style-type: none"> <li>• What is a claim? Discussion of related specifications (Tab 1)             <ul style="list-style-type: none"> <li>○ Definition of “claim” in specs</li> <li>○ Claims for time and money</li> <li>○ Requirements for certification of claims</li> <li>○ Differing site conditions – 2 categories</li> </ul> </li> </ul>
10:30 to 10:40	Break
10:40 to 11:30	<p>Discussion of several “management tips” re the following subjects:</p> <ul style="list-style-type: none"> <li>• Personal management techniques</li> <li>• Compensable vs. non-compensable time</li> <li>• Submittal logs</li> <li>• RFI logs</li> <li>• Serialization of correspondence</li> <li>• “Stand alone” FDOT files</li> <li>• Issue files and logs – preparation and maintenance (Tab 2)</li> <li>• Confirmation of meetings, discussions; memos to file</li> <li>• Job progress meetings</li> <li>• Controlling Item of Work reports</li> <li>• Handling of Notices of Intent to File a Claim</li> <li>• Daily reports and supplements to same</li> <li>• Documentation of job progress – photos, videos, etc.</li> <li>• Developing and implementing a DRB strategy</li> <li>• Use of Unilateral SA’s and WO’s</li> <li>• “Line in the Sand” language for SA’s and WO’s (Tab 3)</li> </ul>

11:30 to 12:00	<b>Discussion of Project Revenue/Time Charting (Tab 4)</b> <ul style="list-style-type: none"><li>• How and why</li><li>• Inferences and projections that can be made from these charts</li><li>• Using these charts in progress meetings and DRB meetings</li></ul>
12:00 to 1:00	Lunch break
1:00 to 1:30	Questions and Answers – open to group
1:30 to 3:00	<b>Discussion of various scheduling subjects: (Tab 5)</b> <ul style="list-style-type: none"><li>• Software – SureTrak; Primavera</li><li>• Schedule specifications</li><li>• Submittal and approval of original schedule</li><li>• Updates and revisions; important differences between these</li><li>• Filtering out critical or controlling items from schedule for specific time periods</li><li>• Controlling Items of Work reports</li><li>• Use of Near Term schedules in progress mtgs</li><li>• As-built schedules</li><li>• Q/A re any other scheduling issues the group would like to discuss</li><li>• Q/A re – What could we do better in these training sessions? What subjects would you like to include in future sessions?</li></ul>

**TAB 1**

## Discussion of Claims-Related Specifications

First, let's look at the specifications concerning adjustments in scope of work and contract time...

**4-3.2 Increase, Decrease or Alteration in the Work:** The Engineer reserves the right to make alterations in the character of the work which involve a substantial change in the nature of the design or in the type of construction or which materially increases or decreases the cost or time of performance. Such alteration shall not constitute a breach of Contract, shall not invalidate the Contract or release the Surety.

Notwithstanding that the Contractor shall have no formal right whatsoever to any extra compensation or time extension deemed due by the Contractor for any cause unless and until the Contractor follows the procedures set forth in 5-12.2 for preservation, presentation and resolution of the claim, the Contractor may at any time, after having otherwise timely provided a notice of intent to claim or preliminary time extension request pursuant to 5-12.2 and 8-7.3.2, submit to the Department a request for equitable adjustment of compensation or time or other dispute resolution proposal. The Contractor shall in any request for equitable adjustment of compensation, time, or other dispute resolution proposal certify under oath and in writing, in accordance with the formalities required by Florida law, that the request is made in good faith, that any supportive data provided are accurate and complete to the Contractor's best knowledge and belief, and that the amount of the request accurately reflects what the Contractor in good faith believes to be the Department's responsibility. Such certification must be made by an officer or director of the Contractor with the authority to bind the Contractor. Any such certified statements of entitlement and costs shall be subject to the audit provisions set forth in 5-12.14. While the submittal or review of a duly certified request for equitable adjustment shall neither create, modify, nor activate any legal rights or obligations as to the Contractor or the Department, the Department will review the content of any duly certified request for equitable adjustment or other dispute resolution proposal, with any further action or inaction by the Department thereafter being in its sole discretion. Any request for equitable adjustment that fails to fully comply with the certification requirements will not be reviewed by the Department.

The monetary compensation provided for below constitutes full and complete payment for such additional work and the Contractor shall have no right to any additional monetary compensation for any direct or indirect costs or profit for any such additional work beyond that expressly provided below. The Contractor shall be entitled to a time extension only to the extent that the performance of any portion of the additional work is a controlling work item and the performance of such controlling work item actually extends completion of the project due to no fault of the Contractor. All time related costs for actual performance of such additional work are included in the compensation already provided below and any time extension entitlement hereunder will be without additional monetary compensation. The Contractor shall have no right to any monetary compensation or damages whatsoever for any direct or indirect delay to a controlling work item arising out of or in any way related to the circumstances leading up to or resulting from additional work (but not relating to the actual performance of the additional work, which is paid for as otherwise provided herein), except only as provided for under 5-12.6.2.1.

NOTES:

**4-3.7 Differing Site Conditions:** During the progress of the work, if subsurface or latent physical conditions are encountered at the site differing materially from those indicated in the Contract, or if unknown physical conditions of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in the work provided for in the Contract are encountered at the site, the party discovering such conditions shall promptly notify the other party in writing of the specific differing conditions before the Contractor disturbs the conditions or performs the affected work.

Upon receipt of written notification of differing site conditions from the Contractor, the Engineer will investigate the conditions, and if it is determined that the conditions materially differ and cause an increase or decrease in the cost or time required for the performance of any work under the Contract, an adjustment will be made, excluding loss of anticipated profits, and the Contract will be modified in writing accordingly. The Engineer will notify the Contractor whether or not an adjustment of the Contract is warranted.

The Engineer will not allow a Contract adjustment for a differing site condition unless the Contractor has provided the required written notice.

The Engineer will not allow a Contract adjustment under this clause for any effects caused to any other Department or non-Department projects on which the Contractor may be working.

NOTES:

### **8-7.3 Adjusting Contract Time:**

**8-7.3.1 Increased Work:** The Department may grant an extension of Contract Time when it increases the Contract amount due to overruns in original Contract items, adds new work items, or provides for unforeseen work. The Department will base the consideration for granting an extension of Contract Time on the extent that the time normally required to complete the additional designated work delays the Contract completion schedule.

**8-7.3.2 Contract Time Extensions:** The Department may grant an extension of Contract Time when a controlling item of work is delayed by factors not reasonably anticipated or foreseeable at the time of bid. The Department may allow such extension of time only for delays occurring during the Contract Time period or authorized extensions of the Contract Time period. When failure by the Department to fulfill an obligation under the Contract results in delays to the controlling items of work, the Department will consider such delays as a basis for granting a time extension to the Contract.

Whenever the Engineer suspends the Contractor's operations, as provided in 8-6, for reasons other than the fault of the Contractor, the Engineer will grant a time extension for any delay to a controlling item of work due to such suspension. The Department will not grant time extensions to the Contract for delays due to the fault or negligence of the Contractor.

The Department does not include an allowance for delays caused by the effects of inclement weather or suspension of Contractor's operations due to holidays as defined in 8-6.4, in establishing Contract Time. The Engineer will continually monitor the effects of weather and, when found justified, grant time extensions on either a bimonthly or monthly basis. The Engineer will not require the Contractor to submit a request for additional time due to the effects of weather.

The Department will grant time extensions, on a day for day basis, for delays caused by the effects of rains or other inclement weather conditions, related adverse soil conditions or suspension of operations due to holidays that prevent the Contractor from productively performing controlling items of work resulting in:

(1) The Contractor being unable to work at least 50% of the normal work day on pre-determined controlling work items due to adverse weather conditions, holiday suspension; or

(2) The Contractor must make major repairs to work damaged by weather, provided that the damage is not attributable to the Contractor's failure to perform or neglect; and provided that the Contractor was unable to work at least 50% of the normal workday on pre-determined controlling work items.

No additional compensation will be made for delays caused by the effects of inclement weather.

The Department will consider the delays in delivery of materials or component equipment that affect progress on a controlling item of work as a basis for granting a time extension if such delays are beyond the control of the Contractor or supplier. Such delays may include an area-wide shortage, an industry-wide strike, or a natural disaster that affects all feasible sources of supply. In such cases, the Contractor shall furnish substantiating letters from a representative number of manufacturers of such materials or equipment clearly confirming that the delays in delivery were the result of an area-wide shortage, an industry-wide strike,

etc. No additional compensation will be made for delays caused by delivery of materials or component equipment.

The Department will not consider requests for time extension due to delay in the delivery of custom manufactured equipment such as traffic signal equipment, highway lighting equipment, etc., unless the Contractor furnishes documentation that he placed the order for such equipment in a timely manner, the delay was caused by factors beyond the manufacturer's control, and the lack of such equipment caused a delay in progress on a controlling item of work. No additional compensation will be paid for delays caused by delivery of custom manufactured equipment.

The Department will consider the affect of utility relocation and adjustment work on job progress as the basis for granting a time extension only if all the following criteria are met:

(1) Delays are the result of either utility work that was not detailed in the plans, or utility work that was detailed in the plans but was not accomplished in reasonably close accordance with the schedule included in the Contract Documents.

(2) Utility work actually affected progress toward completion of controlling work items.

(3) The Contractor took all reasonable measures to minimize the effect of utility work on job progress, including cooperative scheduling of the Contractor's operations with the scheduled utility work at the preconstruction conference and providing adequate advance notification to utility companies as to the dates to coordinate their operations with the Contractor's operations to avoid delays.

As a condition precedent to an extension of Contract Time the Contractor must submit to the Engineer:

A preliminary request for an extension of Contract Time must be made in writing to the Engineer within ten calendar days after the commencement of a delay to a controlling item of work. If the Contractor fails to submit this required preliminary request for an extension of Contract Time, the Contractor fully, completely, absolutely and irrevocably waives any entitlement to an extension of Contract Time for that delay. In the case of a continuing delay only a single preliminary request for an extension of Contract Time will be required. Each such preliminary request for an extension of Contract Time shall include as a minimum the commencement date of the delay, the cause of the delay, and the controlling item of work affected by the delay; and

Further, the Contractor must submit to the Engineer a request for a Contract Time extension in writing within 30 days after the elimination of the delay to the controlling item of work identified in the preliminary request for an extension of Contract Time. Each request for a Contract Time extension shall include as a minimum all documentation that the Contractor wishes the Department to consider related to the delay, and the exact number of days requested to be added to Contract Time. If the Contractor contends that the delay is compensable, then the Contractor shall also be required to submit with the request for a Contract Time extension a detailed cost analysis of the requested additional compensation. If the Contractor fails to submit this required request for a Contract Time extension, with or without a detailed cost analysis, depriving the Engineer of the timely opportunity to verify the delay and the costs of the delay, the Contractor waives any entitlement to an extension of Contract Time or additional compensation for the delay.

Upon timely receipt of the preliminary request of Contract Time from the Contractor, the Engineer will investigate the conditions, and if it is determined that a controlling item of work is being delayed for reasons beyond the control of the Contractor the Engineer will take appropriate action to mitigate the delay and the costs of the delay. Upon timely receipt of the request for a Contract Time extension the Engineer will further investigate the conditions, and if it is determined that there was an increase in the time or the cost of performance of the controlling item of work beyond the control of the Contractor, then an adjustment of Contract Time will be made, and a monetary adjustment will be made, excluding loss of anticipated profits, and the Contract will be modified in writing accordingly.

The existence of an accepted schedule, including any required update(s), as stated in 8-3.2, is a condition precedent to the Contractor having any right to the granting of an extension of contract time or any monetary compensation arising out of any delay. Contractor failure to have an accepted schedule, including any required update(s), for the period of potential impact, or in the event the currently accepted schedule and applicable updates do not accurately reflect the actual status of the project or fail to accurately show the true controlling or non-controlling work activities for the period of potential impact, will result in any entitlement determination as to time or money for such period of potential impact being limited solely to the Department's analysis and identification of the actual controlling or non-controlling work activities. Further, in such instances, the Department's determination as to entitlement as to either time or compensability will be final, unless the Contractor can prove by clear and convincing evidence to a Disputes Review Board that the Department's determination was without any reasonable factual basis.

NOTES:

Now, let's look at the specifications concerning the actual claims themselves:

**1-3 Definitions – Contract Claim (Claim)**

A written demand submitted to the Department by the Contractor in compliance with 5-12.3 seeking additional monetary compensation, time, or other adjustments to the Contract, the entitlement or impact of which is disputed by the Department.

NOTES:

**5-12 Claims by Contractor.**

**5-12.1 General:** When the Contractor deems that extra compensation or a time extension is due beyond that agreed to by the Engineer, whether due to delay, additional work, altered work, differing site conditions, breach of Contract, or for any other cause, the Contractor shall follow the procedures set forth herein for preservation, presentation and resolution of the claim.

NOTES:

**5-12.2 Notice of Claim:**

**5-12.2.1 Claims For Extra Work:** Where the Contractor deems that additional compensation or a time extension is due for work or materials not expressly provided for in the Contract or which is by written directive expressly ordered by the Engineer pursuant to 4-3, the Contractor shall notify the Engineer in writing of the intention to make a claim for additional compensation before beginning the work on which the claim is based, and if seeking a time extension, the Contractor shall also submit a preliminary request for time extension pursuant to 8-7.3.2 within ten calendar days after commencement of a delay. If such notification is not given and the Engineer is not afforded the opportunity for keeping strict account of actual labor, material, equipment, and time, the Contractor waives

the claim for additional compensation or a time extension. Such notice by the Contractor, and the fact that the Engineer has kept account of the labor, materials and equipment, and time, shall not in any way be construed as establishing the validity of the claim or method for computing any compensation or time extension for such claim. On projects with an original Contract amount of \$3,000,000 or less within 90 calendar days after final acceptance of the project in accordance with 5-11, and on projects with an original Contract amount greater than \$3,000,000 within 180 calendar days after final acceptance of the project in accordance with 5-11, the Contractor shall submit full and complete claim documentation as described in 5-12.3. However, for any claim or part of a claim that pertains solely to final estimate quantities disputes the Contractor shall submit full and complete claim documentation as described in 5-12.3, as to such final estimate claim dispute issues, within 90 or 180 calendar days, respectively, of the Contractor's receipt of the Department's final estimate.

Submission of timely notice of intent to file a claim, preliminary time extension request, time extension request, and the claim, together with full and complete claim documentation, are each a condition precedent to the Contractor bringing any circuit court, arbitration, or other formal claims resolution proceeding against the Department for the items and for the sums or time set forth in the Contractor's written claim, and the failure to provide such notice of intent, preliminary time extension request, time extension request, claim and full and complete claim documentation within the time required shall constitute a full, complete, absolute and irrevocable waiver by the Contractor of any right to additional compensation or a time extension for such claim.

NOTES:

**5-12.2.2 Claims For Delay:** Where the Contractor deems that additional compensation or a time extension is due on account of delay, differing site conditions, breach of Contract, or any other cause other than for work or materials not expressly provided for in the Contract (Extra Work) or which is by written directive of the Engineer expressly ordered by the Engineer pursuant to 4-3, the Contractor shall submit a written notice of intent to the Engineer within ten days after commencement of a delay to a controlling work item expressly notifying the Engineer that the Contractor intends to seek additional compensation, and if seeking a time extension, the Contractor shall also submit a preliminary request for time extension pursuant to 8-7.3.2 within ten calendar days after commencement of a delay to a controlling work item, as to such delay and providing a reasonably complete description as to the cause and nature of the delay and the possible impacts to the Contractor's work by such delay. The timely providing of a written notice of intent or preliminary time extension request to the Engineer are each a condition precedent to any right on behalf of the Contractor to request additional compensation or an extension of Contract Time for that delay, and the failure of the Contractor to provide such written notice of intent or preliminary time extension request within the time required shall constitute a full, complete, absolute and irrevocable waiver by the Contractor of any right to additional compensation or a time extension for that delay. On projects with an original Contract amount of \$3,000,000 or less within 90 calendar days after final acceptance of the project in accordance with 5-11, and on projects with an original Contract amount greater than \$3,000,000 within 180 calendar days after final acceptance of the project in accordance with 5-11, the Contractor shall submit full and complete documentation as described in 5-12.3. There shall be no Contractor entitlement to any monetary compensation or time extension for any delays or delay impacts, whatsoever, that are not to a controlling work item, and then as to any such delay to a controlling work item entitlement to any monetary compensation or time extension shall only be to the extent such is otherwise provided for expressly under 4-3 or 5-12, except that in the instance of delay to a non-controlling item of work the Contractor may be compensated for the direct costs of idle labor or equipment only, at the rates set forth in 4-3.2.1(c), and then only to the extent the Contractor could not reasonably mitigate such idleness.

NOTES:

**5-12.3 Content of Written Claim:** As a condition precedent to the Contractor being entitled to additional compensation or a time extension under the Contract, for any claim, the Contractor shall submit a written claim to the Department which will include for each individual claim, at a minimum, the following information:

(a) A detailed factual statement of the claim providing all necessary dates, locations, and items of work affected and included in each claim;

(b) The date or dates on which actions resulting in the claim occurred or conditions resulting in the claim became evident;

(c) Identification of all pertinent documents and the substance of any material oral communications relating to such claim and the name of the persons making such material oral communications;

(d) Identification of the provisions of the Contract which support the claim and a statement of the reasons why such provisions support the claim, or alternatively, the provisions of the Contract which allegedly have been breached and the actions constituting such breach;

(e) A detailed compilation of the amount of additional compensation sought and a breakdown of the amount sought as follows:

(1) documented additional job site labor expenses;

(2) documented additional cost of materials and supplies;

(3) a list of additional equipment costs claimed, including each piece of equipment and the rental rate claimed for each;

(4) any other additional direct costs or damages and the documents in support thereof;

(5) any additional indirect costs or damages and all documentation in support thereof.

(f) A detailed compilation of the specific dates and the exact number of calendar days sought for a time extension, the basis for entitlement to time for each day, all documentation of the delay, and a breakout of the number of days claimed for each identified event, circumstance or occurrence.

Further, the Contractor shall be prohibited from amending either the bases of entitlement or the amount of any compensation or time stated for any and all issues claimed in the Contractor's written claim submitted hereunder, and any circuit court, arbitration, or other formal claims resolution proceeding shall be limited solely to the bases of entitlement and the amount of any compensation or time stated for any and all issues claimed in the Contractor's written claim submitted hereunder. This shall not, however, preclude a Contractor from withdrawing or reducing any of the bases of entitlement and the amount of any compensation or time stated for any and all issues claimed in the Contractor's written claim submitted hereunder at any time.

NOTES:

**5-12.4 Action on Claim:** The Engineer will respond on projects with an original Contract amount of \$3,000,000 or less within 90 calendar days of receipt of a complete claim submitted by a Contractor in compliance with 5-12.3, and on projects with an original Contract amount greater than \$3,000,000 within 120 calendar days of receipt of a complete claim submitted by a Contractor in compliance with 5-12.3. Failure by the Engineer to respond to a claim within 90 or 120 days, respectively, after receipt of a complete claim in compliance with 5-12.3 constitutes a denial of the claim by the Engineer. If the Engineer finds the claim or any part thereof to be valid, such partial or whole claim will be allowed and paid for to the extent deemed valid and any time extension granted, if applicable, as provided in the Contract. No circuit court or arbitration proceedings on any claim, or a part thereof, may be filed until after final acceptance per 5-11 of all Contract work by the Department or denial hereunder, whichever occurs last.

NOTES:

**5-12.6 Compensation for Extra Work or Delay:**

**5-12.6.1 Compensation for Extra Work:** Notwithstanding anything to the contrary contained in the Contract Documents, the Contractor shall not be entitled to any compensation beyond that provided for in 4-3.2.

**5-12.6.2 Compensation for Delay:** Notwithstanding anything to the contrary contained in the Contract Documents, the additional compensation set forth in 5-12.6.2.1 shall be the Contractor's sole monetary remedy for any delay other than to perform extra work caused by the Department unless the delay shall have been caused by acts constituting willful or intentional interference by the Department with the Contractor's performance of the work and then only where such acts continue after Contractor's written notice to the Department of such interference. The parties anticipate that delays may be caused by or arise from any number of events during the term of the Contract, including, but not limited to, work performed, work deleted, change orders, supplemental agreements, disruptions, differing site conditions, utility conflicts, design changes or defects, time extensions, extra work, right-of-way issues, permitting issues, actions of suppliers, subcontractors or other contractors, actions by third parties, suspensions of work by the Engineer pursuant to 8-6.1, shop drawing approval process delays, expansion of the physical limits of the project to make it functional, weather, weekends, holidays, special events, suspension of Contract time, or other events, forces or factors sometimes experienced in construction work. Such delays or events and their potential impacts on the performance by the Contractor are specifically contemplated and acknowledged by the parties in entering into this Contract, and shall not be deemed to constitute willful or intentional interference with the Contractor's performance of the work without clear and convincing proof that they were the result of a deliberate act, without reasonable and good-faith basis, and specifically intended to disrupt the Contractor's performance.

NOTES:

**5-12.6.2.1 Compensation for Direct Costs, Indirect Costs, Expenses, and Profit thereon, of or from Delay:** For any delay claim, the Contractor shall only be entitled to monetary compensation for the actual idle labor and equipment, and indirect costs, expenses, and profit thereon, as provided for in 4-3.2(d) and solely for costs incurred beyond what reasonable mitigation thereof the Contractor could have undertaken.

NOTES:

**5-12.7 Mandatory Claim Records:** After giving the Engineer notice of intent to file a claim for extra work or delay, the Contractor must keep daily records of all labor, material and equipment costs incurred for operations affected by the extra work or delay. These daily records must identify each operation affected by the extra work or delay and the specific locations where work is affected by the extra work or delay, as nearly as possible. The Engineer may also keep records of all labor, material and equipment used on the operations affected by the extra work or delay. The Contractor shall, once a notice of intent to claim has been timely filed, and not less than weekly thereafter as long as appropriate, provide the Engineer a copy of the Contractor's daily records and be likewise entitled to receive a copy of the Department's daily records. The copies of daily records to be provided hereunder shall be provided at no cost to the recipient.

NOTES:

**5-12.8 Claims For Acceleration:** The Department shall have no liability for any constructive acceleration of the work, nor shall the Contractor have any right to make any claim for constructive acceleration nor include the same as an element of any claim the Contractor may otherwise submit under this Contract. If the Engineer gives express written direction for the Contractor to accelerate its efforts, such written direction will set forth the prices and other pertinent information and will be reduced to a written Contract Document promptly. No payment will be made on a Supplemental Agreement for acceleration prior to the Department's approval of the documents.

NOTES:

**5-12.9 Certificate of Claim:** When submitting any claim, the Contractor shall certify under oath and in writing, in accordance with the formalities required by Florida law, that the claim is made in good faith, that the supportive data are accurate and complete to the Contractor's best knowledge and belief, and that the amount of the claim accurately reflects what the Contractor in good faith believes to be the Department's liability. Such certification must be made by an officer or director of the Contractor with the authority to bind the Contractor.

NOTES:

**5-12.10 Non-Recoverable Items:** The parties agree that for any claim the Department will not have liability for the following items of damages or expense:

- a. Loss of profit, incentives or bonuses;
- b. Any claim for other than extra work or delay;
- c. Consequential damages, including, but not limited to, loss of bonding capacity, loss of bidding opportunities, loss of credit standing, cost of financing, interest paid, loss of other work or insolvency;
- d. Acceleration costs and expenses, except where the Department has expressly and specifically directed the Contractor in writing "to accelerate at the Department's expense"; nor
- e. Attorney fees, claims preparation expenses and costs of litigation.

NOTES:

**5-12.11 Exclusive Remedies:** Notwithstanding any other provision of this Contract, the parties agree that the Department shall have no liability to the Contractor for expenses, costs, or items of damages other than those which are specifically identified as payable under 5-12. In the event any legal action for additional compensation, whether on account of delay, acceleration, breach of contract, or otherwise, the Contractor agrees that the Department's liability will be limited to those items which are specifically identified as payable in 5-12.

NOTES:

**5-12.12 Settlement Discussions:** The content of any discussions or meetings held between the Department and the Contractor to settle or resolve any claims submitted by the Contractor against the Department shall be inadmissible in any legal, equitable, arbitration or administrative proceedings brought by the Contractor against the Department for payment of such claim. Dispute Resolution Board, State Arbitration Board and Claim Review Committee proceedings are not settlement discussions, for purposes of this provision.

NOTES:

**5-12.13 Personal Liability of Public Officials:** In carrying out any of the provisions of the Contract or in exercising any power or authority granted to the Secretary of Transportation, Engineer or any of their respective employees or agents, there shall be no liability on behalf of any employee, officer or official of the Department for which such individual is responsible, either personally or as officials or representatives of the Department. It is understood that in all such matters such individuals act solely as agents and representatives of the Department.

**5-12.14 Auditing of Claims:** All claims filed against the Department shall be subject to audit at any time following the filing of the claim, whether or not such claim is part of a suit pending in the Courts of this State. The audit may be performed, at the Department's sole discretion, by employees of the Department or by any independent auditor appointed by the Department, or both. The audit may begin after ten days written notice to the Contractor, subcontractor, or supplier. The Contractor, subcontractor, or supplier shall make a good faith effort to cooperate with the auditors. As a condition precedent to recovery on any claim, the Contractor, subcontractor, or supplier must retain sufficient records, and provide full and reasonable access to such records, to allow the Department's auditors to verify the claim and failure to retain sufficient records of the claim or failure to provide full and reasonable access to such records shall constitute a waiver of that portion of such claim that cannot be verified and shall bar recovery thereunder. Further, and in addition to such audit access, upon the Contractor submitting a written claim, the Department shall have the right to request and receive, and the Contractor shall have the affirmative obligation to provide to the Department, copies of any and all documents in the possession of the Contractor or its subcontractors, materialmen or suppliers as may be deemed relevant by the Department in its review of the basis, validity or value of the Contractor's claim.

Without limiting the generality of the foregoing, the Contractor shall upon written request of the Department make available to the Department's auditors, or upon the Department's written request for copies provide copies at the Department's expense, any or all of the following documents:

1. Daily time sheets and foreman's daily reports and diaries;
2. Insurance, welfare and benefits records;
3. Payroll register;
4. Earnings records;
5. Payroll tax return;
6. Material invoices, purchase orders, and all material and supply acquisition contracts;
7. Material cost distribution worksheet;
8. Equipment records (list of company owned, rented or other equipment used);
9. Vendor rental agreements and subcontractor invoices;
10. Subcontractor payment certificates;
11. Canceled checks for the project, including, payroll and vendors;
12. Job cost report;
13. Job payroll ledger;
14. General ledger, general journal, (if used) and all subsidiary ledgers and journals together with all supporting documentation pertinent to entries made in these ledgers and journals;
15. Cash disbursements journal;
16. Financial statements for all years reflecting the operations on this project;
17. Income tax returns for all years reflecting the operations on this project;
18. All documents which reflect the Contractor's actual profit and overhead during the years this Contract was being performed and for each of the five years prior to the commencement of this Contract;
19. All documents related to the preparation of the Contractor's bid including the final calculations on which the bid was based;
20. All documents which relate to each and every claim together with all documents which support the amount of damages as to each claim;
21. Worksheets used to prepare the claim establishing the cost components for items of the claim including, but not limited to, labor, benefits and insurance, materials, equipment, subcontractors, and all documents that establish which time periods and individuals were involved, and the hours and rates for such individuals.

NOTES:

*SAMPLE CLAIM CERTIFICATION LETTER*

Date \_\_\_\_\_

RE: Project Description  
FM No. XXXXXX-1-52-01  
Contract No. T5XXX  
County XXXXXX

Subject: Certification of (Claim) (Request for Equitable Adjustment) dated \_\_\_\_\_

Issue: (brief description of issue)

Dear Sir/Madam:

I, John Doe, Vice President of XYZ Corporation, hereby certify under oath and in writing, as required by the Contract and in accordance with the formalities required by Florida Law, that the attached Claim (or Request for Equitable Adjustment) dated \_\_\_\_\_ is made in good faith; that the supporting data is accurate and complete to the best of my knowledge and belief; and that the amount of the Claim (or Request for Equitable Adjustment) accurately reflects what XYZ Corporation in good faith believes to be the Department's liability for this particular issue. I also certify that I am an officer or director of the XYZ Corporation and that I am duly authorized to bind the corporation.

Sincerely,

Name  
Title  
XYZ Company

NOTE: This certification must be submitted along with the Claim (or Request for Equitable Adjustment).

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was signed before me this \_\_\_ day of \_\_\_\_\_, 200\_ by John Doe, personally known to me. (Note: this notary language may vary slightly, depending on whether the person is "personally known" or presents appropriate identification to the notary.)

Notary \_\_\_\_\_  
Signature and Seal

**TAB 2**

I

SAMPLE

RS & H CS

ISSUE LOG

GROUP 83 Project 242695-1-5201 Ranger Construction

STATUS	ISSUE #	TYPE	FILE REFERENCE	DATE	FROM	TO	DAYS OPEN	Ball in Court	RESPONSE DUE	STATUS	SUMMARY
CLOSED	1	Extra Work	Speed Limit Change	4/28/2004	RS&H CS RANGER	RS&H CS RANGER	1400	RS&H CS	5/15/2004	SA #2	CHANGE IN COST FOR ATTENUATORS DUE TO SPEED LIMIT INCREASE
CLOSED	2	Extra Work	TREE REMOVAL	6/17/2004	RANGER RS&H CS	RANGER RS&H CS		RS&H CS	4/5/2004	FSA 04 ISSUED 6/17/04	COMPENSATION FOR SALVAGE VALUE OF TREES
CLOSED	3	CHANGE	DRAINAGE CHANGE	5/27/2004	RANGER RS&H CS	RANGER RS&H CS	1371	RS&H CS	ASAP	SA #2	DRAINAGE CHANGES AFTER LETTING COST TO EXTEND EXISTING ITS SENSORS IN MEDIAN.
CLOSED	4	Extra Work	ITS CHANGES	4/27/2004	RS&H CS RANGER	RS&H CS RANGER		RS&H CS	4/15/2004	FSA 03 ISSUED	NEED TO MAINTAIN LOOPS AT ALL TIMES AT SR-40 INTERCHANGE Will wait to see if needed.
CLOSED	5	Extra Work	TEMPORARY LOOPS	4/28/2004	RS&H CS RANGER	RS&H CS RANGER		RS&H CS	4/15/2004	needed	ONLY A SMALL VOLUME HAS BEEN UNCOVERED TO DATE WE WILL COMPENSATE ON T&M BASIS AFTER EXCAVATION
OPEN	6	CHANGE	DEBRIS IN POND	2/9/2004	RANGER RS&H CS	RANGER RS&H CS	1479	Ranger	N/A	DEBRIS FOUND IN POND	ROAD WAS CONSTRUCTED AFTER PLANS WERE DRAWN
CLOSED	7	Extra Work	TOMOKA FARMS RD	4/28/2004	RANGER RS&H CS	RANGER RS&H CS		Ranger	4/1/2004	FSA 05 Issued	IMPROPER SETUP OF ATTENUATOR
CLOSED	8	Extra Work	Impact Attenuator Repair		RANGER RS&H CS	RANGER RS&H CS		Ranger	N/A	DENIED	

# SAMPLE

**Finan Project ID:** 237550 1 52 01  
**State Job Number:** 70020-3549  
**SR Number:** 5 (US 1)  
**Contract Number:** 21485  
**Project Administrator:** JIMMIE FRANKLIN  
**Contractor:** RKT CONSTRUCTORS, INC.

**ISSUE TRACKING LOG**

2/26/2008

NO.	ISSUE	FILE NO.	DATE	SUMMARY	STATUS	
					Resolved	Unresolved
						Date
1	CONCRETE SIGN BASE	1.11.1.0	07/24/02	A large concrete sign base was encountered @ Sta 122+57.9 (+/-) Left Rdwy. Contractor Mike Shulgen said it is unforeseen work and would seek compensation. Contractor used 1 Track hoe, 1 Loader, 2 Skilled, & 1 Laborer for 1 hour in an attempt to remove. Dave Ash stated he would eventually get a crane to remove.		
		1.11.1.1		RKT attempted to remove the sign base with a crane. It wouldn't budge.		
		1.11.1.2	01/22/03	RKT was advised in a bi-weekly progress meeting that Anzee & Jesse stated it would be acceptable if RKT jackhammers down the sign base at least 3 feet below subgrade. <b>See progress meeting #12 minutes.</b>		<b>Resolved</b>
		1.11.1.3	04/13/04	Field Supplemental Agreement (2999-25-3), dated 4/09/04 was issued. This FSA paid the removal of a concrete drilled shaft at Sta. 122.60. Cost: \$5222.56 and 3 days. <b>This issue is closed.</b>		<b>Resolved</b>
2	RAIN WASHOUT - MIORELLI RESIDENCE	1.11.2.0	10/12/02	Mr. & Mrs. Luke Morelli called the Cocoa Office to register a complaint that the rain water off US1 was running down their driveway instead of down the sides of their yard.		<b>Resolved</b>
		1.11.2.1		Jack West sent "Mike" of Cocoa maintenance to inspect driveway, "Mike" promised the Morellis, a traffic engineer would come out to inspect.		<b>Resolved</b>
		1.11.2.2	10/30/02	9:40am Mrs. Morelli called job trailer requesting an inspection of her driveway.		<b>Resolved</b>
		1.11.2.3	11/1/02	Mr. Morelli called our job trailer and asked that someone come look at his driveway. J Franklin, Jim Connelly (DOT Maint), and R Martens met @ 4715 US1 and discussed possible resolutions. Jim Connelly stated it is out of R/W & not a maintenance issue.		<b>Resolved</b>
		1.11.2.4	11/11/02	Mr. Morelli wrote a letter to both Cocoa & Deland asking what the outcome of the Nov. 1st inspection was... The driveway was not repaired as of yet. (E-mail)		<b>Resolved</b>

**Finan**    **Project ID:**    **237550 1 52 01**  
**State Job Number:**    **70020-3549**  
**SR Number:**    **5 (US 1)**  
**Contract Number:**    **21485**  
**Project Administrator:**    **JIMMIE FRANKLIN**  
**Contractor:**    **RKT CONSTRUCTORS, INC.**

**ISSUE TRACKING LOG**

**2/26/2008**

1.11.2.5	11/18/02	Jim Boughanem, Jimmie Franklin, & Rob Martens met @ 4715 driveway, Jim Boughanem instructed Rob Martens to have RKT fill with millings from highpoint on driveway to edge of roadway (approx 3m) and cut about an inch of sandy material to the North of the driveway (Width of a loader bucket) to divert the water away from the driveway. 2:30 pm	<b><u>Resolved</u></b>
1.11.2.6	11/21/02	RKT filled low area in drive with millings, cut a swale to divert water away from driveway. 3:00pm	<b><u>Resolved</u></b>
1.11.2.7	11/21/02	Robert Martens documented work with digital camera. Pictures on disk in job trailer.	<b><u>Resolved</u></b>

**RAIN WASHOUT - EAKIN APARTMENTS**

3	1.11.3.0	10/31/02	Median was removed from center of US1 in front of 4225 US 1 resulting in a runoff of water from the Southbound lanes toward the river. The median used to corral the water back to the West grass swales. Mrs. Eakin called Jimmie Franklin to complain that water runoff was flooding apartments, and backing up septic tank. Jimmie Franklin & Rob Martens met w/ Ms. Eakins @ property to inspect.	<b><u>Resolved</u></b>
	1.11.3.1	11/1/02	Ms. Eakin called to check on status of issue. Rob Martens advised a solution would be had by end of week.	<b><u>Resolved</u></b>
	1.11.3.2	11/9/02	RKT built a temporary asphalt berm to divert water away from driveway.	<b><u>Resolved</u></b>
	1.11.3.3	11/18/02	Ms. Eakin called to report water problem again. Jimmie Franklin & Rob Martens met Ms. Eakin & son onsite.	<b><u>Resolved</u></b>
	1.11.3.4	11/21/02	RKT Built a temporary median from sandbags to divert the water back to the West side swales.	<b><u>Resolved</u></b>
	1.11.3.5	12/10/02	Ms. Eakin & son called to report water problem again. Jimmie Franklin & Rob Martens met with the Eakins @ site to discuss.	<b><u>Resolved</u></b>
	1.11.3.6	12/10/02	Meeting held with Jimmie Franklin, Rob Martens, Mike Harold & Dave Ash @ 4225 US1. RKT resolved to tear out temporary asphalt median & replace with sod to alleviate water.	<b><u>Resolved</u></b>
	1.11.3.7	12/13/02	No complaint- Completed preventive measures. RKT cut swale in front of Darbys Bar to divert water toward E. Elm Dr. (Took 1 Grader & 1 Operator .5 Hours)	<b><u>Resolved</u></b>

**TAB 3**

Suggested "Line in the Sand" Language  
for Supplemental Agreements

It is understood and agreed by the Contractor and the FDOT that this Supplemental Agreement represents full and final settlement and release of all claims of any kind related to or resulting from any and all issues, disputes or events that occurred, originated, arose or were made known to the Department by the Contractor concerning any and all work performed by the Contractor on this project from     (date)     through     (date)    , with the exception of the following:

*(here specifically identify any issues that survive this agreement and are carried forward for future resolution)*

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NOTES:

SAMPLE REV-TIME CHART DATA SHEET

**I-95 252695-1-52-01 Ranger**

Original contract \$: \$25,994,636.81  
 Original contract days: 650  
 First contract day: 1/20/2004  
 Calendar days elapsed to today: 1498

Current contract \$: \$ 27,987,134  
 Current contract days: 885  
 Current contract date: 6/22/2006  
 Final Acceptance: 8/9/2006

Added  
 \$1,992,497.36 SA1, SA2, SA3  
 235

48 days late  
 -11 days not charged, weather and holidays after time expired  
 37 number of LD days charged

Est #	Month	Pay Estimate Amt		Cumulative	Monthly	Cumul %	Time %	Days
1	Feb-04	\$	612,700	\$	612,700	2.2%	4.2%	27
2 and 3	Mar-04	\$	2,406,182	\$	1,793,482	8.6%	6.9%	62
4	Apr-04	\$	4,894,243	\$	2,488,061	17.5%	10.1%	90
5	May-04	\$	5,818,177	\$	923,934	20.8%	13.2%	118
6	Jun-04	\$	7,416,210	\$	1,598,033	26.5%	16.4%	146
7	Jul-04	\$	8,650,060	\$	1,233,850	30.9%	20.3%	181
8	Aug-04	\$	10,249,086	\$	1,599,025	36.8%	23.5%	209
9	Sep-04	\$	11,232,855	\$	983,769	40.1%	27.5%	244
10 and 11	Oct-04	\$	12,321,224	\$	1,088,369	44.0%	30.6%	272
12	Nov-04	\$	13,664,054	\$	1,342,831	48.8%	33.8%	300
13	Dec-04	\$	14,737,142	\$	1,073,088	52.7%	37.7%	335
14	Jan-05	\$	15,978,741	\$	1,241,599	57.1%	40.9%	363
15	Feb-05	\$	17,809,294	\$	1,830,553	63.6%	44.9%	398
16	Mar-05	\$	18,277,731	\$	468,437	65.3%	48.0%	426
17 and 18	Apr-05	\$	19,340,336	\$	1,062,605	69.1%	51.2%	454
19	May-05	\$	19,818,133	\$	477,796	70.8%	54.4%	482
20	Jun-05	\$	20,017,723	\$	199,591	71.5%	57.5%	510
21	Jul-05	\$	20,121,495	\$	103,772	71.9%	61.5%	545
22	Aug-05	\$	20,763,446	\$	641,951	74.2%	64.6%	573
23	Sep-05	\$	21,271,932	\$	508,486	76.0%	68.6%	608
24	Oct-05	\$	21,465,138	\$	193,206	76.7%	71.8%	636
25	Nov-05	\$	21,787,345	\$	322,207	77.8%	74.9%	664
26	Dec-05	\$	22,150,435	\$	363,090	79.1%	78.1%	692
27	Jan-06	\$	22,464,162	\$	313,727	80.3%	82.0%	727
28	Feb-06	\$	23,463,742	\$	999,579	83.8%	86.0%	762
29	Mar-06	\$	23,896,351	\$	432,609	85.4%	89.2%	790
30	Apr-06	\$	25,007,515	\$	1,111,164	89.4%	92.3%	818
31	May-06	\$	25,740,149	\$	732,634	92.0%	96.3%	853
32	Jun-06	\$	26,137,432	\$	397,283	93.4%	99.4%	881
33	Jul-06	\$	26,965,047	\$	827,615	96.3%	102.6%	909
34	Aug-06	\$	27,987,134	\$	1,022,087	100.0%	106.6%	944

Note: A progress estimate was processed 2/29/04

Note: A progress estimate was processed 10/03/04

Note: Christmas & New Years holidays

Progress payment done for hurricane SA

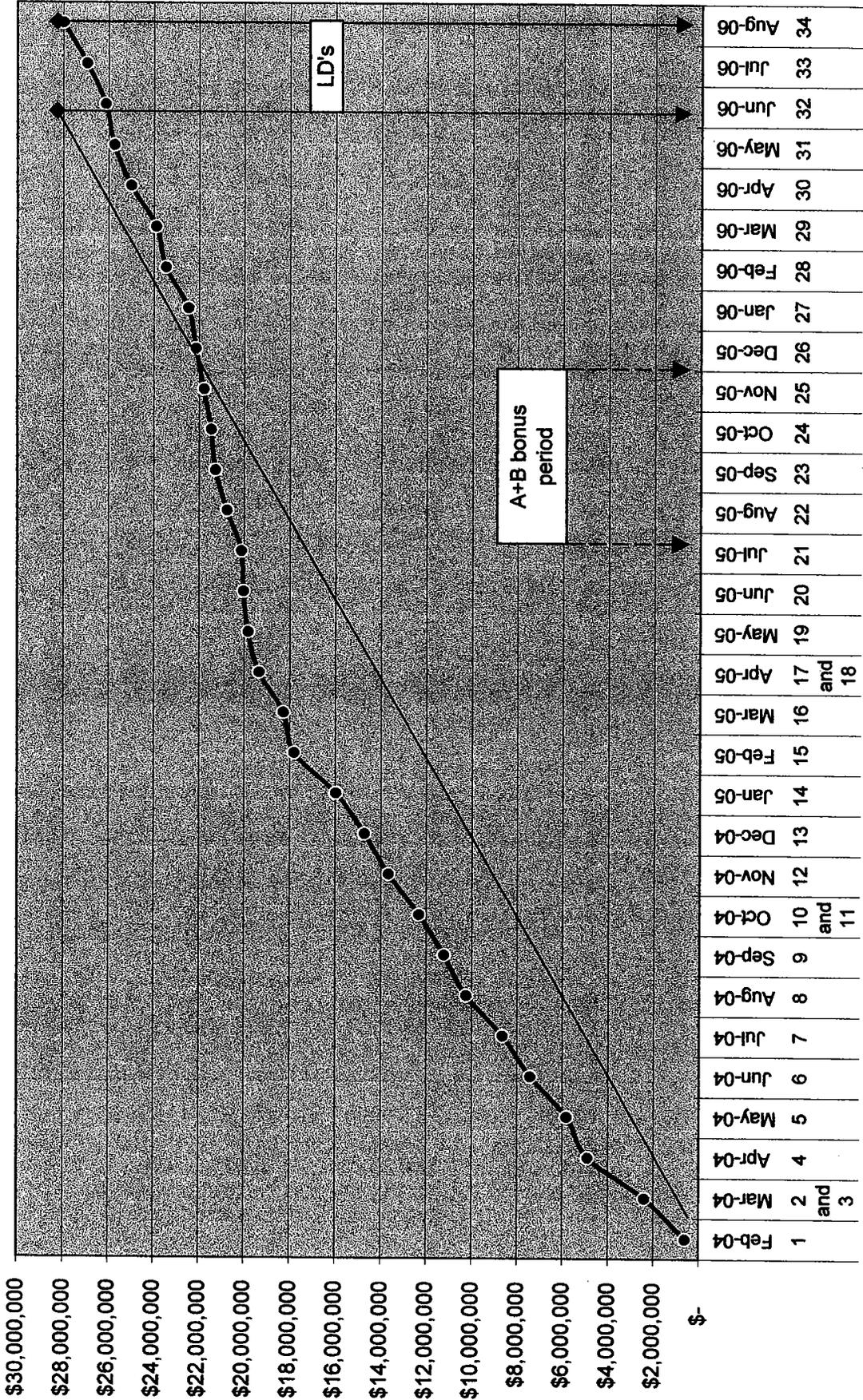
Total does not include LD or Disincentive deductions  
 (also pending final quantity analysis for final estimate)

Final Acceptance August 9, 2006

SAMPLE REV-TIME CHART CUMULATIVE REVENUES

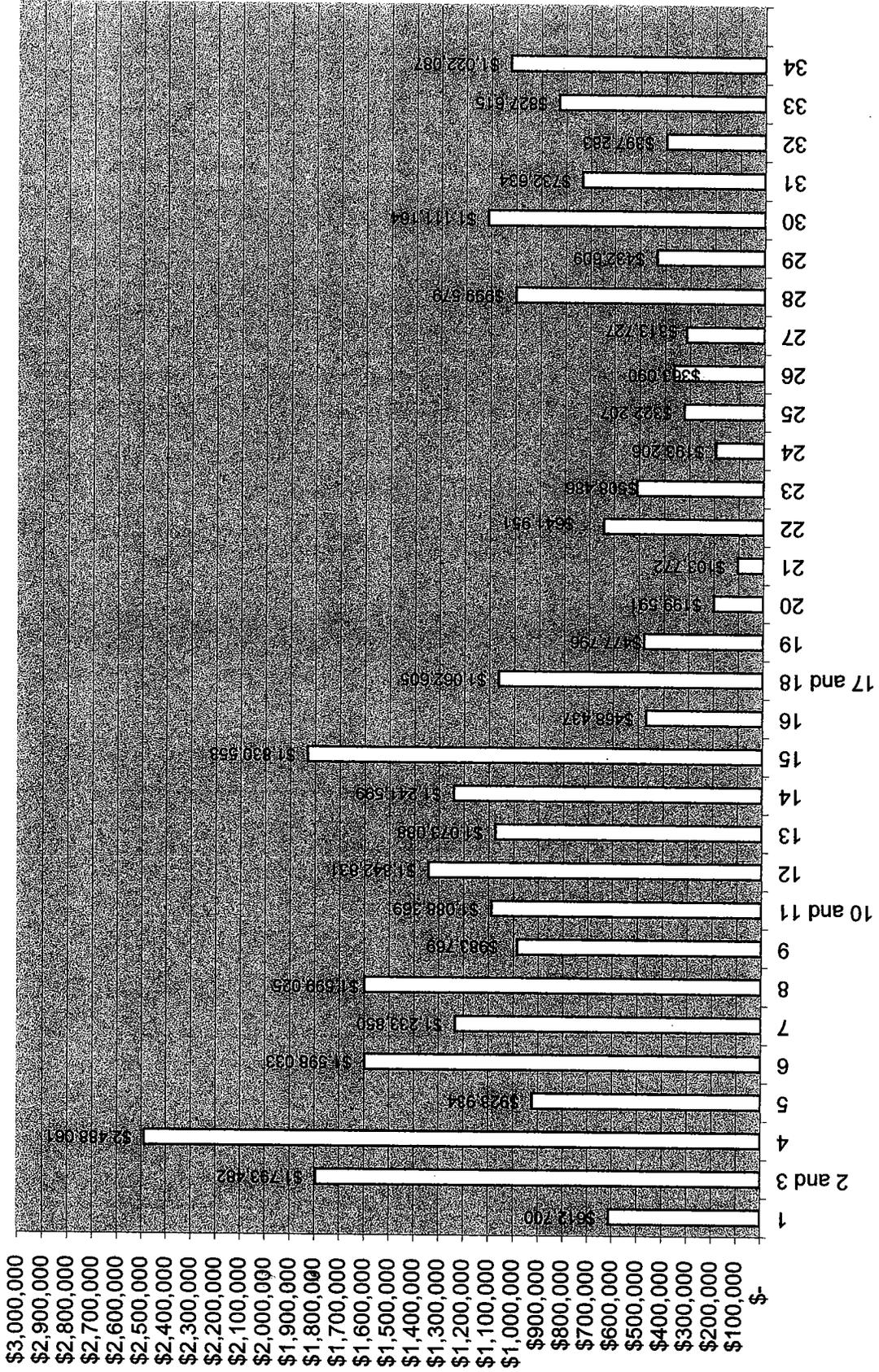
I-95 Ranger Cumulative Revenues

8/9/06  
Final Acceptance



SAMPLE REV-TIME CHART MONTHLY REVENUES

I-95 Ranger Monthly Revenues



SAMPLE REV-TIME CHART CONTRACT TIME SUMMARY

SUMMARY OF CONTRACT TIME  
 Project Name: I-95 Ranger

ORIGINAL TIME

Chargeable Time Started	01/20/04
Original Contract Time, days	650
Original Completion Date	10/30/05

CONTRACT TIME ADDED

Weather

Jan-04	2
Feb-04	1
Mar-04	1
Apr-04	21
May-04	1
Jun-04	5
Jul-04	0
Aug-04	7
Sep-04	5
Oct-04	2
Nov-04	0
Dec-04	0
Jan-05	2
Feb-05	0
Mar-05	4
Apr-05	1
May-05 (Interim)	-7
May-05	3
Jun-05	20
Jul-05	1
Aug-05	4
Sep-05	6
Oct-05	8
Nov-05	3
Dec-05	12
Jan-06	7
Feb-06	18
Mar-06	5
Apr-06	0
May-06 (End Time)	2
May-06 (after 38 day request)	6
May-June 06 (after 21 day FSA)	2

subtotal 142

Work Orders

FSA #13 add days for soil conditions	21
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subtotal 21

Supplemental Agreements

SA #2 Drainage Changes	35
SA #3 Hurricanes	23
Final settlement -	14

subtotal 72

District Letter, not in above

subtotal 0

Total Contract Time Added to Date	235
Current Revised Contract Time	885
Current Revised Contract Completion Date	06/22/06

**TAB 4**

## Current 2008 Revisions to Schedule Specifications

### **SUBMISSION OF WORKING SCHEDULE.**

**(REV 3-22-06) (FA 8-4-06) (1-07)**

SUBARTICLE 8-3.2 (Pages 79 and 80) is deleted and the following substituted:

**8-3.2 General:** For this Contract submit the following schedules and reports.

**8-3.2.1 Contract Schedule:** Submit to the Engineer for acceptance a Critical Path Method (CPM) Contract Schedule for the project within 30 calendar days after execution of the Contract or at the preconstruction conference, whichever is earlier. The Contract Schedule shall include detailed schedule diagrams and schedule data as described below for the entire Contract Period. The Contract schedule shall be consistent with the Contract Maintenance of Traffic plan, showing activities for each discrete Contract activity to be accomplished within each Maintenance of Traffic phase. Include activities for deliverables and reviews in the schedule. Sufficient liaison shall be conducted and information provided to indicate coordination with utility owners having facilities within the project limits. The schedule must reflect the utility adjustment schedules included in the Contract Documents, unless changed by mutual agreement of the utility company, the Contractor and the Department. Failure to include any element of work or any activity relating to utility work will not relieve the Contractor from completing all work within the Contract Time at no additional time or cost to the Department, notwithstanding the acceptance of the schedule by the Department. The Engineer will withhold monthly payments due for failure of the Contractor to submit an acceptable schedule or monthly updates within the time frame described herein.

NOTES:

**8-3.2.2 Schedule Submissions:** Develop the schedule in Precedence Diagram Method (PDM) format. All schedule submittals, shall have a copy of the schedule files on a Windows compatible 3.5" diskette or CD attached. The files shall be in one of the following formats:

1. Primavera Project Planner (P3) project files using the Primavera Project Planner (latest version) "Back up" menu selection. Ensure that the option "Remove access list during backup" is checked.
2. Primavera Suretrak (latest version) "Back up" menu selection. Ensure that the option "Remove access list during backup" is checked. Each schedule submission and monthly update shall include a minimum of 4 items:

- 1) a CPM Network Diagram in time-scale logic diagram, by week starting on Monday, grouped (banded) by phase and sorted by early start days. Prominently identify the critical path activities, defined as the longest continuous path of work activities. Submit the Network Diagram, printed in color on D size, 22 by 34 inch or E size, 34 by 44 inch paper. The network diagram shall contain, as a minimum, the following information for each schedule activity: identification, activity description, total duration, remaining duration, early start date, late finish date, and total float.

- 2) a report with the following schedule activity information for each construction activity: identification, description, original duration, remaining duration, early start, early finish, total float, percent complete, and budgeted cost. The bar chart diagram shall not be included in this report. It will be submitted on 8.5 by 11 inch paper.

- 3) a schedule narrative report describing current project schedule status and identifying potential delays. This report will include a description of the progress made since the previous schedule submission and objectives for the upcoming 30 calendar days. It will be submitted on 8.5 by 11 inch paper. This report shall at a minimum include the following information:

- a) This report shall indicate if the project is on schedule, ahead of schedule or behind schedule. If the project is ahead of schedule or behind schedule, the report shall include the specific number of calendar days. If the project is behind schedule, the report shall include a detailed recovery plan that will put the project back on schedule or include a properly supported request for Time Extension.

- b) The report will describe the current critical path of the project and indicate if this has changed in the last 30 calendar days. Discuss current successes or problems that have affected either the critical path's length or have caused a shift in the critical path within the last 30 calendar days. Identify specific activities, progress, or events that may reasonably be anticipated to impact the critical path within the next 30 calendar days, either to affect its length or to shift it to an alternate path.

- c) List all schedule logic or duration changes that have been made to the schedule since the previous submission. For each change, describe the basis for the change and specifically identify the affected activities by identification number.

- d) Identify any and all activities, either in progress or scheduled to occur within the following 30 days that require Department participation, review, approval, etc.

4) a copy of the schedule files on a Windows compatible 3.5" diskette or CD in either Primavera Project Planner (P3) or Primavera Surttrak formats in accordance with formats specified herein. The Engineer will have 30 days to accept the contract schedule or to schedule a meeting with the Contractor to resolve any problems that prevent acceptance of the schedule. Attend the meeting scheduled by the Engineer, and submit a corrected schedule to the Engineer within seven days after the meeting. The process will be continued until a contract schedule is accepted by the Engineer.

NOTES:

**8-3.2.3 Schedule Content:** All schedule submissions shall comply with the following content guidelines as appropriate to the specific submission: Outline Schedule Diagrams and Data shall show the sequence, order, and interdependence of major construction milestones and activities. Include ordering and procurement of major materials and equipment, long-lead time items, and key milestones identified by the Contract. Identify planned work schedule(s) and include all non-workdays. Provide a description of each major construction activity or key milestone. Detailed Schedule Diagrams shall include activity number, description, early dates, float, and all relationships ( i.e. logic ties ), resources and costs. Show the sequence, order, and interdependence of activities in which the work is to be accomplished. Include allowance for Department oversight, acceptance and return of submittals, samples and shop drawings where Department acceptance is specifically required (in accordance with 5-1.4.6 of the standard specifications). In addition to construction activities, detailed network activities shall include the submittals, procurement, and Department or Utility activities impacting progress:

- a. Submittal activities shall include oversight and acceptance of submittals. If the Department's action on any submittal is "Not Accepted" or "Revise and Resubmit", a new series of submittal preparation activities shall be inserted into the schedule. Predecessor for the new submittal preparation activity will be the original acceptance activity and the successor of the new acceptance activity will be the fabrication/delivery activity for the equipment or material.
- b. Procurement activities shall include all materials and equipment, receipt of materials with estimated procurement costs of major items for which payment of stockpiled materials will be requested in advance of installation, fabrication of special material and equipment, and their installation and testing.
- c. Show activities of the Department or Utilities that affect progress and contract-required dates for completion of all or parts of the work.

Detailed Schedule Data: shall conform to the following:

- a. All activities shall be assigned to a specific calendar within the software. Specific calendars will be defined within the software to include planned work days and working hours. These calendars will include both Contractor and Contract defined holidays and suspension days as non-workdays.
- b. Each schedule activity shall be cost loaded. Activity cost loading shall be consistent with the bid breakdown. The sum total of the activity cost loading shall be equal to the current contract value.
- c. At a minimum, each schedule activity shall contain codes by:
  1. Responsibility: including, but not be limited to, Department, Utility, Contractor/Subcontractor, Supplier/Vendor, Consultant, etc.
  2. Phasing: identify the appropriate Maintenance of Traffic phase or sub-phase.
- d. Key milestones as identified by contract. At a minimum, the start and finish of each Maintenance of Traffic phase or subphase shall be represented by a milestone activity.
- e. All non-procurement activities must be less than or equal to 20 workdays unless approved by the Engineer to be greater by the Engineer.

- f. Detailed description of each activity. In each activity, give quantity and unit of measure so that the amount of work the activity involves is clearly communicated.
- g. Only two (2) open-ended activities (the first and the last) are allowed.
- h. Constraints shall only be used for "Project Start," and "Project Completion." Constraints cannot override logic. The use of any other imposed constraints is not allowed without specific approval by the Engineer. Any other desired constraints must be submitted to the Engineer with the rationale for the use of each desired additional constraint. If allowed by the Engineer, the rationale should be recorded in the activity's log field. Mandatory constraints (start and finish) violate network logic and shall not be used.
- i. Out of sequence progress, if applicable, shall be handled through Retained Logic. Use of the Progress Override option is not appropriate for this project and will not be allowed.
- j. Progress shall be calculated based on percent complete.
- k. All changes to activities shall be recorded with a note in the activity log field. The log shall include, as a minimum, the date and reason for the change, as well as reference to a document wherein the Engineer acknowledges and accepts the change.
- l. The use of resource leveling, either manual or automatic, is prohibited.

NOTES:

**8-3.2.4 Weekly Meetings:** Attend weekly meetings scheduled by the Engineer to discuss Contract progress, near term scheduled activities, including utility relocations, problems and their proposed solutions. Submit a Two-Week "Look Ahead" Planning Schedule at each weekly meeting, showing the items of work planned for the next two weeks. Develop the schedule in Bar Chart format, identifying current and planned activities and related Contract Schedule work activities, including subcontractor work. Designate all activities that are controlling work items as determined by the currently accepted Contract Schedule. A report shall be submitted at each weekly meeting identifying schedule activity progress including actual start or finish dates achieved for any activities.

NOTES:

**8-3.2.5 Float:** Is also known as slack time or slide time; it is defined as the amount of time the finish of an activity can be delayed. Two kinds of float are possible: Total float is how much an activity can be delayed without affecting the finish date of the project or an intermediate deadline (constraint); it is the difference between the late finish date and the early finish date. Free float is how much an activity can be delayed without affecting its earliest successor. Float is not for the exclusive use or benefit of either the Department or the Contractor. Use of float suppression techniques, such as preferential sequencing (arranging critical path through activities more susceptible to Department caused delay), special lead/lag logic restraints, zero total or free float constraints, extended activity times, or imposing constraint dates other than as required by the contract, shall be cause for rejection of the project schedule or its updates. The use of Resource Leveling (or similar software features) used for the purpose of artificially adjusting activity durations to consume float and influence the critical path is expressly prohibited. Negative float shall not be a basis for requesting time extensions. Any extension of time shall be addressed in accordance with 8-3.2.6 Time Extensions. Scheduled completion date(s) that extend beyond the contract completion date (evidenced by negative float) may be used in computations for assessment of payment withholdings. The use of this computation is not to be construed as a means of acceleration.

NOTES:

**8-3.2.6 Time Extensions:** The Contractor is responsible for submitting a request for Contract Time extension in accordance with 8-7.3.2 of the standard specifications. An extension of time for performance shall be considered only to the extent that a delay to an activity or activities exceeds the total float along the project critical paths. As a minimum, time extension requests shall contain:

- a. A descriptive summary of the changes
- b. An analysis of project impact
- c. A fragnet that shows the impacted activities before the change
- d. A fragnet that shows the impacted activities after the change

Time extensions shall not be considered for proposals that do not include full documentation for the schedule change. Once a change has been approved by the Engineer, the specific activities and the overall schedule must be updated.

NOTES:

**8-3.2.8 As-Built Schedule:** As a condition for the release of any retainage, submittal of an as-built schedule which describes the actual order and start and stop times for all activities by the Contractor is required.

NOTES:

**TAB 5**

## SureTrak Project Manager Help

Help Topics Back Options

### Backing up and restoring a project

You can create a backup copy of a project on your hard drive or on a diskette. This backup can serve as a historical record of the project, and you can restore it if you ever want to return to an older copy of the project. You can also compress it to save disk space.

Use Restore to make a copy of a project or to uncompress it. You can restore a SureTrak or P3 project from a disk to your hard drive or from one drive to another.

#### Backup and restore differences between SureTrak and P3

The backup utility in SureTrak and the backup utility in P3 differ in the following ways:

- P3 can back up more than one project at a time. SureTrak backs up only one project or project group at a time.
- SureTrak stores layouts in a shared directory so they can be used by all projects; you can specify whether or not to back up these layouts when you back up any project.
- SureTrak can back up in P3 or SureTrak format.

#### What do you want to do?

-  Back up a project
-  Restore a project
-  Delete a project

## SureTrak Project Manager Help

Help Topics Back Options

### Back up a project

You can create a backup copy of a project on your hard drive, a network drive, or a diskette. This backup can serve as a historical record of the project, and you can restore it if you ever want to return to an older copy of the project. You can also compress it to save disk space.

- 1 Choose Tools, Project Utilities, Backup.
- 2 In the Projects section, select the project you want to back up.  
The Projects section lists projects in the selected drive and folder shown at the top of the dialog box. If the project you want to back up is not listed, click Browse to change the drive or folder, or change the file type in the Type field.
- 3 To save the backup in a different folder and drive than the current settings, change the appropriate fields below the Projects section.
- 4 If you want to back up layouts that are used by reports for this project, in addition to the layout that shares the name of the project, mark the Include Shared Layouts checkbox.
- 5 To create compressed project files, mark the Compress checkbox.  
A compressed backup of a project group consists of one file with the .PRX extension. If you do not mark this checkbox, the backup consists of several files, each with a different extension.  
A compressed backup of a SureTrak-type project consists of a single file with a .STX extension.  
A compressed backup of a Concentric (P3) project consists of several files, each with a .P3C extension.
- 6 To exclude the P3 access list from your project backup, if it is a Concentric (P3)-type or Project Group-type project, mark the Remove Access List checkbox.
- 7 Click Backup.  
To distinguish the versions of a project, change the Number/Version field after making each backup (choose File, Project Overview).

### Note

- In comparison to the Save As command, Backup can compress a project, Backup can back up any project, whether or not it is open; Backup does not make the newly created project the current one, and Backup can back up all layouts tied to reports for the project. Save As saves only the layout tied to the project.

### What do you want to do?

- ☞ Read about backing up and restoring a project
- ☞ Restore a project
- ☞ Delete a project

### Restore a project

Use Restore to make a copy of a project or to uncompress it. You can restore a SureTrak, Project Groups, or Concentric (P3) project from a disk to your hard drive, or from one drive to another.

- 1 Choose Tools, Project Utilities, Restore.
- 2 Select the project you want to restore in the Projects section.  
The Projects section lists projects in the selected drive and folder shown at the top of the dialog box. If the project you want to restore is not listed, click Browse to change the drive or folder, or click  to change the file type in the Type field.
- 3 In the Project Name field, enter a name for the copy you are making.
- 4 Mark the Include Shared Layouts checkbox if you want to restore any layouts in this backup.  
If any of them have the same name as your current layouts, the restored layouts will overwrite the existing ones.
- 5 Click Browse to specify the drive and folder where you want to place the copy.
- 6 Click Restore.

#### Tip

- Compressed backups, that is files with a .PRX or .STX extension, are self-extracting files. You can change the extension to .EXE then double-click the file to restore the project.

#### Note

- In comparison to the Save As command, Restore can uncompress a project, Restore can copy any project, whether or not it is open, Restore does not make the newly created project the current one.

#### What do you want to do?

-  Read about backing up and restoring a project
-  Back up a project
-  Delete a project

SureTrak Project Manager Help

Help Topics Back Options

Delete a project

When you delete a project, it is permanently removed from SureTrak. Consider backing up a project in compressed format to a diskette before deleting it.

- 1 Choose Tools, Project Utilities, Delete.
- 2 If the project listed in the Project Name field is not the one you want to delete, select the project from the Projects section. If the project you want to delete is not listed, click Browse to change the drive and folder and then select the project.
- 3 Click Delete.
- 4 Click Yes when prompted to confirm that you want to delete this project.

Note

- When you delete a project, SureTrak also deletes the project layout of the same name. To keep this layout for use with other projects, copy it to another name before you delete the project; choose View, Layouts, select the layout with the same name as the project, click  in the edit bar and enter a new name for the copy.

What do you want to do?

-  Back up a project
-  Restore a project

Open a project

Overview

- 1 Choose File, Open.
- 2 Select the type of project you want to open.
- 3 Select the project you want to open, or type the name of the project in the Project Name field.
- 4 To open this project as read only, mark the Read Only checkbox.
- 5 Click OK when you have selected the project you want to open.

Tips

- If you recently used the project you want to open, choose File. Near the bottom of the File menu, SureTrak lists the four most recently opened projects; select any one to open it. You can also click Open Last Project on the Welcome screen to open the last project accessed.
- If you need more information to confirm that this is the project you want to open, click Overview to open the Project Overview dialog box.

Notes

- If the project you want to open is not listed, it may be stored in a different location; click Browse to change to a different drive and/or folder. If the project is a different file type, in the File Type field select a different file type.
- If you open a project group member or a Concentric P3 project, other Primavera users can open its project group as Read Only, and they can open other projects of that project group as read write.

What do you want to do?

- Read about opening multiple projects
- Read about opening a P3 project in SureTrak
- Open several projects at once

# Selecting and Applying a Filter to SureTrak Schedule Activities

## Selecting and Applying a Filter to SureTrak Schedule Activities

**SureTrak Project Manager - [Office Building Addition]**

File Edit View Insert Format Tools Define Window Help

Layout: [Office B] Filter: All - All activities

00 Tue

**Office Building Addition**

**Design and Engineering Phase**

BA400	Design Building Addition	20	
BA469	Assemble Technical Data for Heat Pump	3	
BA470	Review Technical Data on Heat Pumps	10	
BA501	Review and Approve Designs	14	

**Procurement Phase**

BA407	Prepare and Solicit Bids for Flooring	5	
BA408	Review Bids for Flooring	3	
BA409	Award Contract for Flooring	1	
BA411	Prepare and Solicit Bids for Heat Pump	3	
BA412	Review Bids for Heat Pump	2	
BA413	Award Contract for Heat Pump	1	
BA421	Prepare and Solicit Bids for Brick Exterior	3	
BA422	Review Bids for Brick	3	
BA423	Award Contract for Brick	1	
BA450	Assemble Brick Samples	10	
BA480	Assemble and Submit Flooring Samples	10	
BA530	Review and Approve Brick Samples	10	
BA550	Fabricate and Deliver Heat Pump and	90	
BA560	Review and Approve Flooring	10	
BA600	Deliver Brick	60	
BA620	Fabricate and Deliver Flooring	60	

**Foundation Construction Phase**

BA630	Begin Building Construction	0	
BA640	Site Preparation	20	
BA650	Excavation	10	
BA660	Install Underground Electric Conduit	5	
BA670	Form/Four Concrete Footings	10	
BA681	Concrete Foundation Walls	10	
BA690	Form and Pour Slab	5	

**Filter**

Filters: + All

ID	Description
All	All Activities
1WK	One week lookahead
3MON	Three month lookahead
4WK	Four week lookahead
CNST	Activities with constraints
CRIT	Critical activities
CST>	Cost is greater than ?
DLAY	Delayed activities

Locality... Transfer...

Replace current set of activities  
 Append to current set of activities  
 Remove from current set of activities

Select Close Apply Help

**Office Building Addition**

07AUG01 Building Ac

7:27 PM

start

Inbox ... Timer ... SureTrak ... OS Trak ... SureTrak ... 7:27 PM

To apply a filter to the schedule, i.e., separate certain activities from the rest of the schedule, click the FILTER icon. This shows a list of the pre-defined filters. Simply select a filter and click APPLY.



Selecting and Applying a Filter to SureTrak Schedule Activities

**SureTrak Project Manager - [Office Building Addition]**

File Edit View Insert Format Tools Define Window Help

Level: Office B. Filter: CRIT - Critical activities

02OCT00 Mon

07NOV00 14NOV00 14NOV00 28NOV00 12DEC00 19DEC00 21DEC00 24OCT00 22JAN01 09FE 09FE

**Office Building Addition**

Act ID	Description	On-Duty	Start	Finish	Early Start	Early Finish	Total Float
<b>Foundation Construction Phase</b>							
BA640	Site Preparation	20	27SEP00	24OCT00	24OCT00	24OCT00	0
BA650	Excavation	10	25OCT00	07NOV00	07NOV00	07NOV00	0
BA660	Install Underground Electric Conduit	5	08NOV00	14NOV00	14NOV00	14NOV00	0
BA670	Form/Pour Concrete Footings	10	15NOV80	28NOV00	28NOV00	28NOV00	0
BA681	Concrete Foundation Walls	10	29NOV00	12DEC00	12DEC00	12DEC00	0
BA690	Form and Pour Slab	5	13DEC00	19DEC00	19DEC00	19DEC00	0
BA700	Backfill and Compact Walls	2	20DEC00	21DEC00	21DEC00	21DEC00	0
<b>Structural Phase</b>							
BA710	Erect Structural Frame	20	22DEC00	22JAN01	22JAN01	22JAN01	0
BA712	Floor Decking	14	23JAN01	09FEB01	09FEB01	09FEB01	0
BA720	Erect Stairwell and Elevator Walls	10	05MAR01	16MAR01	16MAR01	16MAR01	0
BA730	Concrete First and Second Floor	15	12FEB01	02MAR01	02MAR01	02MAR01	0
BA731	Concrete Basement Slab	10	05MAR01	16MAR01	16MAR01	16MAR01	0
BA732	Structure Complete	0	0	16MAR01	16MAR01	16MAR01	0
<b>Rough-In Phase</b>							
BA850	Install Wiring and Cable	15	10MAY01	30MAY01	30MAY01	30MAY01	0
BA870	Connect Equipment	3	31MAY01	04JUN01	04JUN01	04JUN01	0
BA871	Startup and Test HVAC	1	05JUN01	05JUN01	05JUN01	05JUN01	0
BA880	Rough in Complete	0	0	05JUN01	05JUN01	05JUN01	0
<b>Close-In Phase</b>							
BA750	Brick Exterior Walls	28	19MAR01	25APR01	25APR01	25APR01	0
BA780	Insulation and Built-up Roofing	10	26APR01	09MAY01	09MAY01	09MAY01	0
BA800	Building Enclosed	0	0	09MAY01	09MAY01	09MAY01	0
<b>Finishes and Closeout Phase</b>							
BA890	Drywall in Offices	15	06JUN01	26JUN01	26JUN01	26JUN01	0
BA900	Install Ceiling Grid	15	27JUN01	18JUL01	18JUL01	18JUL01	0
BA910	Install Floor and Carpeting	5	19JUL01	25JUL01	25JUL01	25JUL01	0
BA911	Finish Carpentry and Millwork	5	5JUL01	01AUG01	01AUG01	01AUG01	0
BA940	Touch-up and Clean-up	1	02AUG01	02AUG01	02AUG01	02AUG01	0
BA945	Final and Balance Water Enclosure	4	13AUG01	13AUG01	13AUG01	13AUG01	0

I have applied the "Critical Activities" filter which sorted out all activities with float less than or equal to Zero. To preview the pages, click the Preview icon.

Office Building Addition | 07AUG01 | Building Ac | 7:29 PM

Selecting and Applying a Filter to SureTrak Schedule Activities

**SureTrak Project Manager - [Office Building Addition]**

File View Format Tools Window Help

Act ID	Description	Orig Dur	Rem Dur	Early Start	Early Finish	Total Float
<b>Office Building Addition</b>						
<b>Foundation Construction Phase</b>						
BA640	Site Preparation	20	20	27SEP00	24OCT00	0
BA650	Excavation	10	10	25OCT00	07NOV00	0
BA660	Install Underground Water Lines	5	5	08NOV00	14NOV00	0
BA670	Install Underground Electric Conduit	5	5	08NOV00	14NOV00	0
BA680	Form/Pour Concrete Footings	10	10	15NOV00	28NOV00	0
BA681	Concrete Foundation Walls	10	10	29NOV00	12DEC00	0
BA690	Form and Pour Slab	5	5	13DEC00	19DEC00	0
BA700	Backfill and Compact Walls	2	2	20DEC00	21DEC00	0
<b>Structural Phase</b>						
BA710	Erect Structural Frame	20	20	22DEC00	22JAN01	0
BA712	Floor Decking	14	14	23JAN01	09FEB01	0
BA720	Erect Stairwell and Elevator Wells	10	10	05MAR01	16MAR01	0
BA730	Concrete First and Second Floor	15	15	12FEB01	02MAR01	0
BA731	Concrete Basement Slab	10	10	05MAR01	16MAR01	0
BA732	Structure Complete	0	0	16MAR01	16MAR01	0
<b>Rough-In Phase</b>						
BA850	Install Wiring and Cable	15	15	10MAY01	30MAY01	0
BA870	Connect Equipment	3	3	31MAY01	04JUN01	0
BA871	Startup and Test HVAC	1	1	05JUN01	05JUN01	0
BA880	Rough-In Complete	0	0	05JUN01	05JUN01	0
<b>Close-In Phase</b>						
BA750	Brick Exterior Walls	28	28	19MAR01	25APR01	0
BA780	Insulation and Built-up Roofing	10	10	26APR01	09MAY01	0
BA800	Building Enclosed	0	0	09MAY01	09MAY01	0

When you click the Preview icon, the first page to be printed comes up. To see all the pages, click the Multi-Page icon.

Office Building Addition | 07AUG01 | Building Ac | 7:40 PM

Scales project window to specified zoom level

start | Inbox | Timer | SureTrak | 05 Tr... | SureTrak | Norton

# Selecting and Applying a Filter to SureTrak Schedule Activities

## Selecting and Applying a Filter to SureTrak Schedule Activities

**SureTrak Project Manager - [Office Building Addition]**

File View Format Tools Window Help

Bar Chart

The screenshot displays the SureTrak Project Manager interface for the 'Office Building Addition' project. The main window is divided into four panes. The top-left pane shows a Gantt chart with several tasks represented by horizontal bars. The bottom-left pane shows a task list with columns for task name, duration, and other details. The top-right pane shows a zoomed-in view of a single task from the Gantt chart. The bottom-right pane shows a zoomed-in view of a single task from the task list. A callout box in the bottom-right pane contains the text: 'I selected legal size paper in the Page Setup menu. To enlarge an individual page, just click on it.'

Return to Bar Chart

Office Building Addition | 07AUG01 | Building Ac

start | Inbox ... | Timer ... | SureTrak ... | DS Tr ... | SureTrak ... | Norton ... | 7:43 PM

# Schedule

Presentation by KCCS's  
Antonio Rodríguez and Jason Boulnois

## Schedule Presentation by KCCS's Antonio Rodriguez and Jason Boulnois

This is a brief schedule presentation to show some of the basic steps used to review the schedules using Suretrack. Similar steps apply when you use Primavera software.

In general we do two types of review, **initial Schedule review** and the **monthly schedule update review**. In either review we follow, at a minimum, the attached District Five Schedule Review Checklists.

### INITIAL SCHEDULE REVIEW

- 1) Restoring a compress file: Tools – Project Utilities – Restore
- 2) Do Project Overview: File – Project Overview to check activity count and compliance with Contract Time.
- 3) Check the Calendar: Define –Calendars.
- 4) Check and Format Columns if necessary: Double click in the columns to get the format column box or Format – Columns. This is to have the necessary columns to review the schedule.
- 5) Organize the schedule: Format – Organize. Show MOT Phases. Compare with MOT Plans.
- 6) Activity Check (different ways): In the Gant view, Double click on each activity – you get the activity form at the bottom. Check that the project includes all necessary activities.
- 7) Check the logic: In the PERT view, View – Trace Logic. Check relationships among activities.
- 8) Check that schedule show all Utility Relocation Work and compliance with UWS.
- 9) Critical Activities: Format – Filters, go back to the PERT view and do View – Trace Logic have a closer look at the critical activities and their relationships.

If all good send acceptance letter to Contractor (use District Five example letter.) If there are problems, schedule a meeting with contractor to go over the problems and send letter documenting the meeting and rejection. Once accepted print the schedule, discuss and share it with staff.

### MOTHLY SCHEDULE REVIEW

Most of the procedures listed above used during the initial schedule review apply.

- 10) Project Overview: File – Project Overview (look for any changes)
- 11) Compare actual durations vs. original duration. Check % complete. Check actual start and completion dates. Compare all this information with your daily records.
- 12) Critical Activities Check: Format – Filters (repeat process outline above to see any changes)
- 13) Look Ahead Schedule: while having the critical activity filter on, File – Page Setup – define dates (DD= Data Date), then do File – Print Preview (print and share – discuss progress at meetings)
- 14) Based on findings, do Acceptance or Rejection letter, list and document findings.
- 15) As-Built Schedule and Claim Digger help to compare schedules.

FINANCIAL PROJECT #: \_\_\_\_\_  
 CONTRACT #: \_\_\_\_\_  
 PROJECT ADMINISTRATOR: \_\_\_\_\_

REV. November, 30 2007

YES	NO	<b><u>FDOT DISTRICT 5 - CPM SCHEDULE REVIEW CHECKLIST</u></b> (SCHEDULE ACCEPTANCE BY FDOT RESIDENT ENGINEER)
		CONTRACT INCLUDES CPM SPECIFICATION? ( IF NOT, RULES OF ACCEPTANCE ARE LESS STRINGENT BASED UPON THE STANDARD SPECIFICATIONS.)
		CONTRACT HAS BONUSES, OR INCENTIVES FOR FINISHING THE PROJECT?
		SCHEDULE IS IN P3 OR SURETRAK FORMAT?
		IF SCHEDULE WAS CREATED BY SCHEDULING PROGRAM, COLUMNS HAVE BEEN INCLUDED FOR: ACTIVITY ID, ACTIVITY DESCRIPTION, ORIGINAL DURATION, EARLY START DATE, EARLY FINISH DATE, AND TOTAL FLOAT
		SCHEDULE REFLECTS ALL OF THE MOT PLAN PHASES?
		ACTIVITIES ARE BROKEN OUT PER PHASE?
		CONTRACT START AND FINISH DATES ARE CORRECT?
		PROJECT DURATION IS LESS THAN OR EQUAL TO ALLOWABLE CONTRACT TIME? (NEGATIVE FLOAT IS NOT ACCEPTABLE)
		ACTIVITIES FLOW IN A LOGICAL SEQUENCE?
		PRODUCTION RATES ARE REASONABLE?
		SCHEDULE CONTAINS ALL CONTRACT MILESTONES AND INCLUDES FULL SCOPE OF THE PROJECT?
		SCHEDULE PROVIDES SUFFICIENT DETAIL FOR YOU TO ACCURATELY MONITOR CONTRACTOR'S WORK PROGRESS?
		SCHEDULE CONFORMS TO THE UTILITY RELOCATION SCHEDULES INCLUDED IN THE CONTRACT DOCUMENTS? (IF NOT, CHANGES HAVE BEEN APPROVED BY A MUTUAL AGREEMENT BETWEEN THE UTILITY COMPANY, THE CONTRACTOR, AND THE DEPARTMENT)
		SCHEDULE INCLUDES MATERIAL PROCUREMENT AND SHOP DRAWING SUBMITTAL AND REVIEW TIME?
		A COMPLETE COPY OF CONTRACTOR'S ACCEPTED SCHEDULE PACKAGE (RESIDENT ENGINEER ACCEPTANCE LETTER, SCHEDULE CHECKLIST, SCHEDULE PRINTOUT & ANY BACKUP DOCUMENTATION) HAS BEEN SCANNED INTO FDOT ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (HUMMINGBIRD) UNDER JOB CORRESPONDENCE ↻ WORK PROGRESS SCHEDULE/CPM

FINANCIAL PROJECT #: \_\_\_\_\_  
 CONTRACT #: \_\_\_\_\_  
 PROJECT ADMINISTRATOR: \_\_\_\_\_

REV. Oct 30, 2007

YES	NO	<b><u>FDOT DISTRICT 5 – CPM MONTHLY UPDATE SUBMITTAL CPM SCHEDULE REVIEW CHECKLIST</u></b> (SCHEDULE ACCEPTANCE BY FDOT RESIDENT ENGINEER)
		SCHEDULE STILL MEETS CRITERIA OF INITIAL SCHEDULE SUBMITTAL CHECKLIST?
		SCHEDULE HAS BEEN SUBMITTED PRIOR TO MONTHLY ESTIMATE CUTOFF? (SPEC. 8-3.2 REQUIRES SUBMITTAL BY MONDAY PRIOR TO MONTHLY CUTOFF TO ALLOW YOU ADEQUATE REVIEW TIME)
		SCHEDULE UPDATE INCLUDES ACTUAL START DATES, ACTUAL FINISH DATES, ADDED ACTIVITIES, CHANGES IN SEQUENCE, AND DAYS REMAINING? (IE- SCHEDULE SUBMISSION REFLECTS ACTUAL AS-BUILT OF OPERATIONS BEING PERFORMED- IF NOT CONTRACTOR SHOULD RESUBMIT A REVISION)
		WRITTEN NARRATIVE ADDRESSES CHANGES IN DURATION OF ANY ACTIVITY AND CHANGES TO THE LOGIC OF ACTIVITIES THAT ARE SHOWN IN A DIFFERENT SEQUENCE THAN IN THE LAST ACCEPTED SUBMITTAL?
		SCHEDULE ADDRESSES SUPPLEMENTAL AGREEMENTS, FIELD SUPPLEMENTAL AGREEMENTS, WORK ORDERS, AND APPROVED TIME EXTENSIONS AS WELL AS PENDING ACTIVITIES INVOLVING CONTRACT TIME THAT HAVE BEEN OR ARE ANTICIPATED TO BE ADDED TO THE CONTRACT?
		CHANGES TO SEQUENCING HAVE BEEN COORDINATED WITH THE CONTRACT'S APPROVED UTILITY WORK SCHEDULES AND CONFLICTS HAVE BEEN COORDINATED WITH THE APPROPRIATE UTILITY AGENCY?
		IF SCHEDULE INDICATES AN ACTUAL OR POTENTIAL DELAY TO THE TIMELY COMPLETION OF THE CONTRACT, THE WRITTEN NARRATIVE INCLUDES A DISCUSSION OF THE PROBLEMS, CAUSES, AND ACTIVITIES AFFECTED AND DESCRIBES THE MEANS AND METHODS TO BE UTILIZED TO COMPLETE THE PROJECT WITHIN THE ALLOWABLE CONTRACT TIME?
		DOES THE CONTRACTOR'S SCHEDULE SHOW COMPLETING THE PROJECT WITHIN THE ALLOWABLE CONTRACT TIME? IF NOT, NEGATIVE FLOAT ACTIVITIES ARE ADDRESSED IN THE WRITTEN NARRATIVE AND A REQUEST FOR TIME EXTENSION IS PENDING OR HAS ALREADY BEEN SUBMITTED IN ACCORDANCE WITH SPEC. 8-7.3.2.
		CONTRACTOR HAS ATTENDED MEETINGS SCHEDULED BY THE ENGINEER TO RESOLVE ANY PROBLEMS THAT MAY PREVENT ACCEPTANCE OF THE SCHEDULE?
		IS THERE A NEED TO WITHHOLD PAYMENT DUE TO THE CONTRACTOR'S FAILURE TO MEET THE REQUIREMENTS FOR SUBMITTAL AND ACCEPTANCE OF THE UPDATED SCHEDULE?
		A COMPLETE COPY OF CONTRACTOR'S ACCEPTED SCHEDULE PACKAGE (RESIDENT ENGINEER ACCEPTANCE LETTER, SCHEDULE CHECKLIST, SCHEDULE PRINTOUT & ANY BACKUP DOCUMENTATION) HAS BEEN SCANNED INTO FDOT ELECTRONIC DOCUMENT MANAGEMENT SYSTEM (HUMMINGBIRD) UNDER JOB CORRESPONDENCE # WORK PROGRESS SCHEDULE/CPM