



**2015**  
**Design Training**  
*Expo*

**Innovator's Bold  
Idea  
Filling in the Gaps**



**FDOT**  
*Celebrating 100 Years of Innovation, Mobility and Economic Development*

**Innovator's Bold  
Idea  
Filling in the Gaps**

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## Filling in the Gaps between Project Phases

### Problem:

- ✓ Although each FDOT discipline has well defined processes and procedures for project delivery there are gaps between them. These gaps cost us additional money or impact our customer delivery success.

## Filling in the Gaps between Project Phases

### Gap's Identified:

- ✓ Planning to Program Management
- ✓ Planning to PDE
- ✓ Planning to Design
- ✓ PDE to Design
- ✓ Design to ROW
- ✓ ROW to Construction
- ✓ Design to Construction
- ✓ Construction to Maintenance
- ✓ Maintenance to Planning

## Filling in the Gaps between Project Phases

### Action Plan:

- It is recognized that many districts have developed their own ways to fill these gaps that occur between project phases. Action Plan was to gather all of the best practices, processes and suggestions and memorialize it. Since .....**TOGETHER WE ARE BETTER!**

## Filling in the Gaps between Project Phases

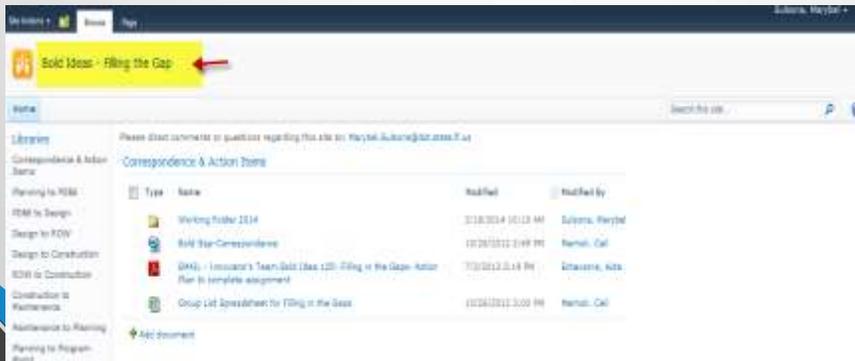
### Action Plan:

- Established SharePoint Site
- Identified Participants
- Data Deposited in SharePoint
- Presentations at Statewide meetings
- Followed by Discussions at Statewide Meetings
- Next Steps

# Filling in the Gaps between Project Phases

Established Sharepoint Site:

<http://d5sharepoint.d5.dot.state.fl.us/boldideas/default.aspx>



# Filling in the Gaps between Project Phases

Identify Participants (cont'd):

- District Design Engineers
- District Consultant Project Management Engineer
- Survey & Mapping Leads
- ROW Managers
- PDE Managers
- Program Management Engineers
- Construction Engineers
- Maintenance Engineers

# Filling in the Gaps between Project Phases

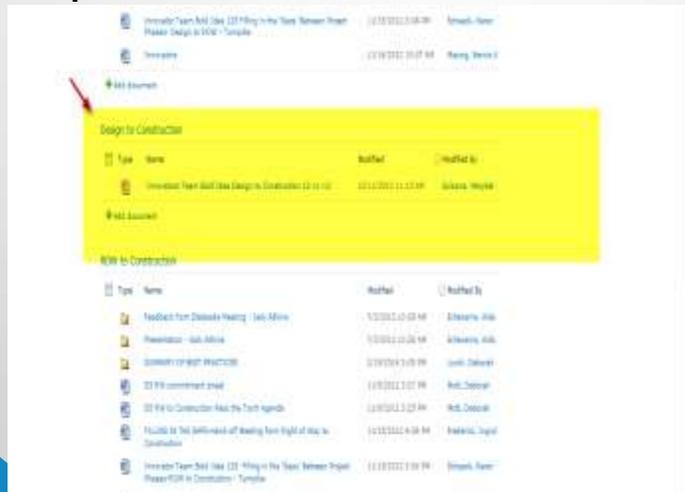
Identify Participants:

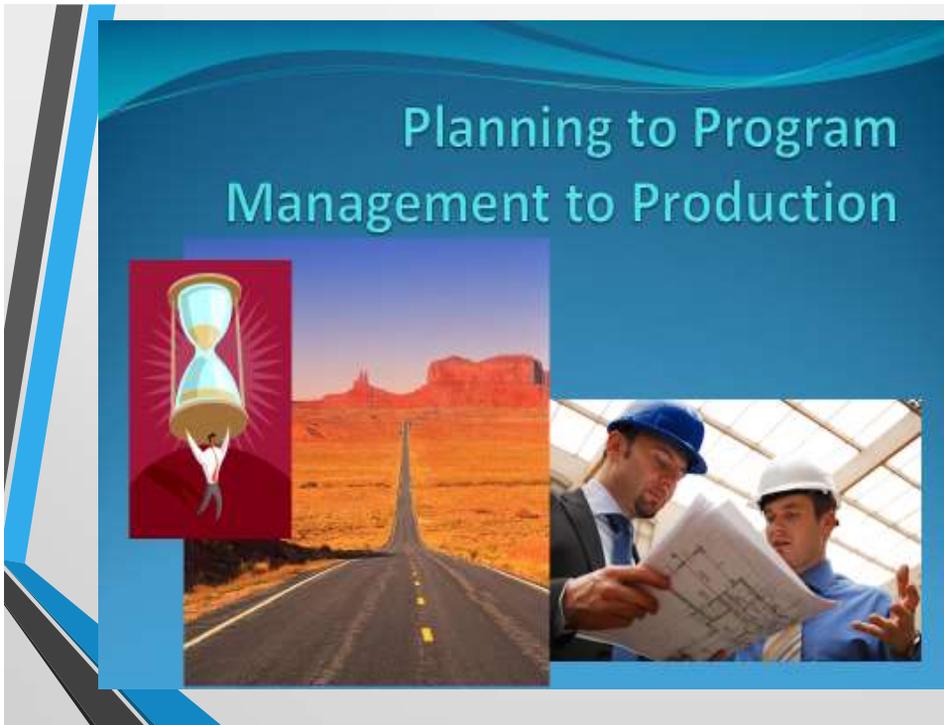
Phase	CO	1	2	3	4	5	6	7	TP
DDE	Duane Brautigam	Bernie Masing	Jim Pittman	Scott Golden	Howard Webb	Annette Brennan	Chris Tavella	Ron Chin	Will Sloup
DCPME	Bob Crim	Nicole Miller	Richard Moss	Tim Smith	Morteza Alian	Suzanne Phillips	Teresita Alvarez	Frank Chupka	Will Sloup
Surveying & Mapping	John Krause	Dave Richey	Sam Hilton Robert Vaughan	Danny Deal	Jeffrey Smith	Debbie Mott	Cristina Kinman Scott Perkins	Jerold Long	Mike Joiner
ROW Manager	Jim Spalla	Greg Bowne	Joe Jordan	Clay Saunders	Cheryl Balogh	Jack Adkins	Alejandro Casals	Penny Anthony	Kathleen Joest
PD&E	Catherine Bradley	Marlon Bizerra	James Knight	Brandon Bruner	Richard Young	Brian Stanger	Dat Huynh	Kurt Bogan	Tom Percival
Planning Managers	Robert Romig	Jennifer Stults	James Bennett Gustavo Schmidt	Blair Martin	Nancy Ziegler	Susan Sadighi	Aileen Boucle	Ming Gao	Randy Fox
Program Mgmt Engr	Lisa Saliba	John Kubler	Kathy Thomas	Regina Battles	Stacy Miller	Mario Bizzio	Edward Filer	McKinney	Louis Reis
Construction Engr	David Sadler	Jon Sands	Carrie Stanbridge	Steve Potter	Carolyn Gish	John Tyler	Mark Croft	Brian McKishnie	Matthew Price
Maintenance Engr	Tim Lattner	Sharon Harris	Jim Hannigan	Mark Thomas	Maria Connally	Todd Hammerle	Rudy Garcia	Randell Prescott	
Innovative Champion						Frank O'Dea			

Distributed 11/2012

# Filling in the Gaps between Project Phases

Data Deposited in SharePoint Site:





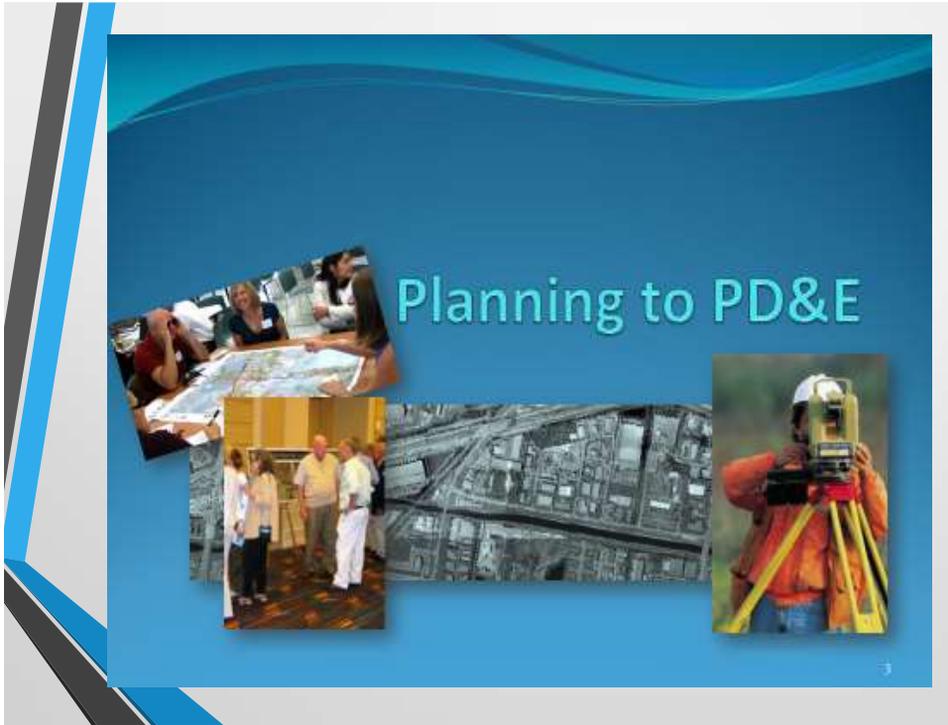
## Highlights

# Planning to Program Management to Production

### Priority Project Programming Process



- Illustrates relationship and tasks that the District and MPO/TPO undertake during programming of projects
- Shared with District Program Manager 2/26/2013
- Shared with District Directors 2/8/2014
- STILL UNDER REVIEW BY DISTRICTS



## Highlights Planning to PDE

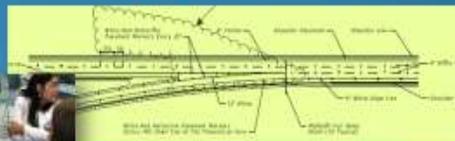
- Planning & Environment Linkage (PEL)  
Scoping report (What to expect)
  
- Multi-Modal Corridor Planning Guidebook  
(screening of alternates based on agreed measures)

# Highlights Planning to PDE

## Pre PDE Activities

- ✓ ISD Unit performs all activities necessary for successful delivery of Scope, Staff hours estimate, and documentation of preliminary agency coordination for PDE staff to begin PDE study.

## Planning to Design



# Highlights

## Planning to Design

- ☑ Identifying projects to go straight to design for simpler projects
- ☑ Pass the Torch for more complex projects
- ☑ Preparation of Concept Reports (Scopes and project cost estimates and Environmental decisions)
- ☑ Identify Utility information earlier
- ☑ Perform subsurface Utility Engineering



## PD&E to Design



## Highlights PDE to Design

- ✓ Include Design PM
- ✓ Keep communication current between PDE and Design
- ✓ Project Liaisons – representing various functional areas from future Design phase
- ✓ Liaisons:
  - ✓ Project Liaisons
  - ✓ Environmental Liaisons
  - ✓ All Involved in commitments

## Highlights PDE to Design

- ✓ Pass the Torch Meeting at the end of PDE Phase
- ✓ Hand-Off-Meetings at the end of PDE Phase
- ✓ Design team Members assigned to PDE study
- ✓ Design Unit meeting checkpoints throughout
- ✓ Design Unit leaders invited to PDE management meetings

# Highlights PDE to Design

- ✓ Field review with ROW's Staff for alternative development
- ✓ PDE Staff included in Design Scope of Services, selection process and negotiations
- ✓ PDE Study – The document will provide summary of items included in the Pass the Torch Agenda for the Design Phase

## Design to Right of Way

### *Filling the Gap*

*"Walking Together Holding the Torch"  
not merely*

*"Passing the Torch"*

## Highlights Design/Survey & Mapping to Right of Way & Legal

- ☑ All Districts have recognized the need for early and continuous collaboration/coordination between the various disciplines of Design and Right of Way in the establishment of right of way requirements to design a safe and cost effective transportation facility.
- ☑ All Districts have introduced into process some level of coordination efforts, whether formally or informally, prior to Phase II plans completion and/or the start of the final right of way map phase to ensure all disciplines are providing input into the establishment of the r/w requirements.

## Highlights Design/Survey & Mapping to Right of Way & Legal

- ☑ All Districts recognize this collaboration/coordination must continue through the actual acquisition of the property whether negotiated or through final judgment as there will always be things that may occur and warrant r/w requirements be revised.

## Highlights Design/Survey & Mapping to Right of Way & Legal

- Dedicated Right of Way/Design Support and Cost estimating Staff
- Three Opportunity Letters
- Defined Schedule Activity Phase identifying the Plans development stage where r/w requirements are deemed "final"

## Highlights Design/Survey & Mapping to Right of Way & Legal

- Pre-Parcel Review Meeting or 210 Review – tied to Phase II Plans Review
- R/W Impact Revisions or Response to 210 Review
- 60% Mapping Team Meeting or Parcel by Parcel Meeting or Design Team Meeting
- ROW/Design Partnering Meeting or Micro Hit List Meeting
- ROW Design Support Pass the Baton Project Summary



## Highlights ROW to Construction

- ✓ Each district has "Hand-Off " meeting to explain past communication and detailing about specific takes.
- ✓ The purpose of this Hand-Off Meeting is to discuss with Construction the provisions of any agreements made (including, but not limited to, Purchase Agreements, Orders of Taking, Final Judgments, License Agreements and Temporary Construction Easements) that survived title transfer and that will need to be honored by Construction.

## Grow Me

Career development strategies; training; job shadowing; stretch assignments



**Team Building**  
Inspires, motivates and guides others toward accomplishment of department goals.

## Involve Me



- ☺ Give greater responsibilities
- ☺ Post opportunities for volunteers
- ☺ Attend higher level meetings



## Highlights

### Design to Construction

- ✓ **Pass the Torch Meetings** between Construction, Design and Right of Way to discuss issues, commitments and answer questions.
- ✓ **Extinguish the Torch Meetings** at the end of construction to provide feedback on plans.
- ✓ **Quarterly Design Quality Forum** - Construction participates providing feedback on current projects and issues with Design.
- ✓ **Partnering Meetings**—Meetings between all parties involved with the project (Department personnel, CEI staff & Contractor) to build consensus and teamwork

# Highlights

## Design to Construction

- ✓ **Gap Updates** - Plans are properly updated if a gap in time occurs between funded phases (verify existing condition changes).
- ✓ **Continued EMO Involvement** - If wildlife or other issues are encountered during construction, the Environmental Management Office is involved.
- ✓ **Continued Noise and Permitting** issues are followed from the PD&E phase through maintenance
- ✓ **Advanced Project Production List** – Perpetual Plans Update

# Highlights

## Design to Construction

- ✓ **Monthly Production Meetings** - Construction office participates in monthly production meetings.
- ✓ **Construction Project Review Meetings (CPR)** - Design participates in—chaired by DCE.
- ✓ **Bi-Annual Production-Operations Workshop/Avoidable Supplemental Agreement Review Meeting** discussing issues that impact Construction and Design.
- ✓ **Construction Project Review Meetings (CPR)** - Design participates in—chaired by DCE.
- ✓ **Design Construction Partnering** – Quarterly meetings for brainstorming & problem solving on key issues.
- ✓ **Construction Project Requirements (CPR) Memo/Plan Review** prior to Final Plans Includes Project Special Provisions, Construction Field Office Requirements, Incentive/Disincentive provisions, etc.

# Highlights

## Design to Construction

### Design Build:

- Involve Construction Office in design build criteria package development
- Construction personnel participate in preliminary design meetings and review the contract documents
- Construction personnel participate in selection by acting as advisors and TRC members

## Construction to Maintenance



## Highlights Construction to Maintenance

- ✓ Resident Maintenance Engineer at pre-construction continuance
- ✓ Project Administrator and Lead Inspector keep a running list of items to be completed
- ✓ Maintenance does a ride thru between 75 to 90% and develops a punch list
- ✓ Punch list items agreed upon and most addressed  
Escalation process for unaddressed items

## Highlights Construction to Maintenance

- ✓ Project Administrator inputs items into CIM to allow maintenance to track warranty items
- ✓ Pavement warranty issues routed and resolved
- ✓ Hold Extinguish the Torch Meeting
- ✓ CPAM followed for project acceptance



## Highlights Maintenance to other Project Phases

### Proactive Measures:

- Actively participate in project submittal reviews and comment timely
- Request specific work to be included during the design phase in upcoming resurfacing or other type construction projects
- Monitor the 5 year work program
- Attend Production Meetings
- Share what works and what does not work from lessons learned in the field
- Engage staff in project walk through for first hand observation & discussion
- Participate in the quarterly design issues meeting and share lessons

## Highlights Maintenance to other Project Phases

### Reactive Measures: When you have a red alert

- Use any and all available funding
- Use all available contracting methods

## Filling in the Gaps between Project Phases

### Followed by Discussions at Statewide Meeting Summary:

- Districts have each found a way to make it work!
- No major Gaps found
- Best Practices were shared
- Innovations noted
- Districts adapt elements from others as needed

## Filling in the Gaps between Project Phases

### Next Steps:

- Memorialize the results so the districts will have a resource.
- Where?
- Who?
- How?

# Filling in the Gaps between Project Phases

## Where?

Project Management Guidelines  
Chapter 11 – Project Continuity

# Filling in the Gaps between Project Phases

## Who?

**PASS THE TORCH TO:**  
State Project Management Engineer  
Central Office  
Mr. Bob Crim



➤ **How?**



**WORK TOGETHER ...  
TOGETHER WE ARE BETTER!!**



*Celebrating 100 Years of Innovation, Mobility and Economic Development*