



# PROJECT ADMINISTRATION HANDBOOK

## SARASOTA OPERATIONS

This is a guide to assist the new and seasoned FDOT Project Administrator & Project Manager when Managing a Construction Project. This document acts a checklist, and is recommended that the Project Administrator and Project Manager keep nearby.



### Topics in this Document prompts you for actions.....

- BEFORE CONSTRUCTION BEGINS
- WHEN CONSTRUCTION STARTS - DAY ONE
- DURING CONSTRUCTION ON A DAILY BASIS
- DURING CONSTRUCTION ON A WEEKLY BASIS
- DURING Construction ON A MONTHLY BASIS
- DURING CONSTRUCTION - VARIOUS ITEMS THAT NEED ATTENTION
- WHO CAN ASSIST YOU





## I. BEFORE CONSTRUCTION:

### GENERAL

1. Schedule the Preconstruction Meeting Add the following folks:
  - a. Check to see if Deborah Barnhill from District utilities is on the district letter :Deborah Barnhill, District Utility Liaison, Mail Station 1-11
  - b. For Bridge Projects, add the District Structures Maintenance Engineer ***and at the meeting, provide him with a tentative date for bridge completion so inspections can be scheduled in advance.***
  - c. Invite Maintenance Administrator from the office. (Phil Catalano)
  - d. Invite Patricia Kirby, Asset Maintenance Specialist regardless of the project.
  - e. Add Branford Adumuah, Public Works Director, City of North Port.  
[badumuah@cityofnorthport.com](mailto:badumuah@cityofnorthport.com) 1100 North Chamberlain Blvd, North Port, FL 34286.
  - f.
2. Schedule CQC Meeting with Material Folks if your project staff or Contractor meet the criteria. (Use Agenda from Materials)
3. Set up your Final Books
4. Work with our PIO (Lauren Hatchell) folks - Create and send out Flyers. (***All projects get flyers - no exceptions!***)
5. Have you received a schedule from the Contractor? (Specification 8-3)
6. Have you set up your Partnering meeting?
7. Phase V Notification - when needed.
8. Set up your electronic files
9. Be sure to use documents and standard forms/letters found in the District Construction Web site. Use the shared drive for those not on the District Construction Web site before you create your own. (We want consistency in the office in all documentation that represents Sarasota Operations/District One.)
10. Process (when applicable) Earthwork Survey Cross Section Waiver (700-050-35)
11. Make sure your project is available on LIMS and SiteManager
12. 7.14 of the Spec compliance - Basically, the spec requires the contractor to identify locations offsite the project which will be used in conjunction to the project. The contractor is to work directly with the Environmental Office and cc the PA and District Construction Environmental Liaison. (DCEL). Comments directly from the district office are:

**PROJECT ADMINISTRATION HANDBOOK  
SARASOTA OPERATIONS**

- The contractor is notified of this requirement upon execution by the PA (including the 30 day review period).
- The contractor contacts the Env. Mgt. Office with the correct form and information and copies the PA and CEL in to keep them up to date.
- The contractor includes the staging area in the Erosion and Sediment Control Plan (ESCP) which is turn in at (or before) the pre-con.
- The contractor does not use the site until after it is approved (per spec) and any required permits and permissions are obtained.
- When approval is received the contractor provides copies to the PA and CEL before using the area. The PA then lets the work at the staging area commence (after any appropriate erosion control is installed).

## **PERMITS**

1. Do you have any Environmental, Coast Guard, SWFWMD, DEP, etc., Permits on your Project?
2. Check the PISS Website which details contractor's responsibilities  
<ftp://ftp.dot.state.fl.us/permitsandorutilityworkschedules/>
3. Does the permit transmittal sheet indicate the permits are clear?
4. Do you have the original permit and plans if applicable? (You should. If you don't talk to your DPM immediately)
5. Understand the Permit requirements. There may be documents that need to be submitted before Construction starts, or if you reach a milestone, or when Construction ends. (Consult Sara Stevenson for Clarification)
6. Are there any Construction Permits? (Ask Ed Giddens in our permit's Department)

## **PROJECT**

1. Create and send Flyers. No exceptions
2. Review the Project, Understand what you're building; the Phasing; the Work Mix
3. Set up your RFI Logs
4. Video Tape the Project

## **UTILITIES**

1. Do you have the Utility Relocation Schedule for your project?
2. Understand and monitor the Utility Relocation Schedule

**PROJECT ADMINISTRATION HANDBOOK**  
**SARASOTA OPERATIONS**

3. Ensure that Relocation work that needs to be done before construction is progressing. Work with the Utility Coordinator (Tanya Merkle) to Monitor the Utility
4. Manatee County Liaison is Paul Schamell. [paul.schamell@mymanatee.org](mailto:paul.schamell@mymanatee.org). He should be contacted for all Utility work by Manatee County on your project.
5. Consult Albert Rosenstein for Liaisons

## **MATERIALS**

1. Request the QC plan as described by Specification. The Quality Systems section is now responsible for processing all project related QC plans. Please send all QC Plans to [d1-d7qualitysystems@dot.state.fl.us](mailto:d1-d7qualitysystems@dot.state.fl.us)
2. Download your STRG (On Lump Sum projects, review section 105-2 of the 2010 specs for Contractor requirements related to the STRG)
3. Does your project have Precast Materials? Read Section 10.2 of the CPAM: Precast, Prestressed Materials
4. Does your project have Drilled Shafts? Download the Drill shaft installation plan flow chart from the CPAM
5. For Borrow Pit and Staging areas, contract Michelle DiBrino (863-519-4238) for questions at District Materials. Procedure and form available from Carl or Albert.
6. Does your project have fabricated structures which need SMO inspection at the fabrication shop? Criteria for requiring commercial inspection can be found on 105-1.2.3. (Sue Rose is the contact at the State Materials office)
7. If you have sign structures, you'll need to submit to District Structures Maintenance Office a request for structure numbers and inspections. (**Request for Overhead Sign Structure Number Assignment**)
8. Have available, if needed, the Traffic Signal checklist and maintaining agency form.
9. If your project has structural concrete, and if you have cylinders cast:
  - a. Get the 28 day break results immediately.
  - b. If the concrete falls below the minimum strength by 500 PSI, review 346-10.1 and follow as appropriate. If the investigation includes coring, this must be done within 14 days of the 28 day break. A specialty engineer does not need to get involved in the coring as described in 346-10.1 and 346-10.3.

## **CONTRACT**

1. Have you started to familiarize yourself with your Contract documents?
2. Start Date: If you or the contractor needs to move the start date, notify Greg and Trisha
3. Read and understand sections of the CPAM related to Preconstruction Activities
  - a. Preconstruction Conference (3.1)

**PROJECT ADMINISTRATION HANDBOOK**  
**SARASOTA OPERATIONS**

- b. Contractors QC Plan (Sec 3.3)
  - i. Understand the QC Process - follow through
  - ii. Track the QC process
4. Does your project have Material Acquisition time?
5. Does your Contract have alternative contracting? (Design/Build, Incentive/disincentive)
6. Does your Contract have a bonus? Have you read the bonus language?
7. Does your Contract have a specific Disputes review board? (CPAM 3.4)
8. Review and understand any changes made in the Special provisions and Supplemental Specs and pay special attention to Chapters 3 through 9 & section 105 of the Spec book.
9. If you're going to overrun the overall contract amount, not just a pay item, you need to encumber the money before you spend it. **(See VI 2.e)**

## **SHOP DRAWINGS**

1. Does your project have Shop Drawings? (If no, are you sure?)
2. Understand the Shop Drawing Process. (Spec Book, Section 5)
3. Set up your Shop drawing logs

## **EEO**

1. Know whom the Contractor will use as Subs.
2. Ensure that they process the Sublet Agreements. Subs cannot work on the project unless there is a sublet agreement.
3. Follow the process for notifying the Resident Compliance Specialist when subcontractors start work and stop work.

## **INSPECTORS**

1. Make sure you have your folks lined up early enough before Construction to do the books, help video tape the project. Please work with Carl Harman for inspectors.
2. Do you have their Contact Information?
3. Ensure your inspectors are familiar with CPAM 3.2
4. Ensure you provide your inspectors with SiteManager access.
5. Be sure that your folks (Inspectors) have the ability, & hardware to perform their inspection and uploading duties. (Computers, wireless cards)
6. Do they have LIMS and SiteManger Access? (Check with Greg Falcone)
7. Do they have necessary qualifications and certifications? (check with Greg Falcone)
8. **Meet with your inspectors and talk about expectations (Invite Greg and Trisha)**
  - a. Documenting in Site Manager and upload frequency

- i. Add Contract Day and Date in "other" field
  - b. Discuss frequency for uploading samples into LIMS
  - c. Discuss understanding of the CPPR
  - d. Discuss understanding of the Critical Requirements and Guidelists. (Ensure that the Inspectors and you carry this at all time)
9. Don't be hesitant to delegate the workload
  10. Set up daily tracking of Cat 1; Cat 8; Weather days; MOT nighttime reports.
  11. Give Greg and Trisha Feedback on inspectors performance - good or bad

## II. WHEN CONSTRUCTION STARTS



1. Ensure that you have an accepted Schedule
2. Ensure that you have an accepted Erosion Control Plan
3. Ensure that you have an approved MOT Plan
4. MOT and EROSION CONTROL MUST be up before work begins as shown by the plans. **Any changes to the MOT plan needs to be signed and Sealed by an Engineer.**
5. Bulletin Board along with EEO and Permitting documents need to be up
6. Did you remember to Process (when applicable) Earthwork Survey Cross Section Waiver (700-050-35)?
7. Use CPPR from CIM.
8. Process Start Work Letter

## III. DURING CONSTRUCTION THINGS TO DO ON A DAILY BASIS



1. Ensure that your inspectors:
  - a. Upload their Daily Reports of Construction into Site Manager
    - i. PA should check their upload for accuracy with Pay items
    - ii. PA should check their upload for labor and equipment
    - iii. PA should check their upload for weather information
    - iv. PA should check the "other" column for input of contract day
  - b. Review SWPPP from Contractor
  - c. Upload their samples into LIMS when they get them
  - d. Report Cat 1; Cat 8; Weather days
2. Review Pursuit of the work for each day with Inspector, Carl if necessary.
3. Approve Daily Reports in SiteManager
4. Check LIMS for approval & Monthly Exceptions
5. Check for Monthly Material Certs
6. Check nightly MOT reports are being completed
7. Attribute your files for Hummingbird

#### IV. DURING CONSTRUCTION THINGS TO DO ON A WEEKLY BASIS

1. Complete the Engineer's Weekly (Encouraged, and optional)
  - a. Review Pursuit of the work with Carl, Albert if necessary.
  - b. Ensure that the pay item totals are accurate
2. Complete the CPPR
3. Review SWPPP Reports
4. Review MOT reports
5. Chair Progress Meeting - publish Meeting Minutes
6. ***Send copy of progress mtg minutes to Earl.***
7. Receive Controlling Items report from the Contractor
8. Submit Road Watch on Tuesday.

#### V. DURING CONSTRUCTION THINGS TO DO ON A MONTHLY BASIS

1. Process the 1-4-8 letter
2. Process the Weather letter
3. Asphalt Pay Adjustment: Coordinate with Bob Magee
4. Process the Estimate - Make sure you have Materials Cert
5. Update the Schedule
6. Update the CSRS
7. Update District CCR report
8. Update Emergency Contact list
9. Work on your final
10. Complete Monthly Inspector review form



#### VI. DURING CONSTRUCTION VARIOUS ITEMS THAT WILL NEED ATTENTION

1. **Meetings** (Understand and use the Lotus Notes Calendar)
  - a. PA Meeting
  - b. Inspector Expectation meeting
  - c. Progress Meeting
  - d. Plan review meeting
  - e. Safety Meeting
  - f. Supervisors Meeting (When applicable)
  - g. Leadership Meetings
  - h. One on One with your Supervisor
  - i. One on one with all your subordinates (When applicable)
  - j. Ensure mast arms, overhead signs, high mast lights are scheduled for insp.
2. **Various Tracking sheets & documents that need update and attention**
  - a. 6 month look-ahead

**PROJECT ADMINISTRATION HANDBOOK  
SARASOTA OPERATIONS**

- b. Emergency Contact
- c. PIO WEB site Construction projects
- d. Notify by email, Amy Richey, Brian Blair, Brian Penny, Scott Sikorski, and Trisha Hartzell, Albert Rosenstein & Greg Falcone when you have the date of final acceptance for your project. **DO NOT COPY THE CONTRACTOR**
- e. When 75% of the Construction Dollars are spent on your contract, predict where you're going to be at the end of the project, and encumber funds if necessary.
- f. If your project is Finaling, please check with Jim Nichols for EEO goals as related to the CPPR, category 9.
- g. SA's need "Notice to proceed" notification sent to Amy Richey
- h. Reason code concurrence to District office should be sent to Brian Penny, with a cc going to Brian Blair and Brian Penny.
- i. Work Orders: Original Copy and all attached documentation need to be sent to the District Office (Brian Penny) when executed. (Direction from Scott P modifying CPAM 7.4.9.9 & 7.4.9.10 so we can be in compliance.)
- j. For all traffic Signal installations, you will need the IMSA Traffic Signal Inspector Certification Checklist and transfer of maintenance form 700-010-22 -
- k. For all traffic Accidents, complete the form 700-10-64, Engineer's Maintenance of Traffic Evaluation at Crash Site

**3. Various Issues During Construction**

- a. Road Closure - Contact David Smith, District Maintenance
- b. Claims need to be certified
- c. Time Extensions - Process Immediately
- d. DDM Transmittal process - **DDM's must be sent to Kathy Tipton. Subject line needs to read: DDM:XXXXX (indicate the material, ie, Asphalt, Concrete, Earthwork, Geotech) (See email from Albert Dated 9/28/10)**

**4. Documents and Manuals that you should know where to access**

- a. Shared Drive
- b. Contract Documents
- c. Spec Book - also on the WEB
- d. Utility Relocation Schedule (WEB)
- e. CPAM (WEB)
- f. Standard Index - hard copy and on the WEB
- g. MUTCD - hard copy and on the WEB
- h. Straight line Diagram - hard copy and on the WEB
- i. Site Manager -WEB
- j. LIMS -WEB

**PROJECT ADMINISTRATION HANDBOOK  
SARASOTA OPERATIONS**

- k. Accident Forms
  - l. Unpaid Bills
  - m. Notice to Owners
  - n. Request to work Holidays
  - o. District Construction Office website listing of Standard forms and letters
- 5. Permit Monitoring:**
- a. NPDES
  - b. SWFWMD
  - c. Coast Guard
  - d. 45 days before the end of the job, Contact Sara Stevenson 863-519-2590 and/or Lisa Krieger (239-656-7861) for a permit review on your project.
- 6. Correspondence that Must be cc'd to Albert & Trisha**
- a. Any correspondence that addresses time & money
    - i. Intent to claim
    - ii. Change to Contract Letters from the PA
  - b. Any correspondence that affects the Contractor's schedule
  - c. All vacation requests from the Contractor & responses from the PA
  - d. Pipe Video Inspection. Be sure to use the spreadsheet supplied by the District and notify Paul Harkins of the District Construction office.
  - e. Everything else is left up to your discretion.
- 7. SA's WO's and the FHWA**
- a. Follow the SA hand out for processing
  - b. Make recommendation for dollar amount of FHWA Participation.
- 8. WALK THROUGHs**
- a. Invite Sara Stevenson to the 90 and 100% walk through.
  - b. Invite Pat Kirby (DBI) for work in the Limited Access ROW on I-75
  - c. Invite district bridge for structures (Mast Arms, High Mast Lighting, Overhead sign trusses, Bridges)
  - d. Invite Maintenance Administrator (Phil Catalano) (Kathy Calder if work in in Desoto or Hardee County)

**VII. FINAL PROCESS**

1. REMEMBER, SARASOTA HAS 30 DAYS TO COMPLETE AND SUBMIT YOUR FINAL PACKAGE TO THE DISTRICT OFFICE
2. Input final date into SiteManager once you're 100% Sure of the date
3. Be sure to keep your inspectors during this period.

**PROJECT ADMINISTRATION HANDBOOK**  
**SARASOTA OPERATIONS**

4. Please make sure that your Materials Certification is complete within 21 days of final acceptance.
5. Be sure to add Warranty details to your Final letter, and see that the Warranty Coordinator gets a copy. Please send Warranty questions to Kayla Sapp (863-519-2227)
6. Include the Contractor's Survey with the Final Acceptance letter
7. Be sure you have all the Warranty Information and it's included in the Final Acceptance Letter
8. ***For all traffic Signal installations, you will need the IMSA Traffic Signal Inspector Certification Checklist and transfer of maintenance form 700-010-22. Please send final acceptance letter and signal forms to Kyle Green in Traffic Operations.***
9. ***Notify Traffic Operations with signal timings as soon as you start the project.***
10. If you have sign structures, you'll need to submit to District Structures Maintenance Office a request for structure numbers and inspections. **(Request for Overhead Sign Structure Number Assignment)**

**VIII. DURING CONTRUCTION WHO CAN ASSIST YOU**

1. Shared Drive - Albert Rosenstein, Trisha Hartzell
2. Utility Issues - Todd Boehmer, Tanya Merkle, Trisha Hartzell, Greg Falcone
3. Phase V Meetings - Tanya Merkle
4. Asphalt Issues - Bob McGee
5. Contract/Spec Issues - Trisha Hartzell, Greg Falcone
6. Attribution - Trisha Hartzell, Greg Falcone
7. EEO issues & Sublet Agreements - Dorina Leake
8. MOT issues - Trisha Hartzell, Greg Falcone
9. Signal issues - Trisha Hartzell, Greg Falcone
10. Concrete issues - Albert Rosenstein, Carl Harman, Phil Catalano
11. Earthwork issues - Albert Rosenstein, Carl Harman, Phil Catalano
12. Inspector Issues - Trisha Hartzell, Greg Falcone, Jim Nichols
13. Continuing Services Contract - Trisha Hartzell, Greg Falcone
14. Environmental Permit Issues - Sara Stevenson (District Office)
15. Any of the Above - Albert Rosenstein, Trisha Hartzell, Greg Falcone