

OHIO DEPARTMENT OF TRANSPORTATION

LPA, LOCAL-LET, CONSTRUCTION MONITOR



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PROJECTS TO BE AWARDED IN THE NEXT 12 MONTHS

AUG	D07 SRTS AUG Wapak	Wapakoneta	90873	16-Sep-12	MOT	US 35 Underpass Lighting	Dayton	86323	26-Mar-12
AUG	East Auglaize Street	Wapakoneta	89055	13-Mar-13	MOT	Fifth Street Bridge Lighting	Dayton	88216	26-Apr-12
CHP	SRTS Urbana Infrastructure	Urbana	88422	9-Mar-12	MOT	Traf Signal Enhancement	Dayton	90792	1-Jun-12
CLA	CR 380 1.44 Croft Rd	Clark Co	87480	21-Feb-13	MOT	Broadway Bridge	Dayton	88214	20-Sep-12
CLA	Harding Road	Springfield	89438	24-May-12	MOT	D07 SRTS MOT Fairview Sch	Dayton	86687	1-Dec-12
CLA	Limestone Street Bridge	Springfield	90721	1-Aug-12	MOT	Steve Whalen Bikeway	Dayton	86321	21-Mar-13
CLA	Limestone Bridge Painting	Springfield	91543	29-Nov-12	MOT	Old Troy Pike	Huber Heights	86324	28-Mar-13
DAR	D07 SRTS DAR Versailles	Versailles	90876	18-Jul-12	MOT	Wilmington Pike	Kettering	84089	27-Mar-12
LOG	Traffic Signals Bellefontain	Bellefontain	89026	8-Feb-12	MOT	SE Corridor Trail Bikeway	Kettering	88219	14-Mar-13
LOG	Transportation Museum	Bellefontain	89213	10-Jan-13	MOT	East Stroop Road	Kettering	84090	28-Mar-13
LOG	CR VAR PM FY 12	LOG Co Eng	89126	30-May-12	MOT	Traffic Signals Moraine	Moraine	84157	7-Dec-12
LOG	TR 174 0.56	LOG Co Eng	91595	8-Oct-12	MOT	CR 166 7.03	MOT Co Eng	84240	15-Feb-13
MER	CR 30B 0.94	MER Co Eng	83313	1-May-12	MOT	Miami TWP Trail	TID	86657	25-Mar-13
MER	TR 100B 0.94	MER Co Eng	83315	1-Jun-12	MOT	Central Ave/East Dixie Dr	West Carrollton	84156	11-Feb-13
MER	CR 130 2.66	MER Co Eng	83316	13-Jun-12	MOT	CR 175 2.17	MOT Co Eng	78893	24-May-12
MER	CR 161C 1.59	MER Co Eng	83317	13-Jun-12	SHE	Sidney Signal Upgrade	Sidney	92007	2-Aug-12
MOT	Mad River Bikeway	5 Rivers	77848	11-May-12					

CONSTRUCTION MONITOR RESPONSIBILITIES

- ① 1) PRE-CONSTRUCTION MEETING
- ② 2) PROJECT SITE VISITS
- ③ 3) DOCUMENTATION REVIEWS
- ④ 4) PROGRESS MEETINGS
- ⑤ 5) REVIEW AND APPROVAL OF INVOICE
REIMBURSEMENTS

CM INVOLVEMENT

- ① LEAD FROM POST AWARD THROUGH FINAL INSPECTION.
- ② CM IS THERE TO SERVE AS A RESOURCE TO THE LPA ON TECHNICAL AND ADMINISTRATIVE ISSUES AND TO MONITOR THE LPA PERFORMANCE.
- ③ THE AMOUNT AND LEVEL OF INVOLVEMENT DEPENDS ON THE SIZE AND COMPLEXITY OF THE PROJECT AND THE EXPERIENCE OF THE LPA AND IT'S STAFF AND/OR CONSULTANTS.

PRE-CONSTRUCTION MEETING

- ④ THE PRE-CONSTRUCTION MEETING TAKES PLACE PRIOR TO THE CONTRACTOR STARTING WORK.
- ④ THE MEETING IS SCHEDULED AND CONDUCTED BY THE LPA.
- ④ SEND THE CM AN INVITE VIA E-MAIL FOR EVERY PRE-CON.
- ④ A PRE-CON CHECK LIST ITEMIZING ALL SUBJECTS TO ADDRESS AT THE MEETING IS IN APPENDIX A.

LPA Pre-Construction Checklist (APPENDIX A)

- Project staffing list including normal business and emergency contact phone numbers for key staff members of the LPA and CPE, contractor, subcontractors, ODOT CM. Also, responsibilities of each party including identification of those responsible for EEO, Prevailing Wage, and DBE (if applicable).
- List of material suppliers, Materials Management Process
- Testing and Inspection Implementation Plan
- Plan Notes
- Proposal Notes
- Progress Schedule
- Completion Date / Interim Completion Dates
- Special Uses of “As Per Plan” Reference Items
- Phasing Requirements
- Haul roads (notice to owner of facility)
- Detour routes and lane width restrictions (required to provide notice to ODOT if on state route)
- Special Provisions
- Addenda
- Change Order Review and Claims Resolution Processes
- Status of utility relocations, especially those that need to be addressed immediately to avoid delays.
- Status of railroad review of contractor=s permits, demolition, false work, track protection, temporary crossings, erection plans, flagger services and associated force account(s)
- Prevailing wage requirements and procedures
- EEO responsibilities, nondiscriminatory hiring requirements, and requirements of the on-the-job training program
- DBE goals and procedures
- Protection and restoration of property
- Waste / Borrow Agreements
- Fabrication Approvals
- Structural submittals per CMS 501.06
- Maintenance of Traffic Review
- Erosion Control / Post BMP’s
- Project Bill of Material (PBOM)
- LPA Spec Book Variations List

PRE-CONSTRUCTION MEETING

- ④ THE CONTRACTOR/LPA SHALL PROVIDE:
 - PBOM (PROJECT BILL OF MATERIALS)
 - MEETING MINUTES
 - PROGRESS SCHEDULE
 - LIST OF MATERIAL RESOURCES
 - LIST OF SUBCONTRACTORS/C-92
 - COPY OF THE ATTENDANCE SHEET
 - EMERGENCY CONTACT NUMBERS
 - CONTRACTORS PROPOSED SCHEDULE
 - HAUL ROADS

MONITORING PROGRESS

PROJECT SITE VISITS

- ④ CM WILL VISIT EACH PROJECT APPROXIMATELY TWICE A MONTH.
- ④ CM WILL DISCUSS CURRENT ISSUES WITH PROJECT ENGINEER, INSPECTOR AND/OR CONSULTANT.
- ④ IDENTIFY DEFICIENCIES AND OPPORTUNITIES FOR IMPROVEMENT.
- ④ WHEN VISITING THE PROJECT CM WILL BE LOOKING FOR WHAT WORK IS BEING ACCOMPLISHED BY THE CONTRACTOR.
- ④ IT IS NECESSARY FOR THE CM TO KNOW WHAT IS BEING ACCOMPLISHED IN ORDER TO REVIEW AND APPROVE INVOICES.

DOCUMENTATION

- ① THE PRIMARY GOAL OF PROJECT RECORDS IS TO ENSURE THAT DOCUMENTATION EXISTS FOR THE ACCEPTANCE OF MATERIAL AND WORK ITEMS FOR BOTH QUALITY AND QUANTITY.

DOCUMENTATION

- ① THE LPA MUST ENSURE THAT EACH ITEM IN THE CONTRACT IS DOCUMENTED SUFFICIENTLY TO SATISFY AN AUDIT.
- ① PROJECT RECORDS SHALL ALWAYS BE AVAILABLE FOR INSPECTION BY ODOT AND FHWA PERSONNEL

REFERENCE FOLDERS

- ① INDIVIDUAL FOLDER FOR EACH PAY ITEM OF WORK.
- ① PROJECT NUMBER, ITEM NUMBER, PLAN REFERENCE NUMBER, WORK DESCRIPTION, LOCATION, DATE, SUMMARIZED FINAL QUANTITY.

DOCUMENTATION REVIEW

APPENDIX C

- ④ DAILY DIARIES
- ④ MEASUREMENT OF PAY ITEMS
- ④ CALCULATIONS THAT ARE PERFORMED TO DETERMINE PAY ITEMS.
- ④ PAY QUANTITIES
- ④ MATERIALS
- ④ TICKETS
- ④ CHANGE ORDERS
- ④ TESTING
- ④ TRAFFIC RELATED NOTES
- ④ SWPPP (STORM WATER POLLUTION PREVENTATIVE PLAN)

LPA Documentation Checklist (APPENDIX C)

Documentation should support an audit. If it isn't documented, it didn't happen.

1. Daily Diary. The daily diary should be up to date and contain the following information:
 - a. All work performed by the contractor
 - b. List of equipment
 - c. Project personnel and hours worked
 - d. Pay quantities. Check to see that they match the calculated values and how the pay quantity is determined.
 - e. Daily weather conditions (weather affects the majority of work performed and is needed to determine time extensions based upon weather delays)
 - f. Special notes and instructions to the contractor
 - g. Any unusual events occurring on or adjacent to the project, even those not related to construction
2. Measurements
 - a. Measurements should be shown either in the daily diary or some other form of documentation. The inspector must indicate that the measurement is an actual field measurement. Even if the measurement is a plan dimension, note that the dimension has been field verified.
 - b. If the measurements in the diary are transferred from other documentation, has the engineer indicated where to find that documentation?
3. Calculations
 - a. Do the calculations use the measured or plan dimensions? This should be indicated; field verification is required.
 - b. Note whether a tape is included with the calculations.
 - c. All calculations should include item of work, location, date and initials.
4. Materials
 - a. Is the inspector getting necessary documentation for the materials records? Documentation should provide for quality, quantity, and basis for payment.
 - b. How is the project manager organizing the materials documentation?
 - c. The project engineer must approve all materials and solve any deficiencies.
5. Tickets
 - a. Each tickets must include: JMF, date, location, item and initials
 - b. Any sequence of tickets that are not in order or have tickets missing need to have a calculator tape verifying the accumulative total.
6. Change Orders / Pricing for extra work
7. Claims / Dispute Resolution
8. Testing and Results
9. Traffic
10. Inspections
11. Schedule and Completion Date / Time Extensions / Liquidated Damages
12. Any plan changes
13. Timeliness of payments
14. Railroad or Utility Force Account
15. Prevailing Wage, EEO, DBE (if applicable)

LPA Documentation Review

PID # _____

County/Route/Section _____

Date _____

Diaries.....Equipment, work performed, personnel, hours worked, daily weather, comments etc. _____

Reference Numbers- Payment Qty's, Tracking, C-26's, Daily Diary Entries, Testing etc.

Material Documentation TE-24, Material Certifications, Batch/Plant tickets.

REF _____

REF _____

REF _____

REF _____

Change Order File _____

Claims _____

Testing Results _____

Approved JMF's used? _____

PW, EEO, DBE _____

Comments _____



DOCUMENTATION REVIEW

- ① SHOULD THE LEVEL OF DOCUMENTATION NOT EXIT TO ODOT'S SATISFACTION, THE LPA WILL BE INFORMED IN WRITING OF THE SPECIFIC FINDINGS AND REQUIRED REMEDIES.

MATERIALS

- ① MAKE SURE ALL MATERIAL IS FROM AN APPROVED SOURCE.
 - QPL (QUALIFIED PRODUCER SUPPLIER LIST)
 - TE-24
 - JMF
 - CATALOG CUT
- ① HAVE A METHOD IN PLACE TO TRACK MATERIAL SUBMITTALS
- ① LPA MUST SHOW ALL MATERIALS ARE FROM AN APPROVED SOURCE.
- ① ALL JMF'S MUST BE APPROVED PRIOR TO USING THE CONCRETE OR ASPHALT. (SUBMIT THEM AT THE PRE-CON)

PROGRESS MEETINGS

- ① PROGRESS MEETINGS REQUIRED EVERY TWO WEEKS OR MONTHLY DEPENDING ON COMPLEXITY AND TRACK RECORD OF THE PROJECT PERSONNEL.
- ① FOLLOW APPLICABLE AGENDA ITEMS IN APPENDIX B

LPA PROGRESS MEETING AGENDA (APPENDIX B)

1. Corrections to last Progress Meeting Minutes
2. Outstanding Issues
3. Safety
4. Work in Progress
 - a. Prime
 - i. In progress
 - ii. Look ahead (time period)
 - b. Subs
 - i. In progress
 - ii. Look ahead (time period)
5. Progress Schedule
 - a. Current Schedule Update
 - b. Critical Path Activities
 - c. Current Completion Date
 - d. Next Schedule Update
6. Critical Delays (work on critical path)
 - a. Any delays since the last meeting?
 - b. Current
 - i. Excusable
 - ii. Non-Excusable
 - iii. Concurrent?
 - c. Potential
 - i. Excusable
 - ii. Non-Excusable
 - iii. Concurrent?
7. Non-Critical Delays (work NOT on critical path)
 - a. Any delays since the last meeting?
 - b. Current
 - c. Potential
8. Time Extensions
 - a. Requests by Contractor
 - b. Compensable
 - i. Granted
 - ii. Pending
 - c. Non-Compensable
 - i. Granted
 - ii. Pending
9. R/W and Utilities
10. Environmental
 - a. Regulated Materials
 - i. Stock Piles
 - ii. Handling
 - iii. MSDS/PPE
 - b. Regulated Wastes
 - i. Location
 - ii. Handling
 - iii. Documentation

REVIEW AND APPROVAL OF INVOICE REIMBURSEMENTS

- ④ THE LPA COORDINATOR (MATT KENDALL) WILL SEND THE LPA THE INVOICE TEMPLATE.

- ④ CM WILL FOLLOW UP ON ANY DISCREPANCIES OR UNUSUAL PAY QUANTITIES.

- ④ CM WILL REVIEW AND APPROVE THE “LOCAL LET SUMMARY AND PAYABLE INVOICES” FOR:
 - CONSTRUCTION CONTRACT WORK (CO)
 - CONSTRUCTION ENGINEERING AND INSPECTION WORK INCLUDING TESTING. (CE)

- COMPARE INVOICES WITH LPA’S REGULAR PAY ESTIMATES

- CM WILL WATCH FOR LPA’S WHO SIMPLY PAY ESTIMATED PLAN QTY’S.

REVIEW AND APPROVAL OF INVOICE REIMBURSEMENTS

- ① KEEP TRACK OF THE BALANCE OF EACH ENCUMBRANCE.
- ① CM CANNOT PROCESS THE INVOICE UNLESS THE \$ ARE ENCUMBERED.

REVIEW AND APPROVAL OF INVOICE REIMBURSEMENTS

- ① Submit One original invoice coversheet and 2 copies of backups.
- ① Submit Proof of payment of local share. (3rd party billing)
- ① Give 3-4 weeks for processing.
- ① CM will return signed invoice by e-mail.

REVIEW AND APPROVAL OF INVOICE REIMBURSEMENTS

- ① Invoice must show what pay items and quantities are being paid for each estimate/invoice.

FINAL INSPECTION

- ① Contact Tom Rossman for final inspection
- ① Office 937-497-6755 or tom.rossman@dot.state.oh.us
- ① Submit final invoice after final inspection is done

FINAL INVOICE

- THE CM WILL PROCESS THE FINAL INVOICE WHEN:
 - THE INSPECTION IS DONE
 - FINAL REPORT SUBMITTED
 - DBE AFFIDAVIT SUBMITTED
 - CHANGE ORDERS SUBMITTED

QUESTIONS/COMMENTS