

**OHIO DEPARTMENT OF TRANSPORTATION**

**LPA CONSTRUCTION UPDATES**

DIVISION OF CONSTRUCTION MANAGEMENT



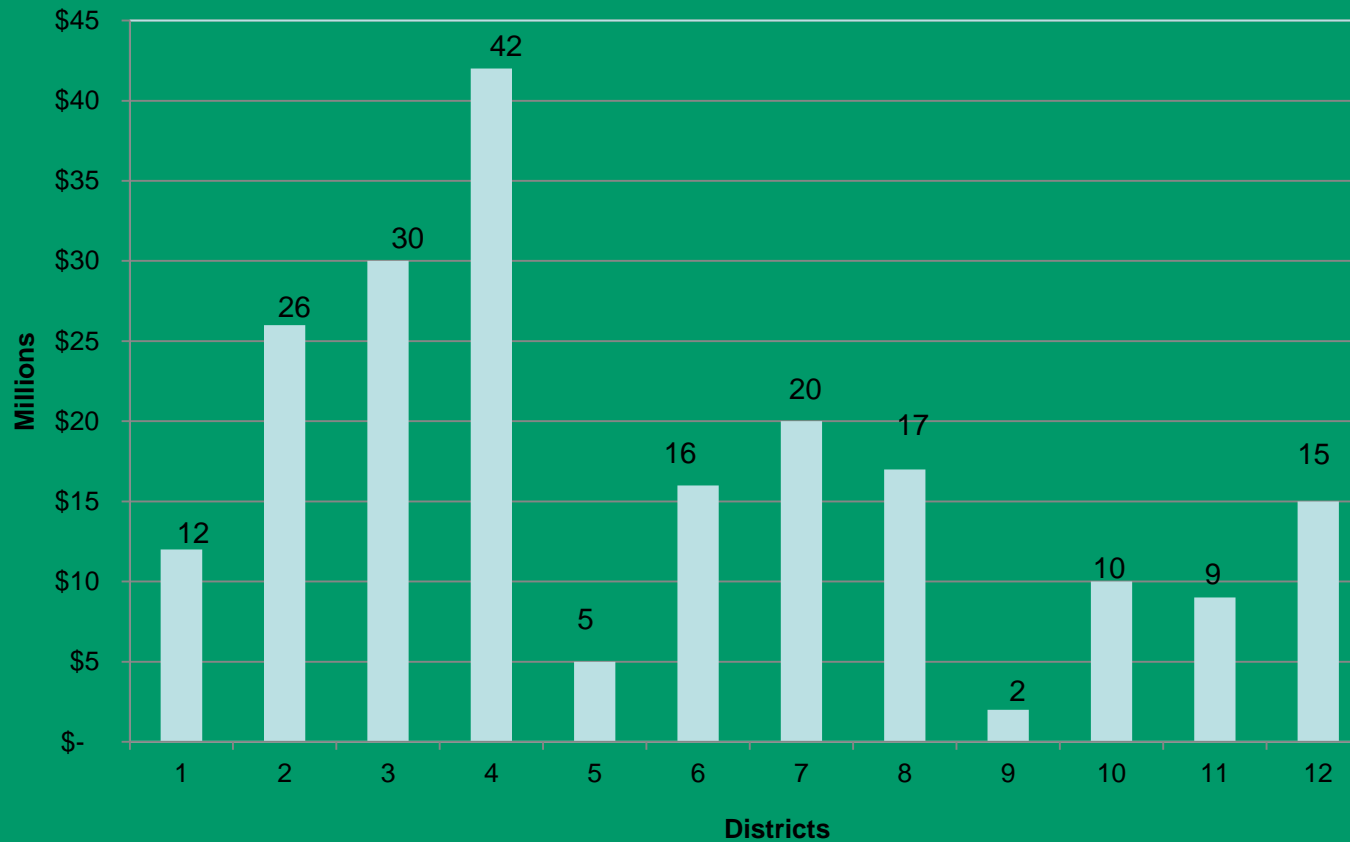
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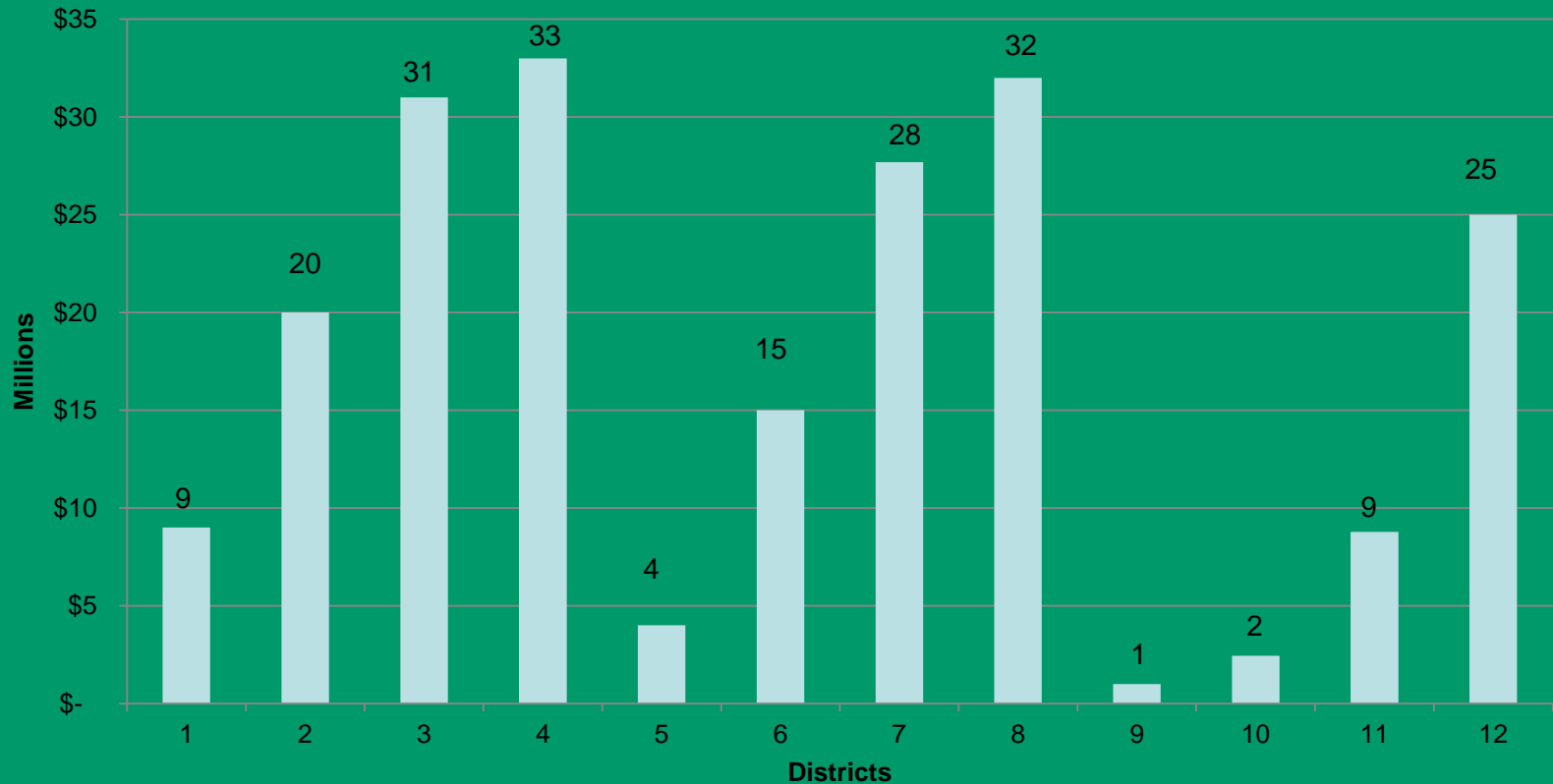
# LOCAL-LET PROGRAM FY2012

## LPA Projects State FY 2012



# LOCAL-LET PROGRAM FY2013

## LPA Projects State FY 2013



# DISTRICT CONCERNS

- ① LPA PROJECTS ARE NOT TRACKED IN CMS OR SITE MANAGER
- ① DISTRICTS REQUESTED A WAY TO QUERY ACTIVE LPA PROJECTS
- ① ONE WAY TO QUERY ACTIVE JOBS IS TO TRACK THEM THROUGH OUR ELLIS SYSTEM...BASED ON THE CONSTRUCTION DEFINITION OF ACTIVE!

# LOCAL-LET CONSTRUCTION SCHEDULE AND TRACKING

- ① THE CURRENT SYSTEM TRACKS DESIGN SCHEDULE
- ① PROPOSED TRACKING FOR CONSTRUCTION PHASES
  - ① PRE-CON MEETING
  - ① WORK START
  - ① PHYSICAL WORK COMPLETE
  - ① FINAL INVOICE PAID
  - ① FINAL INSPECTION REPORT
  - ① FINAL CHANGE ORDER
  - ① FINAL INVOICE PAID FOR BOTH CONSTRUCTION ENCUMBRANCE AND INSPECTION COSTS (CE)
  - ① LPA FINAL ACCEPTANCE (DATE THAT THE LPA SIGNS AND SUBMITS APPENDIX “P” WHICH IS NOW REQUIRED FOR FINAL INVOICE APPROVAL)
  - ① OPEN TO TRAFFIC DATE

# LPA CONSTRUCTION MONITOR'S SURVEY

- ① TOOL FOR DOCUMENTING ODOT'S OVERSIGHT
- ① GREAT WAY TO KEEP A RECORD OF THE PROJECT.
- ① CO DOCUMENTS THESE SURVEY REPORTS IN A SPREADSHEET. A TAB IS ADDED TO THE SPREADSHEET TO INCLUDE FOLLOW-UP INFORMATION TO ANY COMMENTS ON CONDITIONS NOTED: LACK OF DOCUMENTATION, MATERIAL TESTING, CERTIFICATION, CONSTRUCTION CONCERNS ETC.
- ① WHERE DEFICIENCIES ARE NOTED THE CM WILL PROVIDE SUPPORT TO CORRECT THE DEFICIENCIES AND WILL ALSO NOTIFY THE LPA IN WRITING OF SUCH DEFICIENCIES AND A TIMELINE FOR CORRECTIVE ACTION.

# ELECTRONIC LPA LOCAL LET PROJECT EVALUATION

- ① THESE MUST BE DONE FOR EVERY PROJECT AS THEY ARE AN IMPORTANT TOOL BOTH FOR THE LPA AND ODOT
- ① ELECTRONIC SO AVAILABLE TO REVIEW BY DISTRICT AND CENTRAL OFFICE STAFF
- ① THESE EVALUATIONS ARE A GOOD TOOL TO REFERENCE FOR FUTURE PROJECTS
- ① COMING SOON!

# BEST PRACTICES

- ① 1. CREATE SPREADSHEETS AND CHECKLISTS TO HELP TRACK AND ORGANIZE SUBCONTRACTORS, PAYROLLS, EEO & DBE SUBMITTALS, ETC.
- ① 2. SET UP A PROCESS TO CROSS CHECK ANY STATEMENT BEFORE YOU PAY THE ESTIMATE.
- ① 3. MONITOR COMPLIANCE OF MATERIALS. THERE SHOULD BE AN EASY TO FOLLOW TRAIL ALL THE WAY TO THE INSPECTOR'S DAILY REPORT TO THE PAY RECORD TO THE ESTIMATE. IT MUST BE CLEAR THAT THE LPA CHECKED FOR APPROVED MATERIALS BEFORE PAYING THEM -



# BEST PRACTICES

- ④ 4. LEAVE TRACKS. MAKE CHECK MARKS. DATE AND INITIAL IF YOU CHECKED IT. THIS IS TRUE FOR APPROVALS, PAYROLLS, PAY RECORDS, IDRs, WHATEVER. MAKE IT CLEAR THERE IS OVERSIGHT.
- ④ 5. ENCOURAGE THE USE OF ODOT OR SIMILAR FORM FOR THE INSPECTOR'S DAILY REPORT.

# BEST PRACTICES

- 6. CHANGE ORDERS REQUIRE PROOF OF INDEPENDENT ANALYSIS AND MUST ALSO ADDRESS TIME. MAKE SURE THEY KNOW TO DOCUMENT ANY VERBAL “GO AHEAD” AND PUT IT IN THE FILE (E-MAIL, IDR, NOTE TO FILE, PHONE MEMO).

# BEST PRACTICES

- 7. BE SURE ALL DOCUMENTATION ON YOUR PROJECT ENDS UP IN ONE PLACE. THIS INCLUDES PHOTOS, PHONE RECORDS, AND E-MAIL.
- 8. DOCUMENTATION IS PART OF THE REQUIRED PROJECT WORK. DON'T PAY THE LAST ESTIMATE UNTIL YOU HAVE ALL THE REQUIRED PAPERWORK.

# QUESTIONS

