

**STATE CONSTRUCTION OFFICE
BUSINESS PLAN - November 2020**

MISSION	The Department will provide a safe transportation system that ensure the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities.						
VISION	As one FDOT team, we serve the people of Florida by providing a transportation network that is well planned, supports economic growth, and has the goal of being congestion and fatality free.						
VALUES	Integrity, Respect, Commitment, One FDOT, Trust, Customer Driven						
VITAL FEW	Attract & Retain, Safety, Mobility, Technology						
BUSINESS AREA	OBJECTIVES	FDOT MISSION OR VITAL FEW TOPIC	ACTIVITIES	PERFORMANCE INDICATORS	TARGETS	PERSON(S) RESPONSIBLE	
Construction Support	Support Statewide goals for accomplishing the Work Program	Safety	CPAM chapters update.	CPAM chapters submitted on time to the Policy & Procedures Management Office.	100% changes submitted by 01 OCT 2020.	State Construction Engineer	
			QA critical requirements and QC guidelists update.	Critical requirements and guidelists updated on time.	100% critical requirements and guidelists published by AUG.		
			Specifications update.	Specification changes submitted on time to the Specifications Office.	100% changes submitted on time by the date required by the Specifications Office.		
	Support Statewide goals for accomplishing the Work Program	Safety	Conduct required Process Reviews to assist the Districts compliance with Statewide policies and procedures for Drainage and Environmental specialty areas.	Conduct reviews in accordance with CPAM and present findings report to management.	Present findings report within five working days of the Process Review closeout meeting.	State Construction Engineer	
			Review, maintain, and update CPAM Chapters.	Submit promptly in accordance with standard procedure for online review and comment period.	All yearly revisions submitted by 01 AUG 2020.		
			Review and Develop specifications in specialty areas	Keeps apprised of and informs management of proposed changes to specifications in specialty area. Keeps apprised of any issues in specialty area and proposes changes to specifications as needed. Actively engages others in the development of specifications and works with the State Specifications Office throughout the specification's development process.	Submit all revisions in accordance with the Publications Development Schedule.		
	Continue Outstanding Customer Service	Safety, Technology, Mobility	Meet with industry representatives to gather input on improving asphalt and concrete pavement construction operations.	Attendance at FDOT/ACAF Executive Board Member meetings.	Attend an FDOT-ACAF Board Meeting once per year.	State Construction Engineer	
				Frequency of attendance of industry conferences, conventions, and symposiums.	Attend ACAF Conference, ACAF Convention Round Table, and FTBA Construction Conference.		
	Improve Training to Districts, CEI's, and Contracting Industry	Safety, Technology, Mobility	Provide technical presentations about asphalt and concrete pavement construction. To enhance asphalt and concrete pavement knowledge.	Presentations made at conferences, conventions, symposium, and meetings.	Provide 2 presentations each year at conferences, conventions, symposiums, or meetings.	State Construction Engineer	
				Frequency of attendance of industry meetings	Attend two (asphalt or concrete pavement) Industry meetings each year. (Flexible Pavement Committee Meeting, Rigid Pavement Committee Meetings, FC&PA Meetings, etc.).		
Alternative Contracting	Update the Design Build Push Button Process	Safety, Mobility	Maintain, update and create Special Provision for Push Button contracts (DB or BB).	RFPs published with all applicable Special Provisions included.	Push Button Special Provisions updated by January 202	Alternative Contracting Section	
			Develop separate guidance for DB Push Button and BB Push Button projects.	Number of pay items included in MPIL reduced.	DBPB RFP/MPIL revised and published by July 2021		
			Initiate DBPB Task Team meetings with Industry to identify issues with the process.	Initiate DBPB TT Mteetings	Separate guidance for DBPB and BBPB implemented by January 2020		
	Update and enhance TRC training	Safety, Mobility	Improve the current TRC CBT. Develop outline of training points SCO would like to see covered in the District TRC training. Reach out to Districts to find out who will deliver the training.	Update the DBPB RFP based on task team recommendations.	Update RFP by December	Update RFP by December 2020	Alternative Contracting Section
				Improve the current TRC CBT.	Industry feedback.	Updated CBT information to Training Section by September 2020.	
				Develop outline of training points SCO would like to see covered in the District TRC training.	TRC feedback on quality of the training.	Outline to Districts by July 2020.	
	Continue providing guidance and direction on the Design Build Process	Safety, Mobility	Finalize DB Procurement and Administration Procedure.	Review and update DB Specifications.	DB Specifications reviewed and published.	DB Specifications reviewed within 10 days of request from Specs. Office	Alternative Contracting Section
				Advertisement/RFP review by ACS.	Review times for Ad/RFP reduced.	Ad/RFP reviewed within 14 days of receipt.	
	Continue and augment customer service	Safety, Mobility	Tracking Innovative Contracting Statute.	Tracking Innovative Contracting Statute.	Innovative Contracting Statute cap not exceeded.	Innovative Contracting Statute cap report generated and reviewed monthly.	Alternative Contracting Section
				Tracking DB procurement events	Report feedback from Districts to SCO.	Report annually to State Construction Engineer and Director of Construction.	

<p align="center">Contractor Prequalification</p>	<p>Monitor Contractor Performance</p>	<p>Safety, Mobility</p>	<p>Timely grade Contractor Performance.</p>	<p>Final CPPR grade in the system Standard: 75 % of contracts, final accepted during each quarter, in the system with 45 calendar days.</p>	<p>Quarterly</p>	<p>DCE at each District Level / Prequalification Specialist at CO.</p>
<p align="center">Training</p>	<p>Ensure a well-trained work force</p>	<p>Attract & Retain</p>	<p>Develop and provide Contract Administration Training</p>	<p>All Resident Engineers and Project Administrator to attend this training (Construction Academy)</p>	<p>Quarterly training provided, once in each of four regions yearly</p>	<p>State Construction Training Administrator</p>
		<p>Technology</p>	<p>Maintain technical expertise through training</p>	<p>Employee Survey Score for SSPO. Educational / training opportunities.</p>	<p>Opportunity for every employee to attend at least 8 hours of training each year. No employee survey "Work Environment" scores of 0.</p>	<p>State Construction Training Administrator</p>
		<p>Safety</p>	<p>Provide Safety Awareness Training</p>	<p>100% of Department's inspection staff – CTQM 11 requires FDOT Construction Employees involved in construction activities to take Construction Safety Awareness Training.</p>	<p>CTQM 11 – All Construction Employees must complete Construction Safety Awareness Training as it relates to their assigned duties and activities. This training must be completed within the first year of the employee's hire.</p>	<p>State Construction Training Administrator</p>
		<p>Safety, Mobility</p>	<p>Develop clear procedures and processes</p>	<p>The Construction Training and Qualification Manual is reviewed and updated</p>	<p>5 or 6 of the CTQM chapters are reviewed and updated annually</p>	<p>State Construction Training Administrator</p>
		<p>Technology</p>	<p>Develop and maintain training materials</p>	<p>Review and update CTQP Instructor led training materials Review and update CTQP Computer Based Training materials Create new training materials as needed</p>	<p>Review materials every three years to ensure they meet current specifications Review materials every three years to ensure they meet current specifications As specifications require new methods of construction, develop training that ensures proper inspection of that construction</p>	<p>State Construction Training Administrator</p>
<p align="center">Wage Rates</p>	<p>Wage Request Delinquency</p>	<p>Safety, Mobility</p>	<p>Develop and administer plan for recovery of delinquent requests. Track and monitor receipt of delinquent requests. Work with USDOL to recover delinquent requests.</p>	<p>CRM retains record of delinquent requests. Response time to recover simultaneous with current year conformance response. Reduction to Elimination of District secondary response requests.</p>	<p>Develop and administer plan for recovery of delinquent requests. Response time to recover simultaneous with current year conformance response. Track and monitor receipt of delinquent requests.</p>	<p>State Compliance Administrator</p>
	<p>OJT</p>	<p>Safety, Mobility</p>	<p>Develop plan for improving current OJT process. Work with Districts on furthering new Pilot program. Report outcomes.</p>	<p>Projects mandated OJT requirements based on size. Required number of hours to complete. Tracking graduates. Report Outcomes.</p>	<p>Conformances received on time with low error ratio. Response time to implement an Approved or Disapproved request for a given contract.</p>	<p>State Compliance Administrator</p>
	<p>Prison Labor</p>	<p>Safety, Mobility</p>	<p>Develop and administer plan for increasing available construction employees throughout state. Discuss with FHWA to develop a plan for current regulation and or improvement of No Prison Labor.</p>	<p>Advocate statutory changes to include allowance for ending term incarceration or trustee work release program.</p>	<p>Incarcerated are in final months of sentence. Conviction is for non-violent offenses.</p>	<p>State Compliance Administrator</p>

Final Estimates	Update Fuel Factors for Asphalt, Earthwork and Base Pay Items	Enhances economic prosperity by providing fair and accurate payment to our Contractors.	Update the new factors within resources and payment applications.	Implementation of new Factors	Jul-20	Construction Final Estimates Engineer
	Support Districts in Monthly and Final Estimate processing	Enhances economic prosperity by providing fair and accurate payment to our Contractors.	Updating CPAM Sections	Review and incorporate any changes due to specifications updates and/or providing necessary clarifications to procedures and guidance documents	Annually	Construction Final Estimates Engineer
			Updating Review and Administration Manual			
			Updating Final Estimates guidelist			
	Ensure Quality of CEI	Enhances economic prosperity by providing accurate and timely payment to our Contractors.	Make accurate and timely Final Payment	Perform Process Reviews	Quarterly	Construction Final Estimates Engineer
Perform Quality Control Reviews				30%/60%/90% Complete	District Construction Engineer	
Assess Contract Duration	Safety, Mobility	Evaluate the historic contract durations based on work type, budget size, location, etc. to aid in the evaluation of current production rates. Establish allowable contract durations based on statewide and context-specific production rates. Develop and deliver training to the Districts	Review all pay item group types	The Certified Final Estimate shall contain: Average absolute change less than 0.5% of the Present Contract Amount due to PAR Review; and Less than 200 calendar days have lapsed from the Final Acceptance to the Project Passed	Monthly progress meetings with CEI Consultant	Construction Final Estimates Engineer / State Construction Engineer/ Director
					Publish new rates & training by December 2020.	
					After rate revisions are complete, conduct quarterly meetings with District Schedulers to evaluate the need for future revisions.	
Systems Section	Implement AASHTOWare Cloud Hosted Construction Management System (PrC)	Technology	Devise and execute a strategy to migrate legacy construction data into the new cloud hosted system.	Data migrates in an efficient manner. Errors anticipated during migration corrected with a data one-shot.	All active contracts + inactive contracts dating back to 1/1/2013 migrated over a weekend.	PrC Project Manager – OIT
		Technology	Retrofit legacy systems and reports that connect to new cloud hosted data.	Legacy system function as before using new data sources.	All systems & reports 100% accurate	PrC Project Manager – OIT & Systems Manager - OOC
		Technology	Schedule and perform virtual training for users from each district. Establish Subject Matter Experts in each district to provide a first-line of assistance to users.	Users demonstrate a level of competency to administer construction work-plan	All active users receive training	Systems Manager – OOC
		Technology	Provide a data cross-walk between older data structures and new Cloud-Hosted SQL data	Developers are able to readily identify tables and fields in the new data structures for system development and reports	Systems developers and report creators	PrC Project Manager - OIT
Implementation of 2 nd Generation e-Construction System	Technology	Host face-to-face meeting with PSSP administrators. Collect feedback on needs of e-construction	Identify and confirm needs of e-construction system	Completed scope and requirements document for further development of 2nd Generation e-construction system	e-Construction Task Team.	
	Technology	Complete and submit a Technology Proposal.	Technology proposal approved by the Joint Directors and OT / IT.	2nd Generation e-Construction System under development 1st 1/4 of FY21/22	e-Construction Task Team.	
Satisfaction Surveys of Property and Business Owners Located in Construction Zones	Safety & Mobility	This survey, conducted by FSU Survey Research Laboratory, was undertaken to gather the opinions and experiences of those businesses	Survey is conducted Annually with a mix of 3 Ongoing and 2 Completed projects per district with as many as 500 surveys sent per project	Response rate at or greater than 15% (response rates are typically much lower)	FSU Staff	
	Safety & Mobility	Identify construction projects	Response rate from surveys	Positive response on completed projects	Construction Systems Implementation Specialist	
	Safety & Mobility	Mail out surveys	Responses from businesses & property owners	Relevant information from responses transmitted to project personnel in real time.	Construction Systems Implementation Specialist	
Facilitate Dispute Review Board	Safety & Mobility	The role of the Dispute Review Board is to provide specialized expertise in technical areas and in administration of construction contracts to assist the Department of Transportation and the Contractor in resolving disputes in a timely and equitable manner.	Regional DRB agreements are excited on an Annual basis. Statewide DRB agreements are executed every two years.	Regional DRB members identified November – December annually	Construction Systems Implementation Specialist	
	Safety & Mobility	Identify Boards members	Selection of Members	Regional Agreements executed no later than December 31 each year.		
	Safety & Mobility	Coordinate with FTBA and FDOT Director, OOC	Executed agreements	State-wide DRB members identified November – December bi-annually.		
	Safety & Mobility	Acquire completed / executed agreements	Post results on internet.	State-wide Agreements executed no later than December 31 of the biennium.		
Implementation of 2nd generation Construction Information Monitoring (CIM) System.	Technology	Continue User Acceptance Testing (UAT)	All critical bugs identified and fixed.	Clear for implementation	DS2 (Vendor), CIM Project Manager – OIT & Systems Manager - OOC	
	Technology	Implementation over weekend.	Successful user test during implementation.	New system online.		