



# Florida Department of Transportation

JEB BUSH  
GOVERNOR

605 Suwannee Street  
Tallahassee, Florida 32399-0450


THOMAS F. BARRY, JR.  
SECRETARY

May 13, 1999

**THIS MEMO IS EXPIRED**

## MEMORANDUM NO. 15-99

**TO: DISTRICT CONSTRUCTION ENGINEERS**

**FROM:**   
Greg Sanders, State Construction Engineer

**COPIES:** Charles Goodman, Archie Montgomery, Area Engineers, Susan Rentz

**SUBJECT: CONSULTANT CEI SCOPES**

The contractor's schedule for construction of a project is an integral requirement on all of our construction projects. To improve the administration of the project we are now requiring the project personnel to take an active part in reviewing the schedules. Project personnel will be responsible for being able to read, interpret, and review the schedules provided by the contractors. They will also be responsible for using the contractor's schedule for the purposes for which it is intended.

Please instruct your Consultant CEI Program Managers to include the attached scope language in your district's standard scope for CEI consultant services. CPAM Chapter 1, Section 1, Scheduling Process, will be updated to reflect the responsibilities being placed on the project personnel.

GAX/js  
Attachment

## Consultant CEI Scope Language

### Initial CPM Review and Validation

The Consultant will analyze the Contractor's CPM Schedules for completeness and flow of activities, assuring that this schedule meets the requirements of the contract documents. This overview will validate that the schedule is functional, that the information provided is reasonable, and that the contractor's plan for completing the project within the allowed contract time, or earlier, is reasonable.

Provide the Contractor a written review that identifies any significant omissions, improbable activity durations, or errors in logic. Provide recommendations that are pertinent to the planning and scheduling of the project work and completion of the project within the allowed contract time to the Construction Project Manager.

### Monthly Progress Review

The consultant will assure the contractor complies with all requirements for periodic schedule updates. The consultant will provide a review of the schedule updates within 15 days to determine whether they accurately represent project progress. All changes will be reviewed. The consultant will identify and document any existing or future problems and require the contractor to divulge in writing what the Contractors plans are for preventing or resolving these. The consultant is required to prepare minutes of this meeting.

### Contract Modifications

The consultant will assure that any contract modifications have a basis in the latest approved schedule and that any contract modifications are reflected in the next version of the contractor's schedule.

### Planning

The consultant will work with the contractor on establishing a Two-week look ahead schedule, indicating expected contractor work, for discussion at the regular progress meetings. The anticipated work activities will be reviewed with all affected utility companies. The consultant will use the look ahead schedule of anticipated work to determine whether the contractor's near term plan will resolve or mitigate any previously unanticipated conflicts or issues.

### As Built Plan

The consultant will assure that the contractor constructs an accurate as-built construction schedule by using the daily diaries to check as-built data submitted by the contractor.