

General JPA Construction Phase Requirements

- n **CEI can be completed by a Consultant or by qualified Agency staff. Off-system CEI does not require FDOT pre-qualification. If CEI is to be completed with Agency staff, reimbursement will require specific time sheet accounting on a project basis as well as a breakdown of each employees “loaded rate”.**
- n **Off-system construction can be completed with Agency staff (force account), reimbursement will require specific time sheet accounting on a project basis as well as a breakdown of each employees and equipment “loaded rates”.**
- n **FDOT must be invited to pre-construction meeting, if applicable.**
- n **FDOT must be invited to Construction Progress Meetings and be provided meeting minutes of all construction meetings.**
- n **If any Change Orders are proposed, FDOT must review and approve them PRIOR to their execution in order for the work to be considered reimbursable.**
- n **FDOT must review and approve any significant modifications to the plans during construction in order for the work to be considered reimbursable.**
- n **FDOT must be invited to the substantial completion and final completion field reviews.**
- n **FDOT must complete a final inspection and acceptance of the project before the final invoice will be paid.**
- n **FDOT must receive the Agency signed Certificate of Completion and as-built plans before the final invoice will be paid.**

Off-System Projects (Ph. 58 Construction – State/Local Funds)

Generally, I will attend the pre-construction meeting and obtain the minutes and schedule. Attendance at the meeting helps determine the level of interim involvement which will be required and if any commitments are made which will need to be monitored. I require to be invited to Construction Progress Meetings and that I be provided minutes of these meetings. Generally I do not attend these meetings unless there is a specific issue which I have been requested to assist on. In addition to the Progress Meeting minutes, I am provided general updates during routine coordination with Agency staff. I do not get involved with Shop Drawing review or approval. I am not necessarily involved in every RAI unless there is a significant plan modification required and/or there is contract price involvement. I review and approve all Contract Change Orders prior to

execution by the Agency. I have allowed the Local Agency to determine what constitutes additional contract days and when Liquidated Damages should apply. I have not required a final Change Order to reconcile quantities at the conclusion of a project to account for the Over/underruns.

Depending on specific project locations, I will perform site visits when I am in the general area for other meetings. But there are numerous projects in the rural Counties which are off the beaten track. Some of these projects I may not actually visit until the substantial or final completion inspection. Once again, my involvement and number of site visits is subjective based on project scope and issues.

The Local Agency notifies me when the substantial completion inspection is scheduled. Depending on my schedule (and project scope) I may attend this inspection with the Contractor and the Local Agency. Regardless, I am provided a "punch list" of deficiencies found.

I am also invited to the final inspection with the Contractor and Local Agency. Depending on my schedule, I may attend this meeting or as an alternative I will complete an independent final inspection. I try to coordinate my travel with other meetings to minimize my travel time and expense. Regardless, my final acceptance and final field reviews occur sometime between substantial and final completion. If I find issues, I will try to document the issue is resolved through photos or in the rare occurrence, another field inspection is required to officially accept the project.

The Local Agency must provide signed and sealed as-built drawings. Also, as an exhibit to the JPA agreement, they must also complete a Certificate of Completion which requires the Local Agency to endorse that the project was completed as per the requirements of the JPA Agreement and endorsed by a Florida P.E. that the project was completed as per the approved plans and specifications, unless noted in the as-built.

When reimbursement requests are made, Contractor invoices and associated progress reports have already been reviewed and approved by both the Local Agency and Local Agency CEL. I review the construction progress meeting minutes, any supplied progress reports and the project schedule to ensure consistency with the work reported complete to the dates of invoice. Additionally, the reimbursement requests are reviewed to ensure that only reimbursable items per the agreement are being requested. For instance, items such as utilities are generally not reimbursable or the Department may only be participating in a portion of a larger Local Agency project.

Ops Center Responsibilities:

Off-System JPA Projects

- n Assign a Project Oversight as a Construction Project Manager/Liaison
- n Attend Pre-Construction Meeting

- n Keep up with progress meeting minutes
- n Review and approve S.A.'s and Work Orders prior to execution by local agency to verify reimbursement
- n Review and approve major design changes
- n Perform periodic drive-throughs of project to monitor progress
- n Review and approve monthly invoices based on project progress to date
- n Attend substantial completion and final completion walkthroughs if available
- n Obtain Certification of Completion from local agency and as-built plans prior to final invoice payment

On-System Projects (Ph. 58 Construction – State/Local Funds)

Basically, the method is the same as the off-system projects, except:

Local Agency CEI for on-system projects must be FDOT pre-qualified. The appropriate Operation Center is notified in advance of the pre-construction meeting and their participation is requested. This person is then notified and requested to attend construction progress meetings. The Local Agency CEI is directed to have MOT Plans approved through the Operation Center. The Local Agency CEI is responsible to update the Operation Center with Road Watch updates as appropriate. The Local Agency is directed to coordinate signal work with appropriate Operation Center staff. Final inspection, coordinated through me, is performed with Operation Center designee and District Maintenance designee.

On CIGP funded projects, FDOT Connection Permits are still required, construction monitoring has been left to the Permit Office and final acceptance is based on the permit being closed.

Ops Center Responsibilities:

On-System JPA Projects

- n Assign a Project Oversight as a Construction Project Manager/Liaison
- n Attend Pre-Construction Meeting
- n Review and approve MOT plan
- n Ensure Roadwatch updates are provided by local agency
- n Attend weekly progress meetings
- n Review and approve Work Orders/S.A.'s prior to execution by local agency to verify reimbursement
- n Review and approve major design changes
- n Review and approve monthly invoices based on project progress to date
- n Attend substantial completion and final completion walkthroughs
- n Obtain Certification of Completion from local agency and as-built plans prior to final invoice payment

Local Agency Program (LAP) Projects (Ph. 58 Construction – Federal Funds)

Ops Center Responsibilities:

- n **Still handled completely by the District General Engineering Consultant - Charles Reed and his team. These projects are managed by Charles in strict accordance with the LAP Manual.**
- n **Ops Engineer (or delegate) must review the project at Final Acceptance**
- n **Ops Engineer must initial the Local Agency Program Final Inspection and Acceptance of Federal-Aid Project Form before DCE Signature**