Process Control System - Post Design Services

Process Number/Name: Post Design Services Mapping Process

Primary Customers: Construction Project Manager, Construction Engineering & Inspection
Primary Regulators: Construction Engineering & Inspection, Design Project Manager, Engineer of Record, Construction Project Manger, Construction Contractor, Legal

Customers Valid Requirements: Timely and accurately support the construction team with reviews, responses and communication
Documentation: Requests for Information, Requests for Modification, Revisions, Submitals, Errors & Omissions, Drawings, and Specifications

Regulator's Valid Requirements: Contract documents and FDOT criteria

Input(s): Changes, Inquiries, Errors or Omissions, Submittals

Supplier(s): Construction Contractor, Construction Project Manager, Construction Engineering & Inspection, Design Project Manager

Flow Chart

DEPT./PERSON / STEP/TIME	Design Project Manager	Engineer of Record	Construction Engineering and Inspection	Construction Project Manager	Construction Contractor	LEGAL DEPARTMENT

Process Measures / Quality Measures	Control Limits / Specs / Targets	Checking Item / What is to be checked?	Timeframe (Frequency) / When to check?	Responsibilty / Who will check?	Contingency Plans / Actions req'd for exception?	Miscellaneous Information: - Abbreviations - Procedure Reference - Notes, etc.
Varies per Issue Need	100%	Per Process	As Needed	All Parties		CEI - Construction Engineering & Inspection EOR - Engineer of Record FDOT PM - FDOT Design Project Manager FDOT CM - FDOT Construction Project Manager
All Issues Resolved	100%	Team Performance	At 25-33% of Dollars	All Parties		

Note: To be determined at the Pre-construction Meeting

Process Owner Approval:_____ Date:_____ Date:_____ Rev#:____ Rev Date:_____

Process Control System - Design-Bid-Build Shop Drawings

Process Number/Name: Design-Bid-Build Shop Drawings Mapping Process

Primary Customers: Construction Engineering & Inspection, Design Project Manager, Engineer of Record, Construction Project Manger, Construction Contractor, Legal
Primary Regulators: Construction Engineering & Inspection, Design Project Manager, Engineer of Record, Construction Project Manger, Construction Contractor, Legal

Customers Valid Requirements: Timely and accurately support the construction team with reviews, responses and communication
Documentation: Requests for Information, Requests for Modification, Revisions, Submitals, Drawings, Errors and Omissions, and Specifications

Regulator's Valid Requirements: Contract documents and FDOT criteria

Input(s): Changes, Inquiries, Errors or Omissions, Submittals

Supplier(s): Construction Contractor, Construction Project Manager, Construction Engineering & Inspection, Design Project Manager

Flow Chart

DEPT./PERSON / STEP/TIME	Design Project Manager	Engineer of Record	Construction Engineering and Inspection	Construction Project Manager	Construction Contractor	LEGAL DEPARTMENT

Process Measures / Quality Measures	Control Limits / Specs / Targets	Checking Item / What is to be checked?	Timeframe (Frequency) / When to check?	Responsibilty / Who will check?	Contingency Plans / Actions req'd for exception?
Accurate & Complete	100%	Concurs with Specs	As needed	CEI	
Accurate & Complete	100%	Concurs with Specs	As needed	EOR	
Accurate & Complete	100%	Concurs with Specs	As needed	CEI EOR	
Accurate & Complete	100%	Concurs with Specs	As needed	EOR	
Complies with RFP & Specs	100%	Concurs with Specs	Per RFP	CEI	

Miscellaneous Information

- Abbreviations
- Procedure Reference
- Notes, etc.

CEI - Construction Engineering & Inspection

EOR - Engineer of Record

FDOT PM - FDOT Design Project Manager

FDOT CM - FDOT Construction Project Manager

Process Owner Approval:_____ Date:_____ Date:_____ Rev#:____ Rev Date:_____

Process Control System - Design-Build Shop Drawings

Process Number/Name: Design-Build Shop Drawings Mapping Process

Primary Customers: Construction Engineering & Inspection, Design Project Manager, D-B Engineer of Record, Construction Project Manger, Construction Contractor, Legal
Primary Regulators: Construction Engineering & Inspection, Design Project Manager, D-B Engineer of Record, Construction Project Manger, Construction Contractor, Legal

Customers Valid Requirements: Timely and accurately support the construction team with reviews, responses and communication
Documentation: Requests for Information, Requests for Modification, Revisions, Submitals, Drawings, and Specifications

Regulator's Valid Requirements: Contract documents and FDOT criteria

Input(s): Changes, Inquiries, Errors or Omissions, Submittals

Supplier(s): Construction Contractor, Construction Project Manager, Construction Engineering & Inspection, Design Project Manager

Flow Chart

Process Measures / Quality Measures	Control Limits / Specs / Targets	Checking Item / What is to be checked?	Timeframe (Frequency) / When to check?	Responsibilty / Who will check?	Contingency Plans / Actions req'd for exception?	Miscellaneous Information: - Abbreviations - Procedure Reference - Notes, etc.
			As needed			CEI - Construction Engineering & Inspection
Accurate & Complete	100%	Concurs with Specs	As needed	CEI		EOR - Engineer of Record
Completeness	100%	Concurs with Specs	As Needed	Design PM		FDOT PM - FDOT Design Project Manager
Accurate & Complete	100%	Concurs with Specs	As needed	CEI		FDOT CM - FDOT Construction Project Manager
Accurate & Complete	100%	Concurs with Specs	As needed	CEI		
Completeness	100%	Concurs with Specs	As Needed	Design PM		
Complies with RFP & Specs	100%	Concurs with Specs	Per RFP	Design PM CEI		

Process Owner Approval:_____ Date:_____ Date:_____ Rev#:____ Rev Date:_____

Process Control System - Request for Information

Process Number/Name: Request for Information Mapping Process	**Primary Customers:** Construction Project Manager, Construction Engineering & Inspection **Primary Regulators:** Construction Engineering & Inspection, Design Project Manager, Engineer of Record, Construction Project Manger, Construction Contractor, Legal	**Customers** Valid Requirements: **Documentation:** **Primary Regulators:** Department Head, Transportation Development Liaison, Work Program, Professional Services, Legal	**Regulator's Valid Requirements:** Necessary, Federal Regulations and State Regulations, meets design criteria, timely, and complete documentation

Input(s): Change in scope, change in policy, time frame, PM schedule

Supplier(s): Contract Manager, Consultant, Sub-consultants

Flow Chart

DEPT./PERSON / STEP/TIME	Design Project Manager	Engineer of Record	Construction Engineering and Inspection	Construction Project Manager	Construction Contractor	LEGAL DEPARTMENT

Process and Quality Measures (QC/QA)		Checking / Measurement Monitoring				Miscellaneous Information
Process Measures / Quality Measures	Control Limits / Specs / Targets	Checking Item / What is to be checked?	Timeframe (Frequency) / When to check?	Responsibilty / Who will check?	Contingency Plans / Actions req'd for exception?	- Abbreviations - Procedure Reference - Notes, etc.
Accurate & Complete	100%	Concurs with Specs	As needed	CEI		CEI - Construction Engineering & Inspection EOR - Engineer of Record FDOT PM - FDOT Design Project Manager FDOT CM - FDOT Construction Project Manager
Accurate & Complete	100%	Concurs with Specs	As needed	EOR		
Accurate & Complete	100%	Concurs with Specs	As needed	FDOT PM		
Accurate & Complete	100%	Concurs with Specs	As needed	EOR		
Complies with RFP & Specs	100%	Concurs with Specs	Per RFP	CEI FDOT CM		

Note: If there is an impasse and the issue is not resolved at Red Friction Points then a group meeting is required. If not resolved, escalate to Construction Engineer and District Consultant Management Engineer/District Roadway Design Engineer

cc: Courtesy copy, no action required unless specifically requested.

Process Owner Approval:_____ Date:_____ Date:_____ Rev#:____ Rev Date:_____

Process Control System - Request for Modification

Process Number/Name: Request for Modification Mapping Process	**Primary Customers:** Construction Project Manager, Construction Engineering & Inspection **Primary Regulators:** Construction Engineering & Inspection, Design Project Manager, Engineer of Record, Construction Project Manger, Construction Contractor, Legal	**Customers** Valid Requirements: **Documentation:** **Primary Regulators:** Department Head, Transportation Development Liaison, Work Program, Professional Services, Legal	**Regulator's Valid Requirements:** Necessary, Federal Regulations and State Regulations, meets design criteria, timely, and complete documentation

Input(s): Change in scope, change in policy, time frame, PM schedule

Supplier(s): Contract Manager, Consultant, Sub-consultants

Flow Chart

DEPT./PERSON / STEP/TIME	Design Project Manager	Engineer of Record	Construction Engineering and Inspection	Construction Project Manager	Construction Contractor	LEGAL DEPARTMENT

Process and Quality Measures (QC/QA)		Checking / Measurement Monitoring				Miscellaneous Information
Process Measures / Quality Measures	Control Limits / Specs / Targets	Checking Item / What is to be checked?	Timeframe (Frequency) / When to check?	Responsibilty / Who will check?	Contingency Plans / Actions req'd for exception?	- Abbreviations - Procedure Reference - Notes, etc.
Accurate & Complete	100%	Concurs with Specs	As needed	CEI		CEI - Construction Engineering & Inspection EOR - Engineer of Record FDOT PM - FDOT Design Project Manager FDOT CM - FDOT Construction Project Manager
Accurate & Complete	100%	Concurs with Specs	As needed	EOR		
Complies with RFP & Specs	100%	Concurs with Specs	Per RFP	CEI		

Note: If there is an impass and the issue is not resolved at Red Friction Points then a group meeting is required. If not resolved, escalate to Construrction Engineer and District Consultant Management Engineer/District Roadway Design Engineer

cc: Courtesy copy, no action required unless specifically requested.

Process Owner Approval:_____ Date:_____ Date:_____ Rev#:____ Rev Date:_____

Process Control System - Revisions

Process Number/Name: Revisions Mapping Process

Primary Customers: Construction Engineering & Inspection, Design Project Manager, D-B Engineer of Record, Construction Project Manger, Construction Contractor, Legal
Primary Regulators: Construction Engineering & Inspection, Design Project Manager, D-B Engineer of Record, Construction Project Manger, Construction Contractor, Legal

Customers Valid Requirements: Timely and accurately support the construction team with reviews, responses and communication
Documentation: Requests for Information, Requests for Modification, Revisions, Submitals, Drawings, and Specifications

Regulator's Valid Requirements: Contract documents and FDOT criteria

Input(s): Changes, Inquiries, Errors or Omissions, Submittals

Supplier(s): Construction Contractor, Construction Project Manager, Construction Engineering & Inspection, Design Project Manager

Flow Chart

DEPT./PERSON / STEP/TIME	Design Project Manager	Engineer of Record	Construction Engineering and Inspection	Construction Project Manager	Construction Contractor	LEGAL DEPARTMENT

Process Measures / Quality Measures	Control Limits / Specs / Targets	Checking Item / What is to be checked?	Timeframe (Frequency) / When to check?	Responsibilty / Who will check?	Contingency Plans / Actions req'd for exception?	Miscellaneous Information / - Abbreviations - Procedure Reference - Notes, etc.
Contract Doc and Specs	100%	Resolves the issues	As Needed	EOR		CEI - Construction Engineering & Inspection EOR - Engineer of Record
Contract Doc and Specs	100%	Resolves the issues	As Needed	D/PM		FDOT PM - FDOT Design Project Manager
Contract Doc and Specs	100%	Resolves the issues	As Needed	EOR		FDOT CM - FDOT Construction Project Manager
Complies with RFP & Specs	100%	Concurs with Specs	Per RFP	CEI		

Note: Revision is prior to construction or modifications

If there is an impass and the issue is not resolved at Red Friction Points then a group meeting is required. If not resolved, escalate to Construrction Engineer and District Consultant Management Engineer/District Roadway Design Engineer

cc: Courtesy copy, no action required unless specifically requested.

Process Owner Approval:_____ Date:_____ Date:_____ Rev#:____ Rev Date:_____