



Florida Department of Transportation

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MIKE DEW
SECRETARY

DME MEMORANDUM NUMBER 18-03

DATE: November 1, 2018

TO: DISTRICT MAINTENANCE ENGINEERS

FROM: Rudy Powell, Jr., P.E., Director, Office of Maintenance 

COPIES: Kristin McCrary, P.E., Roadway Operations Engineer
Mike Soto, Program Resources Manager
Kirk Hutchison, Performance Management Manager
Fred Noble, P.E., State NPDES Administrator
Jeff Pouliotte, P.E., State Structures Maintenance Engineer
Jon Heller, Maintenance Rating Program and Roadside Manager
Chris Laughlin, Bridge Information Manager

SUBJECT: Hurricane Michael - Maintenance Rating Program, Rest Area/ Welcome Center/
Truck Comfort Station Inspections, and Quality Assurance Reviews

Hurricane Michael has impacted the Panhandle of Florida, primarily District 3, affecting roadway conditions and also affecting staff availability due to preparation and ongoing recovery activities. Due to these impacts, the following guidance is provided for the Maintenance Rating Program, Rest Area/ Welcome Center/ Truck Comfort Station Inspections, and Quality Assurance Reviews.

Maintenance Rating Program (MRP) First Period (July thru October)

The MRP First Period ended October 31, 2018. If a district completed the evaluation of all sample points, the resulting MRP score will be used. No exception is needed. If a district completed the evaluations of at least 50% of the sample points, the district may elect to accept the resulting MRP score or request an exception for the district, cost center, a facility type within a cost center, or county. If a district completed the evaluations of less than 50% of the sample points, the district may request an exception for the district, cost center, a facility type within a cost center, or county.

Submit requests for an exception to Kristin McCrary by Monday, November 5. If an exception is approved, the district shall not enter sample scores for that area. Before the reports are generated, the Office of Maintenance will deduct the mileage accordingly.

Maintenance Rating Program Second Period (November thru February)

Recovery is ongoing so the condition of the roadways and availability of staff at the start of the second period is not known at this time. Districts may request an exception for the district, cost center, a facility type within a cost center, or county when the status of the recovery is better known.

Submit requests for an exception to Kristin McCrary by Friday, January 11. If an exception is approved, the district shall not enter sample scores for that area. Before the reports are generated, the Office of Maintenance will deduct the mileage accordingly.

Rest Area/ Welcome Center/ Truck Comfort Station Inspections

If a district completed the October inspections, the resulting scores at each rest area/ welcome center/ truck comfort station will be used. No exception is needed. If a district did not complete the October inspections, an exception request may be submitted. Districts may request additional exceptions for rest area inspections when the status of the recovery is better known. Any exception does not alter the six month continuous performance measure.

Submit requests for an exception to Fred Noble by Friday, November 9.

Asset Maintenance Contracts

For MRP, if an exception is approved, do not assess retainage for the period the exception is granted and any deductions at year end will not include the period the exception is granted.

For Rest Area Inspections, if an exception is approved, do not alter the six month continuous performance measure. Calculate the six month average once six inspections have been performed. Deductions will be assessed as normal for failure to meet the six month average.

Quality Assurance Reviews (QAR)

Individual QARs such as warehouse and MRP teams may be rescheduled as needed on a case by case basis.

Other Inspections

There are other inspections that are required to be performed on a schedule that may be impacted due to the ongoing recovery efforts. Districts may request an exception for these inspections.

Submit requests for an exception to Kristin McCrary by Friday, November 9.

Should you have any questions concerning this memorandum, please contact Kristin McCrary at 850-410-5694.