

DISTRICT THREE DESIGN NEWSLETTER



Volume 10, Issue 2

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From the Editor's Desk

Larry Kelley, P.E., District Design Engineer



Get Everybody on Board!

I want to continue to discuss "Quality" every chance I get. Good quality practices are vital to the success of the DOT work program.

I would like to share with you a few negative experiences I encountered recently in private life. All of the experiences are good examples of organizations who advertise "quality" yet obviously don't have everyone on board with the program.

About 2 weeks ago I went to have some blood drawn for routine tests. As I sat waiting to be called, I noticed a big bulletin board advertising the company's quality initiatives. Slogans were displayed such as "First Impressions are Important", "We treat you like a friend" and "Positive Attitudes make a difference". So, I was all enthusiastic and felt that everyone I would encounter in that building would be alert and friendly. Wrong. The nurse would hardly mumble a response when I said "good morning, how are you today"? I finally made her talk, but she did not represent the company well.

Later in the week I took some family members to an open air restaurant on a lagoon in Panama City. It was a muggy day and I wanted a table by the water and under a ceiling fan. Only about 3 of 20 tables were already taken. The pretty young hostess started to jot something down as we walked up to her. After she finished writing I told her where we would like to sit and we all headed that way. But, we landed a couple of tables away from where I wanted to be. I questioned her and she mumbled some excuse. Since I did not want to embarrass anyone by insisting on another table, I accepted it. Just a few minutes later others were seated where I wanted to sit. I quickly realized the hostess was just lazy. She had already assigned us to a table and recorded it on her chart before we talked to her. She did not want to change the chart. Her laziness got in the way of serving the customer. She was not on board with the advertising the restaurant does concerning quality service.

The last experience I want to share concerns a nationally known health clinic.

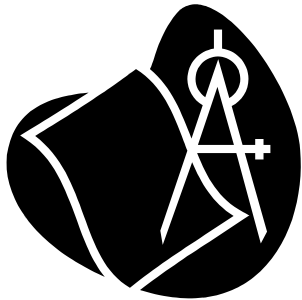
After one visit to the clinic there was some confusion over the schedule we had for the day. The staff and nurses worked it out and apologized, stating that their goal was for everyone's visit to the clinic to be perfect. For later visits that I tried to coordinate over the phone, I again experienced some confusion. I was passed from one administrative staff person to the next with only one in five persons over a two week period returning calls as they promised. Four of the five had no interest in their personal reputation or the reputation of the clinic.

It is a shame that hospitals, clinics, and restaurants are spending time and money on quality programs, yet everybody is not on board.

Don't assume that everyone is on board. I think everyone needs to perform Quality Assurance to determine what flaws exist in our organizations and quality programs. Don't let one bad apple ruin your hard work, your reputation and your future.

Insist that the customer help you identify your shortcomings, also. I know that if I were managing the restaurant, the hospital, or the clinic that I would want someone to tell me about any negative experiences like the one's I encountered.

Get Everybody on Board!



District III Quarterly Design Newsletter

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"The most wasted of all days is that in which we have not laughed."

Sebastien Roch Nicolas Chamfort

Supplemental Agreement Report—March/April

Larry Kelley, P.E., District Design Engineer

This is the Supplemental Agreement Report for the months of March and April 2005. The two (2) categories of supplemental agreements that are included in this monthly report are codes 001 and 101. This report is included in the Quarterly Design Newsletter as a tool to inform designers of errors and omissions that can lead to Supplemental Agreements and unnecessary costs to the public.

Below is a description of those areas and our responses:

Description Code 001: Subsurface material or feature encountered not shown in plans-assuming reasonable engineering judgment/processes used in plans preparation (i.e. muck, old piling, boulders, artesian springs, abandoned utility lines, etc.).

Reason: Improvements under this contract consist of bridge construction, drainage improvements, signalization and signing and pavement marking in Escambia County.

Subsequent to beginning work on this project the contractor encountered a buried retaining wall underneath the westbound approach of the existing bridge. Upon moving to the eastbound approach they also discovered a buried retaining wall.

Sheet 7 of the contract plans depicted these retaining walls as being removed to the top of the footing as part of a previous project. However, they had not been removed as shown. In order to install the MSE walls required for the proper construction of this bridge it was necessary that these walls be removed.

Increase = \$31,876.08

Response: This supplemental agreement was not the result of a design error.

Description Code 101: Necessary pay item(s) not included.

Reason: Improvements under this contract consist of new roadway construction, drainage improvements and barrier wall construction.

Subsequent to the commencement of construction it was discovered that Single Bullet Rail was placed in the contract plans by the designer but inadvertently left out of the pay item list. The Single Bullet Rail is called for by the contract plans to be placed atop the Traffic Barrier Wall and to be paid for separately. The contractor advised that a price for this item was not included in his bid package.

Increase = \$45,192.00

Response: This supplemental agreement was the result of a design error/omission. There was no premium cost assessed by the CEI.

Design Spotlight-Bessie Dickens

Larry Kelley, P.E., District Design Engineer

The Design Spotlight is on Bessie Dickens, supervisor of the Specifications Section in the Design Department

Bessie was born in Jesup, Georgia. She has 1 sister and 3 brothers. At the age of 10, Bessie, her mom, and siblings moved to Havana, Florida. After graduation from Havana High School in 1978, Bessie moved to Marianna, Florida.

Bessie joined the FDOT in 1980 and has worked in the Marianna Maintenance Warehouse, State Specifications Office in Tallahassee, District Three Construction and is currently in District Three's Specification Office in Design.

As expressed by Bessie, one of the highlights in her life was the birth of her son Garen in 1983. In 2001, Garen played on the Marianna High School football team and played in the State Championship game in "The Swamp" (Ben Hill Griffin Stadium) in Gainesville, where Bessie was the main cheerleader. Obviously, one of Bessie's passions is following her son's interests. Bessie also enjoys traveling, shopping, girls night out and reading.

We are fortunate to have Bessie in the Design Department. Her expertise and experience in "specifications" is very valuable in our quality values. Bessie is a quality person and a real "go getter".

One of Bessie's favorite quotes is: "Choice, not change, determines one's destiny."



Construction Notes Addressed

Alan Hagans, District Scheduling Specialist

The information below addresses (Contract Time on Full Service Contracts, Milled Material, Spring Break Dates and Hurricane Evacuation Note) frequently asked questions by Designers that the Construction Office would like to give some clarification on, and is therefore included in the District Three Design Newsletter.

1.) Full Service Contract Time Example Memorandum

Designers letter head

(EXAMPLE FULL SERVICE MEMORANDUM)

DATE: XXXXX
TO: Larry Kelley District Design Engineer
FROM: EOR/DESIGNER
COPIES: Design Project Manager, Specifications, District Scheduling Specialist, Preliminary Estimates, File
SUBJECT: Contract Time
 FPID No.: XXXXXX-X-XX-XX
 County: XXXX
 Description: XXXXX (Full Service Contract)
MODIFY INFORMATION AS NEEDED (EXAMPLE)

We have reviewed the above-mentioned project(s) in our office and offer the following recommendation for contract time:

The estimated time for construction on this project will be XX calendar days. There will be **no** additional time included for Utility Relocation/Adjustments for this project. Or there will be xx amount of days included on this contract for Utility Relocation/Adjustments, etc. as shown on the Utility Relocation Work Schedules and Utility Dependent Time Memo - whichever applies.

Note here if Flexible or Acquisition Time is required for the project.

If additional information is needed, please contact our office.

2.) Full Service (No Review) Contracts

CONTRACT TIME - FULL SERVICE (NO REVIEW) CONTRACTS

The following guidelines should be used when calculating Contract Time:

1. The EOR/Designer should set the Contract Time.
2. Use the latest production rates listed at the following website:
www.dot.state.fl.us/construction/scheduling%20eng/scheduling%20main.htm
3. Adhere to the guidelines in the Construction Project Administration Manual (CPAM) Chapter 1 Section 1.2.
4. At Phase III (90%) the Preliminary time should be set. The Time and the Documentation of the time should be submitted to the District Scheduling Specialist.
 - A. If additional utility time is identified (determined from the Utility Work Schedules) this time is shown in a separate paragraph in the Contract Time Memo and is included in the Contract Time.
 - B. Weather time is not considered in Contract Time calculations.
 - C. Acquisition time or flexible start time is not apart of the Contract Time.
 - D. All work activities that can be done concurrently should be covered in the construction schedule. (This includes any utility work that is listed on the Utility Work Schedule to be completed during construction.)

- E. Consider any special events noted in the plans when the Contractor is not allowed to work.
 - F. If Pay Item 710-90 (Painted Pavement Markings – final surface) is used, an additional 14 calendar days should be included in the time.
5. Changes to Contract Time after the Preliminary Contract Time has been set will require a Revised Contract Time Memo. This re submittal will require a new memo, calculations, and adjustments for the Maintenance of Traffic for each day items.
 6. The Project Manager, the District Design Engineer, the Scheduling Specialist, Specifications and the Preliminary Estimates Section should receive a copy of Revised Contract Time Memo.
 7. The information in the Contract Time Memo should not conflict with the insert information for the Special Provisions in the Specs Package.

3.) Milled Material

The Department requires the Designer to calculate the amount of Milled Material that would be used in the Shoulder Base (Providing that the RAP Base is an option in the Typical Section) plus the Amount that could be utilized in the Asphalt Mix (The amount in the Asphalt Mix is always considered). If this combined amount is **more** than what is Milled on the project, then there would be no excess to be stockpiled for the Department. However if these calculations are less, then the difference would be considered excess and would be stockpiled and retained by the Department at the location shown in the plans.

A pay item note for the milled material should include the location for the stockpiled material, a contact name and number for notification of delivery. (This should be coordinated with the local Maintenance Engineer.

Special Provision 3270001SP MILLING OF EXISTING ASPHALT PAVEMENT should be included in the Specs Package when there is milled material to be retained by the Department. The amount shown in the plans is the amount that should be inserted in the Special Provision.

This should be the normal procedure providing the Department does not have a Specific Need for additional Milled Material. If this is not the case and there is no excess after calculations, the note should state that the Contractor shall retain ALL Milled Material.

Note: The Designer may want to refer to the Standard Specification 334-2.5 (Use of Reclaimed Asphalt Pavement (RAP) Material with special attention to paragraph 334-2.5.1(3) in doing the Calculations for amounts used in the Asphalt Mix.

4.) Spring Break Dates

PLEASE USE THE FOLLOWING DATES FOR THE LANE CLOSURE RESTRICTION NOTE FOR SPRING BREAK IN PLANS.

Year	March
2003	14-30
2004	12-28
2005	11-27
2006	10-26
2007	09-25
2008	14-30
2009	13-29
2010	12-28
2011	11-27
2012	09-25

5.) Hurricane Evacuation Note

ALL LANES MUST BE REOPENED TO TRAFFIC WITHIN 12 HOURS AFTER RECEIVING NOTIFICATION OF A HURRICANE EVACUATION OR ANY OTHER CATASTROPHIC EVENT AND SHALL REMAIN OPEN FOR THE DURATION OF THE EVACUATION OR EVENT AS DIRECTED BY THE PROJECT ENGINEER OR PROJECT ADMINISTRATOR.

If you are all wrapped up in yourself, you are overdressed

-- Kate Halverson

Implementation of Security Measures

H.E. Prescott, District Secretary

New Security Measures were implemented at the District Office Complex on Monday, June 20, 2005. It is important that you read and understand the information below. Should you have any questions, you may contact Kevin Parker, District Facilities Manager, at 850-638-0250, extension 451.



- All exterior doors to buildings will be locked at all times with the exception of the front door of the Administration Building.
- All visitors will report to the Administration Building and sign in at the Security Desk. Visitors will receive a visitor badge, which must be worn while on the complex and returned to the security desk when they leave.
- Our security person will contact the appropriate employee(s) and/or office to let them know they have a visitor and confirm availability to meet. If available, the visitor will be directed to the appropriate office with the understanding that someone will immediately meet them.
- Visitors who have multiple appointments in different locations must have appropriate approval and assistance from each location.
- Under no circumstances should an employee grant access to anyone who is not wearing an identification badge.

Thank you for your cooperation and assistance as we implement these measures.

The Results are In

Jason Peters, Assistant District Design Engineer

Two years ago, the Department made the decision that, beginning with the July 2005 lettings, all projects would be submitted to Tallahassee in a fully electronic format. The Department began taking the necessary measures to ensure success in this new challenge. Programs were developed, procedures written, training provided, as well as changes in the Department's organizational structure occurred during this time.

Finally, with all the planning and preparations, we are now in the full implementation mode and the first results of our efforts are in. We are pleased to announce that District 3 was very successful in our July, August and September 2005 electronic submittals to Tallahassee. We would like to congratulate everyone involved and would like to commend those who took a proactive role in trying to get things right the first time. We would like to commend those that coordinated early with the District as well as commend the District's Plans Processing section for a job well done.

The information that we have received from the Plans Processing section is as follows: For July, District 3 submitted six projects to Tallahassee with 99.6% of the sheets complete and accurate. For August, District 3 submitted seven projects to Tallahassee with 99.8% of the sheets complete and accurate. For September, District 3 submitted five projects to Tallahassee with 100% of the sheets complete and accurate.

However, these projects did not arrive in the District with this level of quality. Of the 18 projects submitted, only two projects arrived in the District requiring little to no review effort by the Department. Several projects required 4-5 submittals to the District prior to being submitted to Tallahassee. Still, a majority of the projects arrived in the District with wrong FPID numbers, wrong state road numbers, sheets not electronically signed and sealed, missing certificate of authorizations, etc. This means that someone did not review these packages prior to submitting to the District for review.

Electronic Delivery is a new and evolving process and will require changes along the way. Errors due to changes in policy, procedure, or software will sometimes occur and can be tolerated, but not errors due to the lack of a quality control check.

As we have stated on several occasions (District 3 Design Conference, Design Newsletters, etc.), the Department is looking for firms who not only "talk the talk" but also "walk the walk". No matter how much we talk about quality, the level of quality performed, and the attention to details, the level of one's quality efforts is revealed in their electronic delivery package. It is the Department's intent to continue to utilize feedback from the Plans Processing section in order to determine those firms who are deserving of future project opportunities. So, we want to challenge you to take the required time and effort to perform a good quality review of those non-engineering details prior to submitting these packages to the District.