Florida Department of Transportation

DISTRICT THREE DESIGN NEWSLETTER

Inside this issue:

District 3 Quarterly Design Newsletter

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From the Editor's Desk - Do's and Don'ts of Staff Hour Estimation for Negotiations

Jason Crenshaw, Alaina Webb and Jess Glenn

Imagine this: Over the course of the past four to six months, you have pursued projects, been shortlisted, and competed for a project. Finally, it's the day for the final selection of your project. After hitting the refresh button on the procurement office website a thousand times, you are excited to see your firm's name next to that glorious number one ranking. The weight on your shoulders is lifted! You gasp a sigh of relief and sink down into your chair. WAIT!! Now is not the time to relax. You are now faced with finalizing the staff hour estimation forms. This is one of the most important forms you will submit for a project. When preparing staff hour estimation forms, there are several things you can do that will help to expedite the negotiations process (intended for initial contracts but some are applicable for supplemental agreements, plans update and post design services):

Do's:

- Download the latest staff hour guidelines and forms from http://www.dot.state.fl.us/projectmanagementoffice/Scope/.
- Review the scope of services and staff hour estimation forms to make sure all tasks required to complete the project are accounted for. If you proposed any innovative ideas or scope modifications during your interview/presentation, be sure to discuss these with your FDOT project manager before submitting the staff hours. Make a note of any changes that will need to be made to the scope of services and bring it to the attention of the FDOT person handling the negotiations.
- Fill out all information on the tabs in the staff hour estimation forms (project information, staff classifications, staff hour distribution percentages, etc.).
- Utilize the comments box. The comments box is your friend! Be descriptive, tell us your thoughts and show us the formulas you used to come up with the hours you are proposing for each task. This is the best way to justify the hours you are proposing.
- Combine all staff hours for the prime and sub-consultants into one file. Provide staff hour summary and fee sheet tabs for all sub-consultants. It is helpful to rename these tab sheets to include the sub-consultants name (i.e. "Staff Hour Summary – Firm Name" and "Fee Sheet – Firm Name").
- Review staff hour spreadsheets and automated fee proposal (AFP) prior to submittal. Make sure they match with regards to rates, hours and fees.

(Continued on page 2)

Do's and Don'ts...(Continued from page 1)

- Send all information (staff hour estimation forms, AFP, operating margins, etc.) to your contract manager. They will send it to the FDOT negotiator.
- Remember that the staff hour guidelines are just guidelines and they may or may not apply for every task.

Don'ts:

- Overwrite any formulas in the staff hour estimation forms or hard code hours into any cells that have a font color of black (i.e. "Total Hours" column found on the activity tabs). The cells that have a font color of red are the cells intended to be modified (i.e. "Hours/Unit" column found on the activity tabs)
- Delete or add additional activity tabs to the estimation forms (its ok to add multiple "Staff Hour Summary" and "Fee Sheet" tabs for sub-consultants)
- Delete or add rows or columns to the tabs.
- Split out the prime-consultant and sub-consultant hours for the same activity. When we negotiate, we negotiate the staff hours for the project as a whole and not on how many hours each firm will receive for an activity. If you would like you can show the split in the comments box for your records but do not create additional activities or rows.
- Leave the comments box blank!

Design Spotlight

John Fowler, P.E.
District Roadway Design Engineer

John Fowler joined us as the new District Roadway Design Engineer on March 14th. Prior to coming to Design, John worked in the Central Office Roadway Design Office where he served as the Quality Assurance Engineer and also served as the Pavement Management Engineer. John graduated from Clay High School in Green Cove Springs, FL in 1997. He attended Georgia Tech and University of Central Florida where he earned his Bachelor of Science in Civil Engineering in 2005. John and his wife ,Jennifer, have three children (Juliet age 9, Johnny age 2 and Patrick age 3 months). He enjoys spending time with his family and friends, exploring the outdoors and traveling. John is a sports enthusiast. His favorite sport is college football. He is also a history buff and considers himself a connoisseur of fine humor. John will be taking up residence in Graceville, FL.

"Life moves pretty fast. If you don't stop and look around once in awhile, you could miss it." ~ Ferris Bueller

Supplemental Agreement Report – Mar., Apr., May, 2014

Keith Hinson, P.E., District Value Engineer/QA/QC Manager

The following are samples of Supplemental Agreements for March, April and May 2014. The categories of Supplemental Agreements included in this summary are 001, 103, 115 and 503. This summary 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 cost to the public. Below are brief descriptions of those errors or omissions and the Department's responses.

Description Code: 503: Change resulting from an engineering decision.
Reason: Eliminate the 2" milling on the inside lane which will reduce the overbuild by 2" in depth and 1" width. This change will eliminate the cross slope transition at these bridges and eliminate the potential for water ponding on the roadway at the flat areas within these transitions. Constructing these lanes to a uniform cross slope will result in identical PGL elevation for both the northbound and southbound roadways. This will result in smoother median openings and eliminate the possibility of water running down the inside travel lane. In addition, removing the crown will allow vehicles to change lanes smoothly without having to traverse lanes with differing cross slopes.
Granted Time: 0 Days
Increase: $158, 799.09
Response: Unavoidable: No action recommended.

Description Code: 503: Change resulting from an engineering decision.
Reason: Furnish and install 2" Sleeve (Electrical) and 8" Sleeve (Irrigation). The Department desires to have irrigation sleeves installed for use on a future contract to install landscape features.
Granted Time: 5 Days
Increase: $ 54, 904.00
Response: Unavoidable: No action recommended.

Description Code: 103: Incorrect or insufficient subsoil information.
Reason: Due to slope stabilization failures of a pond, soil borings were taken and the existing soil condition on the slopes of the pond made it necessary to stabilize the slopes using FDOT No. 57 Crushed Aggregate.
Granted Time: 15 Days
Increase: $ 228, 956.27
Response: Unavoidable: No action recommended.

Description Code: 503: Change resulting from an engineering decision.
Reason: Due to existing conditions, the Cathodic Protection Integral Pile Jackets had to be lengthened throughout the project to ensure that all repairs were made as intended by the contract and project scope.
Granted Time: 25 Days
Increase: $ 119, 795.00
Response: Unavoidable: No action recommended.
***Summary: Examine existing piles for extensive cracking and exposed/broken strands.**

Description Code: 001: Subsurface material not shown in the plans.
Reason: A substantially higher ground water elevation was revealed than shown in original reports. To

(Continued on page 4)

(Supplemental Agreement Report...Continued from page 3)

satisfy the minimum base clearance specified in the Design Standards, underdrain is required to lower the water table in this area. Graded Aggregate Base was added as an added protection in the event the underdrain fails. These changes will enhance safety and maintainability by reducing the chances of base failure in the future.
Granted Time: 0 Days
Increase: $ 66, 009.96
Response: Unavoidable: No action recommended.

Description Code: 115: Required Drainage Modifications.
Reason: The box culvert that was to be extended was found to be cracked and structurally deficient. A decision was made to replace the existing culvert with a concrete pipe for construction of the box culvert which would remain in place after construction for a relief bypass during major rain events.
Granted Time: 20 Days
Increase: $60, 916.00
Response: Unavoidable: No action recommended.
***Summary: Examine Box Culverts for cracks before just planning on extending them.**

Description Code: 503: Change resulting from an engineering decision.
Reason: Allows for all CCTV cameras to utilize pressurized dome housing, including spares which provide maximum protection against the elements which would normally cause rapid deterioration of electronic and video components. Removing the requirement for 110 lowering devices, except where necessary, offset the costs.
Granted Time: 55 Days
Increase: $0.00
Response: Unavoidable: No action recommended.

Top Ten Quality Control Comments Apr. – Jun., 2014

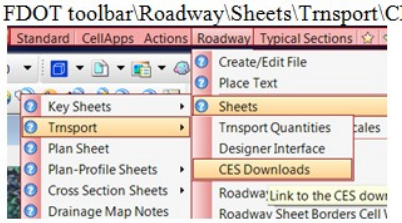
1. The cost of the Thrie Beam Transition from roadway guardrail to the bridge end anchorages is to be included in the pay item for the roadway guardrail (W-Beam).
2. The summary of earthwork on cross section sheets is no longer necessary with the inclusion of the summary boxes on the summary of quantity sheets in the plans.
3. Include the necessary summary boxes have not been included in the plans for pay items and quantities as indicated in the Basis of Estimates Manual.
4. The contact information for the Area Utility Manager needs to be included in the General Notes.
5. Designers should ensure that all new W-beam guardrail installations meet the requirements in Roadway Design Bulletin 14-05, March 6, 2014 (Mounting Height 2'-1").
6. Ensure that sidewalk grades, including the ramps meet FDOT requirements, per the PPM Vol. I, Section 8.6.4.
7. Remove "proposed" Right of Way labels in the plans before Phase IV submittal.
8. Designers should show the radii for all proposed radial turnouts.
9. When traffic/pedestrians need to be channelized through a work zone, ensure to use Longitudinal Channelization Devices (LCDs). These LCDs are categorized as pedestrian, vehicular, or (pedestrian/vehicular). Ref: Roadway Design Bulletin 14-10
10. Designers should ensure that design speeds are provided for each typical section included in the plans. Ref: P.P.M Vol. II, 6.2

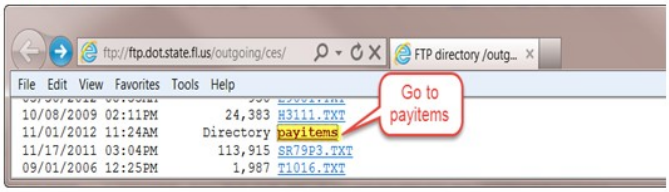
CADD TRICKS, TIPS, UPDATES - FDOT Linked Data Manager

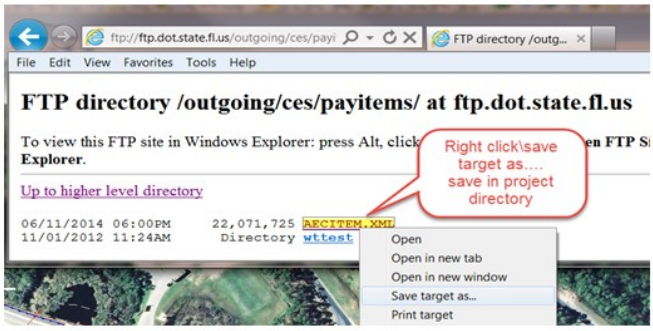
Howard Helms, CADD Manager ; Kenny Rudd, Senior Roadway Design CADD Specialist

Master Payitem List "aecitem.xml"

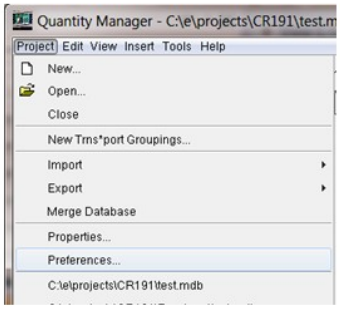
Where to get the latest list of payitems to enter manually into Quantity Manager.
ftp://ftp.dot.state.fl.us/outgoing/ces/payitems/
FDOT toolbar\Roadway\Sheets\Trnsport\CES Downloads

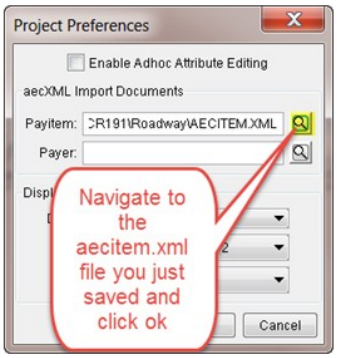






Open Quantity Manager\Project\Preferences





In Quantity Manager go to

INSERT\PAYITEM\IN CATEGORY...