

News You Can Use

April 2014

Inside This Issue

- 1 Documentation Training
- 1 FHWA Points of Interest
- 2 Feedback & Highlights
- 4 Contract's Contact Info
- 4 Dates to Remember
- 4 Coming Next Month

*Ultimately our
responsibility is to the
taxpayers of the State
of Maine.*

The Purpose of Documentation Training

As most of you already know, the purpose of documentation training is to make everyone aware of the importance of detailed and accurate documentation in relation to our federally funded projects. And how the completeness of this documentation might affect how much the FHWA (Federal Highway Administration) will participate in the funding of those projects. They have certain standards that they have set upon us that we are expected to maintain. And we have a responsibility to do just that. Not only is our responsibility to the FHWA but ultimately to the taxpayers of the State of Maine. This is why you so often hear that documentation is no less important on projects where only State funds are involved. So while many of you are out on your projects making sure that our structures, whether they be roads or bridges, are being built up to the required standards, it also needs to be reflected in your documentation to show justification for the burden of cost.

FHWA Points of Interest

Many of you will be involved in Federal projects this coming season. There are a few different ways in which you can determine whether or not your project has federal funds involved. Some of you have access to the Projex program and can find detailed funding information in there. Or you can take a quick glance at the front cover of your Special Provisions, or Contract Book, and look at the WIN description. Another clue can be found by looking in the first pages of the Special Provisions. Here you will find the Notice to Contractors. After the first paragraph you will see the "Description", after which it will state "Maine Federal Aid Project". For State project there is often a first page that simply says "State Project".

You will want to be aware that one of the points of interest will be about meeting the minimum testing requirements. Also, concerning Contract Modifications; when doing extra work, or when adding a new Pay Item, always back up the cost with an independent cost analysis, such as, but not limited to, the Bid History. Guy Whittington also has possession of a program if you are looking for more accurate cost averages on specific items. You can reach Guy at 592-2655, or e-mail him at guy.whittington@maine.gov

Highlights & Feedback from our Training

Here are some highlights from throughout the day and some of your feedback...

In regards to testing HMA –

- There was a lot of talk about the length of the Job Mix number for HMA and the transfer of this number to the sample boxes and what might be done to shorten it or reference it differently. Some had thought that the transfer became tedious and others simply thought that the number was too long for the amount of room that was available. Someone had suggested perhaps printing off labels for the sample boxes, but there might be an issue with the inking washing when becoming wet or being removed by another. Other suggestions were simply using the reference number from the sample ID tag, or shortening the Job Mix number, such as, Pike3 for PII-FF11-50B-95FR. Changes in the field cause changes to the data program. There was some talk about an eventual new version of CITRIX/TIMS that is web based that will be accessible by both the Department and the Contractor. These issues are still being worked on and have not yet been resolved.
- When changing HMA to WMA, no Contract Modification is needed to add the spec because it will be written into the new 401. A Contract Modification will only be needed to add new Item #s.
- The Pre-pave meeting minutes is now expected to be more detailed and will be the responsibility of the Resident. The format to follow would be the traditional Progress Meeting Minutes. These additional notes will be in addition to the TIMS Pre-pave report.



In regards to testing 502 (Concrete) –

- When running informational test samples, use “other” and state what testing you want in the “comments” section.
- When conducting the air test, and there is a difference of 0.8% or greater between the Contractor QC and our QA then a retest needs to be done from an entirely new sample of concrete. If there isn't enough concrete in the wheelbarrow, or if too much time has passed, take a new sample from the truck. Use these retest results for your records.
- The number of days prior to a test break is based on what the mix design is and can be found in the standard specifications.

A new sign-in sheet has been created which will allow anyone in attendance at the Pre-Construction Meeting to request certain test results for that project. The Resident and Contractor will then both receive the test results from the labs. This new sign-in sheet will be made available on the Construction Support page.

Contract Modifications – some things to remember –

- When determining a back-up cost for a LS item, make sure you break down the costs associated with the assorted activities used to do the job and reference this justification in the body of the CM.



- When considering a cost using Bid History, also realize any other circumstances involved. For example, a material being transported from a neighboring pit should be cheaper than it being hauled from 50 miles away.
- Whether they are required to sign the CM or not, there should be some discussion with the PM or “area man” prior to it being sent to the Contractor for their signature.
- Plan Quantity payments need verification to show that the Engineer’s Estimate was checked for accuracy.
- Contract Modifications for Incentive/Disincentives; make the \$ amount = to 1 and then make the units = to the actual cost adjustment. For example, rather than 1 unit at +/- \$1000.00, make it 1000 units at \$1.00. This will make it easier to correct if an adjustment needs to be made.
- When adding or deleting Pay Items from the contract; you should also be adding or deducting time from the contract at this time, if it applies.
- You are NOT required to send the Contractor your back-up documentation when sending them the CM for their signature. If the Contractor wants to see your numbers from you cost analysis there is no reason why they cannot see it.

Flaggers –

- Most people seem to think that the new spec is working for them.
- A few people spoke up about it being difficult to track the flagger based on them moving around from station to station and there being some confusion as to which one was actually the breaker.
 - Simplify matters by paying the flaggers “on station”, just like we used to. The new specification spells it out quite clearly...If you have 2 to 6 flaggers on station, pay for one breaker. If you have 7 – 12 flaggers on station, pay two breakers, and so on.

Buy America –



- Buy America statements should be filed under the respective item tab in the Testing File.
- When the Town is participating in Contract activities involving materials and Federal funding is paying for it, then Buy America applies to those items too.
- When Federal funds are involved, unless the work done is **outside** of the Contract with the Department, such as between a subcontractor and the Town, and the Town is supplying the materials, then Buy America applies to any materials involved.
- The Resident **must** have the Buy America paperwork from the manufacturer in possession prior to making payment on those respective Pay Items.

For more on Buy America, refer to your project Special Provisions, Section 105 – General Scope of Work – Buy America Certification.

Contact Information for Contracts Section

Guy Whittington – Documentation Engineer, Claims, Closeout

Desk – 624-3343 / Cell – 592-2655 or guy.whittington@maine.gov

Floyd Luce – Closeout Documentation

Desk – 624-3472 / Cell – 446-2935 or floyd.luce@maine.gov

Lenny Lidback – Closeout Documentation

Desk – 624-3502 / Cell – 592-2579 or leonard.lidback@maine.gov

Norma Gilman – Closeout Documentation

Desk – 624-3495 / Cell – 215-3148 or norma.gilman@maine.gov

Roxy Cleaves – Closeout Documentation

Desk – 624-3533 / Cell – 557-8920 or roxane.cleaves@maine.gov

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Upcoming Events

Safety Training – (make-up day)	March 24
NETTCP Paving Inspector Re-certification – (class is full)	March 24 – 25
NETTCP Paving Inspector Certification – (class is full)	March 26 - 28
Annual Bridge Meeting	April 1
Bridge Construction Training	April 2
NETTCP Paving Inspector Certification – (currently has openings)	April 14 - 16
Annual Highway Meeting	April 24
Concrete Certification Test – Old Town	April 26
Annual Multimodal Meeting	April 29
Concrete Certification Test - Westbrook	May 3
Concrete Certification Test - Houlton	May 7

For those that cannot make the March 24th make-up day for Safety Training due to a scheduling conflict with the Paving Certification, another opportunity will come on May 20th when training is held for the new Transportation Aides.

Coming Next Month

- Contract Modifications and Time Extensions
- New additions/revisions to the Construction Support page
- Touching base with Civil Rights issues
- Contracts Section – Behind the Scenes
- Construction Season starts up again...