

# News You Can Use

July 2014

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*This rating system is directly tied to our Prequalification process.*

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## Updated Contractor Performance Rating Available

The newly revised Contractor's Performance Rating has been posted to the Construction Support Page. Please read the instructions on how to complete the rating. Keep in mind that the Resident is required to forward the completed rating to his/her Construction Manager for concurrence (and signature) **prior** to submitting it to the Contractor's Superintendent and their main office(s). The Contractor's Performance Rating is expected to be completed upon completion of the project and turned in during the closeout review.

If there are issues on the project in regards to expectations that might merit attention, it may be that an interim rating is warranted. Also, if a project is expected to extend into a second season, an interim rating should be completed prior to Winter shutdown. Again, these interim ratings need to be reviewed by your Construction Manager prior to being given, or sent, to any Contractor representative. Ratings which fall into the "Below Standard" or "Above Standard" categories require reference to why that rating is appropriate.

Examples for which "Below Standard" might apply;

- Repeated traffic control or erosion control violations
- Scheduling/Equipment issues leading to LDs
- Repeated substandard work

Examples for which "Above Standard" might apply;

- Exceptional Quality Control practices
- Exceptional partnering and cooperation skills
- Project far ahead of schedule

Copies of these interim reports should be sent to your "closer" and are considered part of the project documentation. The Prequalification Review Committee uses the information **you** provide when the Contractor's Prequalification comes up for renewal to justify whether they become prequalified on a 1 year, 3 year, or on a project by project basis. Part of the renewal review includes consideration of the Contractor's cumulative performance ratings over time, with attention also given to trends toward better or poorer performance. In the case of repeated negative ratings, this allows the Department to approach the Contractor and bring to their attention any concerns and to hold them accountable for the execution of the Contract in a compliant manner.

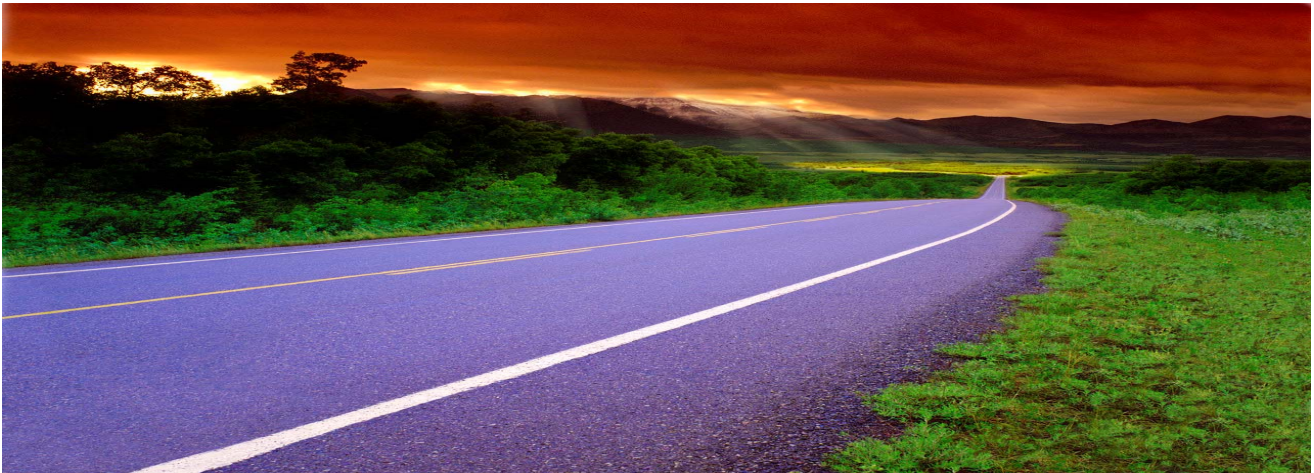
Please take time to fill out these rating completely and accurately so that these ratings can be used to their fully intended potential.

## New Paving (and Paving Related) Reports for Construction Support Page

You can find two new **Paving Reports** on the Construction Support page. One is to be used on smaller type projects, such as bridge projects and intersections, while the other is to be used on more major projects, such as overlays or interstate projects that might be miles long.

The form for smaller projects (Word version) looks very similar to the forms previously available on this page. It's simply been updated to English (where the older version had both English and Metric options) and has done away with the "Traffic Controllers" section which we were concerned might cause unnecessary confusion if the information conflicted with the Flagger Reports.

The form for the larger projects (Excel version) looks a little overwhelming, but I was informed that it is quite easy to fill out and that the format will save time and work on projects with multiple days of paving. Once set up correctly, the file will automatically fill-in and calculate numerous fields within the spreadsheet.



The new **Pavement Repair/Removal Report** was added to the Construction Support page a couple of months ago. Please refer to the attachment that was just recently posted with it to review the policy associated with the new form. It should clarify any questions regarding the process. Included in the policy is also a list of those to which the form should be sent, the timeframe in which it should be sent and to put "HMA Rework" in the subject line of the e-mail. (At this time you will find the policy posted just below the repair/removal report).

The latest version of the HMA **Random Number Generator** is now available. Directions on how to use the workbook are contained within the Excel file (Reminder: Macros must be enabled in Excel for the file to function properly).

*~Reminder~*

As with all forms used to complete your project files, we encourage you to retrieve forms from the Construction Support page every time you need a new one. It seems easier to collect frequently used forms and "save" them to your computer but they may not necessarily be the newest version. Our intention is to keep the Construction Support page updated with the versions that best serve the Department's purpose without making it too complicated for our field personnel. And, as always, never hesitate to call or e-mail the Contracts section if you have any questions. It's not always about knowing the answer, but about knowing who your resources are.

## Subcontractor Acceptance

The question arose as to how much of the subcontract the Resident actually needs to keep printed out and on file in the field office. Some of these subcontracts might contain a few dozen pages. A brief meeting was held with FHWA for clarification.

The answer is.....wait for it.....none. The sole responsibility of our Residents in regards to subcontractors working on site is verification that a subcontract exists between the Prime and the sub. It's as simple as keeping the Subcontract Acceptance packet that Jean Tukey sends to you on file as a reference. Gigi Ottmann-Deeves of the Civil Rights Office will be randomly auditing Prime Contractors to ensure that their paperwork for subcontractors is in proper order. If you have reason to reach Gigi you can call her at 624-3036, or e-mail her at [Gigi.ottmann-deeves@maine.gov](mailto:Gigi.ottmann-deeves@maine.gov).

## CARS - 511 – Project Information Form

The 511 Project Information Form has been posted to the Construction Support page. This form needs to be completed for all projects that will be impacting the traveling public, whether vehicle or pedestrian. Some examples might be -

- detours due to bridge or road closures
- road width (and/or height) restrictions
- delays due to one lane traffic – using flaggers
- use of temporary traffic signals on projects – resulting in one lane traffic
- sidewalk closures



This form should be filled out and sent to the e-mail address listed at the bottom of the form. The form is fairly self-explanatory, but for those with questions there is also a telephone number at the bottom of the form to call for assistance. This information is then entered into the CARS 511 website. Within a short period of time you should be able to access the website to verify that the information has been entered and that it is correct. The information entered allows the traveling public to become aware of any potential obstructions on any given route in the state of Maine. This information is also used by other agencies, such as the Department of Motor Vehicles, in relation to routes of travel when granting permits for wide or oversize loads. This information needs to be complete and accurate.

To access the website – from the “home page” click on the “MaineDOT Internet” link at the upper right of the page, in the new window click on the “511 Travel Info” box from the list on the right, click on it again once it expands – this brings you to the website. Choose either the “full feature” or “streamlined” boxes to start your search.

Check it out – here’s the link:

<http://www.511maine.gov/>

Remember to notify the Radio Room, using the same e-mail address, when these traffic issues no longer exist on your project.

Make sure that your Contractor is adhering to the In-Stream Work Window outlined in your Special Provisions.

### Upcoming Events

!!! A reminder that many of you may still have training that is past due through esafetyonline.com – most recently

Fire Extinguishers – completion due by May 31

Hearing Conservation – completion due by May 31

Confined Space Entry – completion due by June 30

Independence Day (no work allowed) July 4

**!!! Please refer to your Special Provisions for any project specific restrictions during the July 4<sup>th</sup> holiday weekend.**

Emergency Planning – completion due by July 31

### Coming Next Month

- Completion of Physical Work Notification letter
- More information becoming available on Construction Support
- New Flagger OT Item #
- The new Loam Spec/Special, and where we are with that

JUNE 2014						
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31						

If anyone has a question, a comment, or a subject they would like to see highlighted in an upcoming newsletter please send it to [roxane.cleaves@maine.gov](mailto:roxane.cleaves@maine.gov) and put "newsletter" in the subject line.

Please keep in mind that this newsletter is for informational purposes and the accuracy of its contents may vary over time. The intent is to publish the most accurate information available at the time of distribution.