

# News You Can Use

May 2014

## Construction Season 2014 is Upon Us

Spring is here and a new Construction Season is upon us.

This is a good time to stock up on tools you need to start any upcoming projects.

Make sure, whether a Resident or Inspector, you have all your necessary reference books, for example; Construction Manual, Standard Details book, Spec Book, Project Record Keeping book, FieldManager manual, etc. Contact your Supervisors for any references you are in need of. You can also contact your local "reviewer/closer"; we are always happy to accommodate.

Make sure that you are all stocked up with any necessary items you might need for inspection purposes, such as, field books, rules, pop levels, tape measures, etc.

**NEW THIS SEASON:** On LCP projects – The **PGAB Content Adjustment** will still be paid through a Contract Modification, but will have its own Item #. **#461.1310**

## Construction Support Page, Updates...

**!!! UPDATED** – the Civil Rights Poster packet has two updated posters; #15 & #17. Please check your current active projects to make sure the most recent posters are being used.

### Coming soon to the Construction Support page...

- **Resident Checklist / Resident-Inspector Checklist** – for use as a guide in assigning responsibilities, and what tasks need to be done when.
- We will be reducing the number of **Paving Report** templates to one.
- **Contractor's Performance Rating** - a group of people will be reevaluating the current rating form sometime in the near future and may be making some minor revisions. For the time being, Residents should continue to complete the form accurately. The accuracy of these ratings plays a key role in the Prequalification process. The form must be sent to your Construction Manager/Project Manager for review **prior to** being sent to the Contractor.
- **Submittal Review & Approval Matrix, Pavement Decision Matrix** – revised with updated names and current contact information.
- **Pavement Removal/Repair Form** – is now available to document locations where pavement will need to be removed/repaired.
- **Cars 511** – The form for notification of detours, lane restrictions, etc. will be made available shortly with the information attached as to whom it should be sent.

### Inside This Issue

- 1 Construction Season is here
- 1 Construction Support Page
- 2 Civil Rights Office
- 2 Contract Modifications & Time Extensions
- 3 Contracts: Behind the Scenes
- 3 Upcoming Events



## Construction Support Page, Updates...cont'd

!!! Please remember to use the forms available on the Construction Support page. The Contracts Section is attempting to keep this site current with the most recently updated forms and information. Find the link below.

<http://www.maine.gov/mdot/contractors/support/>

## A Word from the Civil Rights Office

A question came up at last month's Documentation Training regarding Subcontract Approvals and what amount of paperwork is required to be kept as a hardcopy on site.

At this time, the Department is planning on writing a formal policy on what the requirements are in regards to what must be kept on file on our projects and who will be responsible for providing this paperwork, our Residents or the Prime Contractor... so...stay tuned!

Also a reminder to get your CUF (Commercially Useful Function) forms in to the Civil Rights Office, Sherry Tompkins. You can e-mail them to her at [sherry.tompkins@maine.gov](mailto:sherry.tompkins@maine.gov). Please submit these forms when the DBE first starts their activities on the project and then again at their peak operation. If you are unsure whether or not a subcontractor on your project is a DBE, Civil Rights has a website that is updated every Friday afternoon. The address is:

<http://www.maine.gov/mdot/civilrights/>

Here you can access the list of current DBEs, a list of required posters for State and Federal projects, and information on Davis Bacon and OJTs.

Sherry should be your contact person for the current DBE Utilization Forms for your project, as well.

## Contract Modifications & Time Extensions

Recently there has been much discussion on whether or not the section of the specifications on delays, and time extensions based thereon, needs to be rewritten...the consensus is, not at this time.

But here are a few things that should be taken into consideration;

- \* You need to have a conversation with your PM/Area Person prior to granting time to the Contractor. Their signature will be required.

- \* Time can be negotiated. The initial Department negotiating position is based on the Critical Path. It should also be taken into consideration if the Contractor has crews being pulled to another job. *(Management is considering having Critical Path method training for Residents to help them determine whether or not extra time is justified...maybe next year??)*

Particularly on paving projects; we should be looking for paving contractors to submit a projected project schedule reflecting how many days they feel they need to pave "x" many miles, and taking into consideration that they are anticipating "x" rain days. We can then better determine how well they have been managing their time and equipment. In short, they should not be waiting until the end of the project to come to the Department to request an extension without adequate justification.

---

*How much of the subcontractor approval packet is required to be kept on file?*

---



## Contracts Section – Behind the Scenes

George Macdougall – Contracts Engineer & Section Director

Rebecca Snowden – Contractor Payments

Guy Berthiaume – FieldManager

Sonya Everett – Elations & Prequal

Diane Barnes – Electronic Bidding

Pat Corum – Projex / Trans\*port Manager

Dave Venner – Bid Openings & Amendments

These are just a few of the names of those people in the Contracts Section that keep things running smoothly from the time that the Bid books are created, to putting together amendments based on RFIs, updating our website with the latest information; to the Repro Room where the Bid Books are printed, to making sure that the Contractor is getting paid Progress Estimates through the FieldManager and Trns\*port programs and updating the software programs that keep everyone informed on project status.



## Upcoming Events & Holidays

- Multimodal Annual Meeting** April 29
- Concrete Certification Test – Old Town** May 3
- Concrete Certification Test – Houlton** May 7
- Safety Training (new employees)** May 20
- Holiday – Memorial Day** May 26

---

**Call or e-mail your Contracts Section contact (reviewer/closer) when you have been assigned a new project. It is never too early to schedule an onsite review to go over your Contract. Our job is to help you the best we can. If we do not have an answer to your question, we will do our best to find one.**

---

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

JUNE 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					

