

SOLICITATION INFORMATION

01/20/05

LOI/TECH # B04715

**TITLE: A&E Services – Construction Management Services:
Programmatic Contract Time Determination/Project Schedule
Monitoring**

OPENING DATE AND TIME: Tues, Feb. 22, 2005, 2:30 p.m.

PRE-PROPOSAL CONFERENCE: YES DATE: Tues, February 8, 2005 TIME: 10:00 a.m.

MANDATORY: NO

**LOCATION: Conference Room "A", 2nd Floor, Department of Administration, One Capitol Hill,
Providence, RI**

SURETY REQUIRED: NO

BOND REQUIRED: NO

**Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us to be able to download a Bidder Certification Cover
Form which must accompany each offer.**

NOTE TO VENDORS:

**No offer will be considered that is not accompanied by a completed and
signed RIVIP generated Bidder Certification Cover Form.**

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

**WILLIAM J. ANDERSON, C.P.M.
ADMINISTRATOR OF PURCHASING SYSTEMS**

NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED. YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

REQUEST FOR LETTERS OF INTEREST / TECHNICAL PROPOSALS

Letters of Interest / Technical Proposals (LOI/TECH) are hereby solicited by the State of Rhode Island's Department of Administration's Division of Purchases on behalf of the Rhode Island Department of Transportation (RIDOT) to acquire construction management services for:

LOI/TECH B04715

RIDOT CONSTRUCTION MANAGEMENT SERVICES: Programmatic Contract Time Determination/Project Schedule Monitoring

DBE GOAL: 5%

*The RIDOT is seeking to acquire construction management services to provide **Contract Time Determination/ Project Schedule Monitoring (CTD/PSM)** on a "program-wide" level in place of the currently utilized "project-by-project" procedure. The current assignment of different Prime and Sub-Consultants on different projects has resulted in disparities and inconsistencies during both the design and construction phases on multiple RIDOT projects.*

The selected CTD/PSM Consultant will be required to integrate multiple projects into a Master Schedule providing uniformity of data and enabling consistency in schedule enforcement. The CTD/PSM Consultant will be required to work with both the Prime and/or Sub-Consultant for a particular project as well as with RIDOT personnel to manage, coordinate and implement a program that will meet with RIDOT's objectives as described in the Scope of Work to follow.

The RIDOT anticipates the award of one (1) contract with a 48-month completion date. At RIDOT's discretion, additional services required beyond the established contract term will be added to this contract through negotiation.

*Potential Respondents are hereby advised that due to the "non-engineering" nature of this project, at the point of negotiation a **2.25 OVERHEAD CAP** will be imposed by RIDOT. The current RIDOT base salary rate for all personnel assignments is currently capped at **\$50.00 PER HOUR**.*

***This project has been assigned a 5% Disadvantaged Business Enterprise (DBE) Goal.** Disclosure of DBE firm(s) proposed **MUST** be documented in response to this LOI/TECH. Include copy(s) of current Rhode Island State certification(s).*

CONFLICT OF INTEREST: The successful CTD/PSM Consultant, under RIDOT supervision, will be assigned a significant role in the administration and implementation of all RIDOT Construction Management activities. To avoid a conflict of interest, the CTD/PSM Consultant, and/ or sub-consultant(s), at a minimum, shall be precluded from representing and/or working on behalf of any Contractor who is either a) pending award as a Prime or Sub-Contractor of a recently bid RIDOT construction contract; or b) participating as a Prime or Sub-Contractor on any RIDOT construction bids during the lifetime of this Contract; or c) participating as a Prime or Sub-Contractor under contract to any other State Agency during the lifetime of this Contract.

*If the selected CTD/PSM Consultant and/ or Sub-consultant(s) are providing services to a Contractor under current RIDOT and/or any other State Agency contract, information inclusive of 1) **CONTRACTOR NAME**, 2) **RI CONTRACT NO./PROJECT DESCRIPTION** and 3) **TASKS PERFORMED** must be disclosed as part of the LOI/TECH submission. A plan of action for transitioning out of this work within three (3) months of the execution of this Contract must be submitted as part of the Technical proposal.*

RIDOT will be the sole judge as to whether or not any conflict of interest exists. LOI/TECH submittals received must be in accordance with guidelines as outlined in this request and the State's General Conditions of Purchase which can be accessed online through the *Rhode Island Vendor Information Program*, or "RIVIP" as it is known, @

<http://www.purchasing.ri.gov>

All respondents are advised to review all sections of this request thoroughly and to follow the instructions carefully. Failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Note: This is a Request for **Letters of Interest combined with Technical Proposals**, not an Invitation for Bid. Evaluation will be on the basis of the merits of the proposal submitted. There will be no public opening of responses received by the Division of Purchases pursuant to this solicitation other than to name those firms who have responded.

GENERAL INSTRUCTIONS AND NOTIFICATIONS:

- All Respondents **MUST** register online at the RIVIP's Internet website @ <http://www.purchasing.ri.gov>.
- A fully completed signed *RIVIP Bidder Certification Cover Sheet* – All three pages **MUST** accompany **EACH** response submitted. Failure to make a complete submission inclusive of this three-page document may **result in disqualification**.
- Should there be a need for assistance in registering and/or downloading any document, call (401) 222-2142, ext. 134 for RIVIP HELP DESK technical assistance.
Office Hours: 8:30 AM – 4:00 PM.
- All costs associated with developing or submitting documents in response to this solicitation and/or in providing oral or written clarification of its content shall be borne by the Respondent. The State assumes no responsibility for these costs.
- Submissions in response to this solicitation are considered to be irrevocable for a period of not less than sixty (60) days following the established due date and may not be withdrawn without the express written permission of the State Purchasing Agent.
- Responses misdirected to other State locations or which otherwise are not received by the State Division of Purchases by the established due date for any cause will be determined to be late and will not be considered. The office clock, for the purpose of registering the arrival of a document, is in the reception area of the Department of Administration (DOA), Division of Purchases, One Capitol Hill, Providence, Rhode Island.
- Respondents must possess a working familiarity with the guidelines outlined in the *Rhode Island Standard Specifications for Road and Bridge Construction, 2004 edition*, which is currently available on-line @ www.dot.state.ri.us.
- Respondents are advised that all materials submitted to the State for consideration will be considered to be public records as defined in RI Gen Laws 38-2, without exception, and will be released for inspection immediately upon request once an award is made.

- In accordance with RI Gen. Laws 7-1.1-99, no foreign corporations (a corporation established other than in Rhode Island) has the right to transact business in this State until it has procured a Certificate of Authority to do so from the Office of the Secretary of State (401) 222-2357. **IF APPLICABLE, A COPY OF RESPONDENT'S CERTIFICATE OF AUTHORITY MUST BE INCLUDED AS PART OF THE SUBMITTED LOI/TECH LOCATED BEHIND THE FRONT PAGE OF EACH COPY OF THE PROPOSAL. FAILURE TO DO SO WILL RESULT IN AUTOMATIC DISQUALIFICATION.**
- **This project has been assigned a 5% Disadvantaged Business Enterprise (DBE) Goal.** A list of current Rhode Island State certified DBE firms may be obtained through the RIDOT website @ www.dot.state.ri.us. Any questions should be directed to:

Office of Business and Community Resources
Room 106, Two Capitol Hill
Providence, RI 02903
(401) 222-3260

All information requested below must be organized in the exact order in which the following RFP requirements are presented with page numbers in consecutive order. LETTER OF INTEREST/ TECHNICAL PROPOSAL packages should contain a Table of Contents that cross-references each RFP requirement with specific page cited.

INSTRUCTIONS FOR PROPOSALS:

Upon review of the Scope of Work (SOW), LOI/TECH submissions must include at a minimum the following information for RIDOT review and subsequent final selection recommendation:

- **Letter of Transmittal:** A Letter of Transmittal must accompany each response signed by an owner, officer, or other authorized agent of the firm.
- **Company Introduction:** Respondents are to include a complete description of the firm and other relevant information documenting organizational structure and expertise.
- **Project Approach:** Respondents must provide a detailed technical synopsis of their proposed services for the SOW provided herein.
- **Staff Qualifications:** Respondents are to include:
 - 1) A listing if experienced personnel currently on staff,
 - 2) resumes of proposed key personnel to be assigned to this project, and
 - 3) the approximate percentage of each employee's time to be expended on this project.

Standard Federal Form 330 (effective 6/8/04) must be completed and included in response to this LOI/TECH. Access to this current form may be obtained through the following website: www.gsa.gov

The RIDOT Construction Management Section must be informed of any changes in personnel *at any time* during the contract term. RIDOT reserves the right to reject personnel and/or if in the event key personnel are no longer available, RIDOT reserves the right to terminate this agreement.

- **Firm Experience:** Respondents are to include a listing of the firm's projects similar in concept to the project being proposed. Respondents must also describe the experience of the Project Team in all areas of expertise described in the SOW.
- **Existing Workload:** Respondents should include a current listing of all projects contracted to perform. Where it may apply this may include only those projects assigned to your firm's Transportation Division.

If the selected CTD/PSM Consultant and/ or Sub- consultant(s) are providing services to a Contractor under current RIDOT and/or any other State Agency contract, information inclusive of **1) CONTRACTOR NAME, 2) RI CONTRACT NO./PROJECT DESCRIPTION and 3) TASKS PERFORMED** must be disclosed as part of the LOI/TECH submission. A plan of action for transitioning out of this work within three (3) months of the execution of this Contract must be submitted as part of the Technical proposal.

- **Sub-Consultant(s):** The Respondent must disclose the identity and work arrangements established between the Prime and proposed Sub-Consultant firm(s) to be assigned this project. Full disclosure of the proposed design team to be assigned this project requires:
 - 1) a listing of experienced personnel currently on staff,
 - 2) resumes of proposed key personnel to be assigned to this project, and
 - 3) the approximate percentage of each employee's time to be expended on this project.
- **DBE Participation:** This project has been assigned a 5% Disadvantaged Business Enterprise (DBE) Goal. Disclosure of DBE firm(s) proposed MUST be documented in response to this LOI/TECH. Include copy(s) of current Rhode Island State certification(s).
- **Proposal Format:** Individual proposal submissions must be bound or contained in a single volume. All documentation submitted with the proposal should be contained in that single volume. LOI/TECH Proposals must be organized in the exact order in which the RFP requirements are presented with page numbers in consecutive order. The proposal should contain a Table of Contents that cross-references each RFP requirement with specific page in the LOI/TECH Proposal.
- **Supplemental Information:** Respondents are encouraged to submit any other information deemed useful to provide RIDOT with sufficient information to evaluate the firm's qualifications.

Upon evaluation of the LOI/TECH proposals that have been submitted, the Department may at its discretion, create a short list of candidate firms to be called for formal interview before it makes its final selection. RIDOT reserves the right to reject any and all proposals received in response to this request for proposals.

PRE-PROPOSAL MEETING

A Pre-Proposal Meeting will be held on **Tuesday, February 8, 2005** at the RI Department of Administration, One Capitol Hill, 2nd Floor, Conference Room "A", Providence, RI 02908 @ **10:00 A.M.** At this time any technical questions relative to the SOW as well as any questions regarding RIDOT procedures and proposal format will be addressed. Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling (401) 222-4971 forty-eight (48) hours in advance of the Conference.

A summary of the Pre-Proposal Meeting will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

PROPOSAL QUESTIONS AND SUBMISSION REQUIREMENTS

Any pertinent questions subsequent to this Meeting may be e-mailed to RIDOT @ www.dot.state.ri.us by accessing the **questions menu (?)** included along side current project listing. Follow the **"Administrative Services/Bids"** link to locate questions menu to submit your query. Responses to questions submitted for the subject project will also be posted under the same questions menu.

A determination will be made by RIDOT, in coordination with the Division of Purchases, whether an addendum will be required. The Q& A Forum will disable 5 FULL CALENDAR DAYS prior to the due date for this project. **Therefore, questions will not be accepted after Midnight on February 16, 2005.**

Letters of Interest/ Technical Proposals ("**original**" plus **six (6) hard copies and two (2) CD ROMS**) are to be submitted; the CD ROMS should be attached to the *inside face of the front cover*. RIDOT recommends that the electronic version of LOI/TECH Proposal be submitted in **Adobe PDF format**.

Requested documentation is to be either mailed or hand-delivered in a sealed envelope marked:

LOI/TECH B04715- RIDOT CONSTRUCTION MANAGEMENT SERVICES: PROGRAMMATIC CONTRACT TIME DETERMINATION/PROJECT SCHEDULE MONITORING by Tuesday, February 22, 2005, no later than 2:30 P.M. to:

BY COURIER:

RI Department of Administration
Division of Purchases (2nd fl)
One Capitol Hill
Providence, RI 02908-5855

BY MAIL:

RI Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528

NOTE: Proposals received after the above-referenced due date and time will not be considered. SEE GENERAL NOTIFICATIONS.

EVALUATION AND SELECTION:

Detailed LOI/TECH submittals will be evaluated by RIDOT through the standard Consultant Selection Process. A Technical Review Committee will be convened comprised of members of the RIDOT Division responsible for the project under consideration. A written evaluation and ranking of each proposal will be prepared by this Committee incorporating factors based on the following:

SELECTION CRITERIA:

- | | |
|--|--------------------|
| 1. Staff Qualifications including professional resumes and previous construction management experience of proposed staff assigned to project –both Prime and any proposed Sub-Consultants | 0-50 POINTS |
| 2. Firms' Experience relevant to Contract Time Determination Schedules and Project Schedule Monitoring Services | 0-25 POINTS |
| 3. Project Approach citing detailed synopsis of proposed technical approach to project | 0-15 POINTS |
| 4. Existing Workload include current listing of projects contracted to perform- evaluation will take into consideration past performance in terms of quality of work and timeliness of accomplishment of projects cited | 0-10 POINTS |
| MAXIMUM SCORE | 100 POINTS |

Evaluation will also consider commitment to Affirmative Action and DBE Participation. Upon completion of the written evaluation of all LOI/TECH submissions, the Technical Review Committee may, at its discretion, contact the top-ranked candidate firm(s) to be called for formal interviews. Such interviews will be factored into the final evaluation and ranking of candidates.

The Technical Review Committee's final selection recommendation will then submitted to the RIDOT Advisory Consultant Selection Panel for consideration and approval. With the support of the Director of Transportation, the final RIDOT selection recommendation will be presented to the State's Architectural / Engineering Consultant Services Selection Committee for consideration. Upon final selection approval from the Director of Administration, all respondents will be notified that a final selection has been made.

NEGOTIATION / AUDIT STATUS

The selected Consultant will be directed to submit a formal financial proposal to the RIDOT, and negotiations will be completed on a cost plus fixed fee basis. The selected Consultant and/or Sub-consultant(s) may be required to undergo a pre-negotiation audit conducted by the RIDOT Audit Division. Pre-negotiation audits may be waived when and if sufficient and current audited cognizant data is available through a previous audit performed by another State/Federal agency or an audit performed by another local governmental agency. This use of an independent audit must be submitted, reviewed and deemed acceptable by RIDOT Audit Division prior to contract award.

CONTRACT AWARD

Contractual arrangements will be established on a cost plus fixed fee basis. The successful Respondent must be prepared to provide necessary data to support all costs associated with project expenditures.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.

SCOPE OF WORK FOR LOI/TECH B04715

RIDOT CONSTRUCTION MANAGEMENT SERVICES: Programmatic Contract Time Determination/Project Schedule Monitoring

INTRODUCTION

The Rhode Island Department of Transportation (RIDOT) is seeking the services of a Consultant to provide **Contract Time Determination/Project Schedule Monitoring (CTD/PSM)** on a “program-wide” basis. Currently RIDOT utilizes a combination of RIDOT personnel and external consultants to provide Contract Time Determination and Project Schedule Monitoring on a “project-by-project” basis rather than on a program wide basis. Despite the availability and enforcement of a Design Policy Memorandum on Contract Time Determination, the utilization of different consultants on different projects results in disparities and inconsistencies during both the design and construction phases of a project and does not allow RIDOT the capability to integrate the schedules of several projects into a Master Schedule for monitoring and enforcement purposes.

Contract Time Determination is the maximum time allowed in the construction contract for completion of all work contained in the contract documents. CTD/PSM schedules are used as guidelines in determining the optimal duration for the construction project and to set project *milestones and completion dates*. The increasing number of resurfacing, restoration, and rehabilitation type projects constructed under significantly greater traffic and increasing traffic volumes make the duration of highway construction projects more critical today than it was in the past. RIDOT's objective is therefore to determine the optimal contract time and completion dates with the least impact on the motoring public for all construction projects while utilizing reasonable construction sequencing for each project.

Proper *calculation* of contract time allows for the optimization of construction engineering costs and other resources. For most projects the essential elements in determining contract time include:

1. *Define all work on the project and determine the interdependency of this work;*
2. *Adapt standard production rates for work (activities) on the particular project;*
3. *Understanding external factors such as business closures, environmental constraints;*
4. *Compute the contract time using a CPM schedule.*

Current RIDOT Design policy requires that immediately after authorization to proceed to the 90% design stage, the Design consultant submit a scope of work to RIDOT for CTD/PSM services. If the Design consultant cannot provide sufficient evidence to RIDOT that they are internally qualified to perform the following functions, they are required to obtain the services of a scheduling consultant. This function is becoming a critical factor in the effective management of all transportation projects. Contract time

determination is only the “first phase” of the process that takes place during the design of a project while *project schedule monitoring* is on-going throughout the construction phase of a project.

RIDOT intends to centralize the services and data and to provide uniformity and consistency across all projects at a *program wide* level. The selected CTD/PSM Consultant must be able to work with both the Design consultant and/or sub-consultant for a particular project, as well as the Department’s Design and Construction management teams in order to determine the optimal contract time for a construction project that has reasonable project sequencing and completion dates which account for the least amount of impact on the public.

CONTRACT TERM

The RIDOT anticipates the award of one (1) contract with a **48-month** completion date. At RIDOT’s discretion, additional services required beyond the established contract term will be added to this contract through negotiation.

CONFLICT OF INTEREST

The successful CTD/PSM Consultant, under RIDOT supervision, will be assigned a significant role in the administration and implementation of all RIDOT Construction Management activities. To avoid a conflict of interest, the CTD/PSM Consultant, and/ or sub-consultant(s), at a minimum, shall be precluded from representing and/or working on behalf of any Contractor who is either a) pending award as a Prime or Sub-Contractor of a recently bid RIDOT construction contract; or b) participating as a Prime or Sub-Contractor on any RIDOT construction bids during the lifetime of this Contract; or c) participating as a Prime or Sub-Contractor under contract to any other State Agency during the lifetime of this Contract.

If the selected CTD/PSM Consultant and/ or Sub-consultant(s) are providing services to a Contractor under current RIDOT and/or any other State Agency contract, information inclusive of **1) CONTRACTOR NAME, 2) RI CONTRACT NO./PROJECT DESCRIPTION** and **3) TASKS PERFORMED** must be disclosed as part of the LOI/TECH submission. A plan of action for transitioning out of this work within three (3) months of the execution of this Contract must be submitted as part of the Technical proposal.

RIDOT will be the sole judge as to whether or not any conflict of interest exists.

PROJECT CONCEPT

A CTD/PSM consultant will be engaged to manage, coordinate and implement a program that will meet RIDOT’s primary objectives as follows:

- Provide oversight and consistency to existing CTD Schedules;
- Provide CTD for any/all new RIDOT projects;
- Provide PSM for any/all new RIDOT projects;
- Provide training and templates to RIDOT staff to develop CTD schedules on projects that the Department chooses to use its own resources;
- Integrate any and all schedules into multi-project and program schedules by Contractor, Fiscal Year or as otherwise requested by RIDOT;
- Provide scheduling support to assist in resource and cash flow analysis at project, multi-project and program levels;
- Provide scheduling support to assist in claim and time extension analysis;
- Provide on demand reporting and support

CONTRACT TIME DETERMINATION (CTD)

The selected CTD/PSM Consultant must consider the following criteria when developing the **Contract Time Determination (CTD)** for a project:

(A) Contract Duration

In establishing the recommended construction duration for a particular project or program, the selected CTD/PSM Consultant must provide sufficient time for a Contractor to complete the project consistent with historical production records based on similar projects. The optimal contract time and *project milestones and completion dates* must be determined so as to cause the least impact on the motoring public, while utilizing reasonable construction sequencing for each project. The CTD schedule must also address any of the following Special Conditions if present:

- Emergency Conditions
- City / Town Coordination Issues
- Coordination with other projects
- Seasonal Restrictions
- Staged Construction
- Restrictive Permit Conditions
- Time of year of project commencement
- Traffic disruptions and delays
- Advanced utility work

(B) Distribution of plans and contract documents

The selected CTD/PSM Consultant must coordinate with the Design Consultant of record and RIDOT personnel to obtain a complete set of plans and contract documents, including any project specific special provisions, distribution of quantities, and back-up calculations if necessary. The selected CTD/PSM Consultant must also coordinate with the CTD Sub-Consultant utilized for a particular project to obtain any other relevant information.

(C) Utility Company Coordination

The selected CTD/PSM Consultant must attend any meetings held with utility companies "Construction Supervisors" involved with the project to review their respective durations of work and to investigate the feasibility and advantages/disadvantages of advance utility work in order to reduce the overall contract time/costs.

(D) Schedule Format Requirements

All hard copy schedule information must be generated in the same format as required in Section 108.03.2 Prosecution and Progress of the RIDOT Standard Specifications.

All work shall be structured by RIDOT's classification of activities. The classifications shall conform to the standard item codes associated with the activity. The calendar format to be used for all submissions must be in conformance with the requirements set forth in RIDOT Specification 108.03.2

All electronic schedule information must be generated using software compatible to the RIDOT's software, Primavera Project Planner ®

All of the remaining design work such as Permitting and Right of Way, and anticipated advertising date must also be included in the schedule.

The time elements of each activity must be in accordance with the Standard Specifications. Any exceptions to these standard time elements must be detailed in the CS pages of the Contract Documents.

At a minimum, the following construction activities must be included:

- Contract Award
- Advanced Utilities
- Project Submittals
- Fabrication and Procurement
- Permit Conditions
- Special Provisions

All Construction and other activities including:

- Installation of all required work items
- Effects of maintenance of traffic requirements on scheduling and the sequence of operations;
- Curing time and waiting periods between successive paving courses or between concrete placement operations, as well as specified embankment settlement periods;
- Seasonal limitations for certain items when determining both the number of days the contractor will be able to work as well as production rates;
- Conflicting operations of adjacent projects, both public and private;
- Time for reviewing false-work plans, shop drawings, post-tensioning plans, mix designs, etc.;
- Time for fabrication of structural steel and other specialty items;
- Coordination with utilities;
- Time to obtain necessary permits;
- The effect of permitting conditions and/or restrictions;
- Restrictions for nighttime and weekend operations;
- Time of the year of the letting as well as duration of the project;
- Additional time for obtaining specialty items or materials with long-lead requirements;
- Other pertinent items

Activities shall be separated into standard and non-standard activities. This shall be accomplished at the initial meeting between the Department's Engineer and the Scheduler.

The standard activities are activities that are normally associated with Bridge and Highway construction. All standard duration activities shall be justified using accepted Industry Standard production rates and be consistent with historical records or contractor performance on similar projects.

The non-standard activities are activities that involve new construction practices and materials or activities that have contractual restrictions. All non-standard activities shall be justified using the standard methods modified by the various factors affecting the activities. All factors and adjustments shall be appropriately identified and documented. This information shall be included with the Schedule Narrative.

The following three working conditions shall be used in determining the contract time estimates for the Department to review:

- Five day work week (40 hrs.) with a normal construction season.
- Six day work week (58 hrs.) with a normal construction season.
- Six day work week (58 hrs.) without a Winter Shutdown.

Exceptions – The Chief Engineer may determine that contract time for certain projects may be determined using a different format. This alternative method of determining contract time will be limited to projects that can be completed in less than one construction season (app. 12 weeks of work), such as overlays or emergency repair work. The contract time for these projects will be in accordance with the applicable seasonal restrictions as defined in the specifications and/or permit conditions.

(E) Completion of initial schedule

On completion of the initial schedule (90% Design Documents), an initial meeting shall be held with RIDOT personnel and the Consultants to discuss the following:

- Incorporate the duration of the remaining design process to determine the actual advertisement date and availability of funding.
- Determine if any or all utility work should be completed as an advanced contract.
- The effects of the special provisions and all non-standard activities on the contract completion date.
- Possibility of Alternatives:
 - Acceleration
 - Detours
 - Night Work
 - Incentive/Disincentive

(F) Revised CTD Schedule

The Scheduler shall incorporate all comments resulting from the initial meeting to produce a revised CTD. This revised schedule shall be prepared and delivered in the same format as required in Section 108.03.2 of the RI Standard Specifications along with all other accompanying documentation.

The revised schedule (summarized version) may be presented to the applicable representatives of the community involved for their comments.

On completion of these reviews, the schedule shall be simultaneously presented to the Chief Engineer, Chief Design Engineer and Chief of Construction *Section* before a finalized contract completion date is incorporated in the contract documents.

(G) Projected project costs

The scheduler shall allocate the projected project costs from the Engineer's Estimate to the associated activities to generate an Estimated Cost Flow Report for use by those involved in the Department's cash flow analysis. This report will be prepared when the CTD is finalized and a contract completion date is established.

(H) Changes to PS&E

Before any changes to the PS&E submission (design contract addenda) are issued during the contract bidding process, they shall be reviewed and commented on by the Scheduler as it pertains to the effects on the overall contract time and sequencing.

(I) Final acceptance

Upon final Departmental acceptance, the CTD/PSM consultant-developed schedule will become the Department's official project schedule. Under no circumstances will this schedule be distributed to any potential bidder. The Department's schedule is to remain as confidential as possible.

PROJECT SCHEDULING MONITORING (PSM)

On all major projects the selected CTD/PSM Consultant and the Contractor shall meet to have schedule development meetings starting during the award process and continuing until the Contractors Baseline schedule is completed. The tasks, which are involved as part of this effort, include the following:

(a) Comparison Analysis

A comparative analysis shall be provided between the Contractor's initial schedule and the RIDOT's CTD/PSM Consultant developed schedule. A review report shall be provided, noting the activities or operations that are in variance, and any foreseeable problems or recommendations regarding the Contractor's submittal. This task will be performed for both the Contractor's Preliminary Project Schedule and Project Schedule Baseline as required in the Departments Standard Specification 108.03 Prosecution and Progress.

(b) Bi-Weekly Progress Meeting

On a bi-weekly basis, the CTD/PSM Consultant shall attend an on-site meeting with the Contractor and the RIDOT's Resident Engineer to review the progress to date and plan the strategy for the following two weeks.

(c) Review of Schedule Submissions

Subsequently, the CTD/PSM Consultant will review all the Contractor's Bi-Weekly Status Schedule submissions and revisions, and comment on them prior to RIDOT acceptance and approval. A detailed project status report will be maintained on a bi-weekly basis, depicting current activities or operations being performed with the estimated contract completion date (from the Contractor's latest schedule), as well as the projected completion date, and will be submitted to RIDOT.

(d) Contractor Reports

A documentation trail must be maintained consisting of Contractor "Performance to Schedule" reports to monitor Contractor compliance to accepted schedules.

GENERAL REQUIREMENTS

PROJECT SCHEDULE AND MONTHLY PROGRESS REPORTS

Respondents will be required to provide a work plan showing the Consultants approach and execution of the services. Monthly progress reports will be required in accordance with RIDOT policy. Progress reports must outline work accomplished, man-hours and costs expended outstanding questions which require resolution, a statement as to whether or not there are sufficient man-hours remaining to complete the effort as proposed, and the anticipated project submission schedule. Payment invoices will be processed only if the required progress reports are current.

REFERENCES

- The Rhode Island Department of Transportation Standard Specifications for Road and Bridge Construction, 2004 Edition