



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY  
GOVERNOR

LYNDO TIPPETT  
SECRETARY

July 13, 2007

MEMO TO: Don Lee, Berry Jenkins, Michael Taylor, Jay Bennett, Ed Spencer, Ron Hancock, Judith Corley-Lay, Stuart Bourne, Jonathan Bivens, Jennifer Brandenburg, Brian Webb, Dave Rankin and Daniel Lieberman

FROM: *for* Victor Barbour, PE   
State Project Services Engineer

SUBJECT: AGC/Roadway Subcommittee Meeting Minutes  
June 7, 2007

The subject committee met on June 7, 2007 at 9:30 a.m. in the Riverwood Conference Room at the Century Center with the following in attendance:

Victor Barbour	Berry Jenkins
Jennifer Brandonberg	Ellis Powell
Jonathan Bivens	Norma Smith
Tommy Cozart	Michael Taylor
Randy Garris	Ted Walls
Ron Hancock	Brian Webb
Dave Hurley	

The following items were discussed:

**1. GPS MODULES (ELECTRONIC PLANS)**

The Department announced that 3 projects: R-2809A, Wake Forest Bypass, (Dec 07 let), R-2518A, (Dec 07 let), and R-2554 BA (Apr 08 let) will have Proposed Design DTM files; tentatively there are 2 other projects scheduled. All will be 8-week advertisements. The file format will be in Microstation. The DTM/Model will be compiled from 50 foot incremental X-sections, providing existing ground and design. Surveys will be sent to the recipients of the prior 3 projects that had DTM files. The Department wants to determine which files will be useful.

MAILING ADDRESS:  
NC DEPARTMENT OF TRANSPORTATION  
PROJECT SERVICES UNIT  
1591 MAIL SERVICE CENTER  
RALEIGH NC 27699-1591

TELEPHONE: 919-250-4128  
FAX: 919-250-4119  
WEBSITE: [WWW.NCDOT.ORG](http://WWW.NCDOT.ORG)

LOCATION:  
CENTURY CENTER COMPLEX  
ENTRANCE B-2  
1020 BIRCH RIDGE DRIVE  
RALEIGH NC

## **2. MASONRY DRAINAGE STRUCTURES**

The masonry drainage structure subcommittee that was to meet this week was canceled but will be rescheduled. At the next AGC/Roadway Subcommittee meeting, there will be a formal presentation. The focus is on communication and not enough lead-time for surveyors. There was general conversation on ways to increase lead-time and on better communication.

## **3. UTILITY PIPE INSTALLATION AND PAYMENT**

There was discussion on what is included in the payment specifications for pipes under the 2006 *Standard Specifications*. Currently fittings are included in the pay items. The Department is still reviewing and hopes to have this issue addressed by the next AGC/Roadway Subcommittee Meeting.

## **4. OTHER BUSINESS**

### **A. PROGRESS SCHEDULE**

The Department said that it was heading away from CPMs, because less detailed information is desired. The new progress schedule will replace Subarticle 108-2, which will identify milestones and require narratives, on all projects. Additionally it will be added to the new *Construction Manual*. The Industry was asked to review and submit their comments on the proposed Special Provision within the next 2 weeks. Send comments to Ron or Ellis.

There were questions and comments from the Industry: Would the Department continue to accept CPMs? No, the Department will not accept CPMs. Why is it due before the preconstruction conference? Bring with you to preconstruction conference. The Department said that it would not accept revised schedules for time extensions unless there is an approved Supplemental Agreement in place. This is for all projects, whether it is a 6 months or 60 months project. Give parties in field time to decide how to build. Training will be offered for the new project schedule. (Handout)

### **B. SHOULDER BERM GUTTER**

The Industry asked the Department to review shoulder berm gutters.

### **C. ELECTRONIC BIDDING**

The Industry asked if the 2 check boxes for Fuel Adjustment in Expedite was necessary and what would happen if neither box were checked? The Department said that due to the programming of Expedite, there must be 2 boxes; it cannot default to one box only. However if neither box were checked, the bidder would default to receiving the fuel adjustment.

**D. LETTER OF INTENT**

The Industry asked for an update as to whether the Letter of Intent could be printed from Expedite to send to the DBE/MBE/WBE subcontractors. The Department will talk to Bid Express and report at the next meeting.

**E. INFOTECH** - Good response with Bid Runner

**E. DBE DIRECTORY** - Consolidated construction and building industry, not as user friendly now.

**F. DBE REPORTING** – Standard form is being developed.

**5. REMAINING MEETING DATES FOR 2007**

August 23      October 18      December 20

Note: All meetings will **begin at 9:30 a.m.** You may want to reserve all day for the meeting in case it runs long, or there is a need to make a field trip in the afternoon.

CC: Art McMillan, PE  
Scott Blevins, PE  
Randy Garris, PE  
Tommy Cozart, PE  
Ellis Powell, PE  
Ted Walls, PE  
Dave Hurley  
Norma Smith

**PROJECT SCHEDULE**

(DRAFT 6-6-07)

SPIG--

The 2006 *Standard Specifications* are revised as follows:

Delete Article 108-2 and replace with the following:

The Contractor shall prepare and submit for review and approval a schedule of proposed working progress. The proposed progress schedule shall be submitted no later than 7 days prior to the date of the project preconstruction conference and shall be approved before beginning any work on the project. If the Engineer extends the completion date, the Contractor may submit a revised progress schedule to the Engineer for review and approval.

The proposed progress schedule shall contain the following items:

- (A) A time scale diagram with major work activities and milestone dates labeled clearly.
- (B) A cash curve corresponding to the milestones and work activities established above.
- (C) A written narrative that explains the sequence of work, the controlling operation or operations, intermediate completion dates, milestones, project phasing, anticipated work schedule, and estimated resources. In addition, explain how permit requirements, submittal tracking and coordination with subcontractors, utility companies and other entities will be performed.
- (D) Major work activities are defined as components comprising more than 5% of the total project or occupying more than 10% of total contract time and shall include at least the following:

- Submittals
- Clearing and grubbing
- Drainage installation
- Grading, including unclassified excavation and borrow excavation)
- Soil stabilization
- Aggregate base course placement
- Utility installation, water and sewer
- Culvert construction
- Bridge construction, including removal
- Pavement installation
- Signals, ITS and lighting installation
- Sign installation
- Observation Periods, Moratoriums, Seasonal Limitations

- (E) Major Milestones shall be derived from the project construction phasing and shall include at least the following items:

- Date of availability
- Start of construction
- Intermediate completion dates or times
- Seasonal limitation duration
- Permit restrictions/conditions
- Traffic shifts
- Detour installation
- Road openings
- Beginning and end of each traffic control phase or work area
- Construction completion date
- Contract completion date

## Draft

### PROGRESS SCHEDULE:

06-05-07

**Delete Article 108-2 of the 2006 Standard Specifications and replace with the following:**

The Contractor shall prepare and submit for review and approval a schedule of proposed working progress.

The proposed progress schedule shall be submitted no later than 7 days prior to the date of the project preconstruction conference and shall be approved before beginning any work on the project.

When the Engineer has extended the completion date, the Contractor may submit a revised progress schedule to the Engineer for review and approval.

The proposed progress schedule shall contain the following items:

- (1) A time scale diagram with major work activities and milestone dates clearly labeled.
- (2) A cash curve corresponding to the milestones and work activities established above
- (3) A written narrative that explains the sequence of work, the controlling operation or operations, intermediate completion dates, milestones, project phasing, anticipated work schedule, and estimated resources. In addition, explain how permit requirements, submittal tracking, and coordination with subcontractors, utility companies and other entities will be performed.

Major work activities are defined as components comprising more than five (5) percent of the total project cost or occupying more than ten (10) percent of total contract time and shall include, at minimum if applicable, the following:

- Submittals
- Clearing and grubbing
- Drainage installation
- Grading (to include unclassified excavation and borrow excavation)
- Soil stabilization
- Aggregate base course placement
- Utility installation (water and sewer)
- Culvert construction
- Bridge construction (including removal)
- Pavement installation
- Signals, ITS and lighting installation
- Sign installation
- Observation Periods / Moratoriums / Seasonal Limitations

Major Milestones are derived from the project construction phasing and shall include, at minimum, the following:

Date of availability

Start of construction

Intermediate completion dates or times

Seasonal limitation duration

Permit restrictions/conditions

Traffic shifts

Detour installation

Road openings

Beginning and end of each traffic control phase or work area

Construction completion date

Contract completion date

## Narrative

Work schedule: *ABC Contracting* working hours for this contract will be Monday thru Friday from 7:00 A.M. to 4:30 P.M. This will be a ten hour shift with a half hour lunch break. No weekend work is anticipated at this time. During warm weather months and as work dictates, we may extend the shift time to a twelve hour work day with possible weekend and night work. This will be considered if the project falls behind schedule and will be reflected in our monthly updates. There will be no work impacting traffic for the Dates, Times and Holidays listed in the contract for ICT #3.

*ABC Contracting* and our subcontractors will be mobilizing all necessary equipment to adequately perform all grading and erosion control operations. We will be utilizing stone from our *ABC Quarry* located five miles from the project. Asphalt plant mix and all concrete will be supplied from our plants at the quarry.

A Utility Coordinator will be engaged with all the utility companies to ensure the conflicting utilities listed in the contract are phased as planned. Every effort will be made by *ABC Contracting* to expedite the work of the utility companies. The project special provisions will be adhered to and monthly meetings will be held with the utility owners. Noted in the table below, *ABC Contracting* will make accessible the areas necessary for the relocation of these utilities prior to the dates required by the contract to allow the owners an additional time for relocation. These dates will be reviewed with the owners.

We are requesting in addition to the monthly construction meeting an opportunity to meet with the NCDOT's staff and the environmental agencies. This meeting will be to discuss the permit and environmental requirements of this contract. Our company strives to be proactive in environmental stewardship and would like feedback to ensure there will be no delays due to any environmental issues.

The project manager will be responsible for all submittals. This person will familiarize themselves with the contract to be aware of any submittals required and the time necessary for their review. Also, this person will coordinate with the subcontractors to ensure any submittals will be forwarded in a timely manner. We have a built in lead time necessary for the review and approval of our submittals. We ask that the NCDOT contact us immediately if a revision is required. This will enable us to make any corrections and stay on schedule.

The project manager will also be responsible for the coordination of all work related to this project. This person will schedule the subcontractors work and oversee the utility coordinators' schedule. The monthly updates will give documented details of the upcoming project activities.

You will notice that this project has a strict time schedule. *ABC Contracting* is committed to being responsive to all inquiries and needs by the NCDOT, subcontractors, utility owners, and suppliers. We ask that the NCDOT's staff involved with this project show the same initiative. With all parties involved, the terms of the contract can be successfully met. We are also committed to building a high quality product that will serve the traveling public for many years to come.

The following table gives details of *ABC Contracting's* work as required by the contract:

<u>Milestone/Work Activity</u>	<u>Description, Time, Subcontractor</u>
1	<b>Date of Availability:</b> 4/4/05. Also Date of Availability for ICT #1.
2	<b>Submittals Forwarded:</b> 4/6/05. Submittals for Temporary Shoring, proposed method of surveying, concrete and asphalt mix designs, and catalog cuts for the planned waterline installation.
3	<b>Begin Construction:</b> 4/11/05. Advanced Warning Signs will be installed at the designated locations by the traffic control subcontractor.
4	<b>Surveying:</b> 4/13/05. Surveying subcontractor to begin marking clearing and grubbing limits as well as the ESA's.
5	<b>Clearing and Grubbing:</b> 4/15/05. Clearing and grubbing subcontractor <i>ABC Contracting</i> will be installing all erosion control devices along with the clearing operations in accordance with the E.C. plans. The ESA's will be not be cleared at this time.
6	<b>End Moratorium:</b> 4/15/05. The end of the instream moratorium for trout.

7 Waterline Construction and Temporary Shoring: 5/01/05. The  
waterline subcontractor to begin relocating the waterline  
8 Pipe Construction: 5/08/05. Surveyor to stake pipe and drainage  
structures. Pipe subcontractor to begin pipe installation and drainage  
structure construction.  
9 Grading and widening: 5/22/05. Grading will progress in accordance  
with Phase I of the TCP's.  
10 Traffic Switch: 6/01/05. Traffic placed on Temporary Widening.  
11 Culvert Construction: 7/11/05. Structure subcontractor mobilizing to  
begin Phase I of the culvert construction.  
12 **Begin Trout Moratorium:** 11/15/05.  
13 **Phase I Completion:** 11/18/05. Phase I of the TCP's and ICT #1  
work will be complete and traffic will be moved into the pattern to  
begin Phase II.  
14 **ICT #1 Contract Completion Date:** 12/2/05  
15 Winter Shutdown: 12/16/05: All grading will cease until 3/06. The  
pipe subcontractors will continue with Phase II when not restricted by  
weather and permit restrictions. Any grading areas not completed will  
be dressed and temporary seeded. Utilities to be relocated after traffic  
switch will begin. This work should be finished by 3/06. This work  
includes water and sewer, gas, and fiber optic cable.  
16 Resume grading: 3/6/06. Remobilize grading equipment to continue  
Phase II.  
17 **End Trout Moratorium:** 4/15/06  
18 Resume Culvert Construction: 4/17/06. Remobilize culvert  
subcontractor. Also, begin installing the pipe that will carry live water.  
19 Paving: 6/19/06. Fine grading, ABC placement, and paving will begin  
for Phase II.  
20 Signal Installation Complete: 8/18/06.  
21 Final Paving and Striping: Begin 9/4/06. End 10/27/06. Traffic placed  
in final traffic pattern.  
22 Final Inspection: 10/30/06.  
23 **ICT #2 Contract Completion Date:** 10/31/06.  
24 Begin Reforestation: 12/15/06. Completion 12/22/06.  
25 **Contract Completion Date:** 12/31/06.

# PROGRESS SCHEDULE CHART

**PROJECT NO:** 12345.3.2

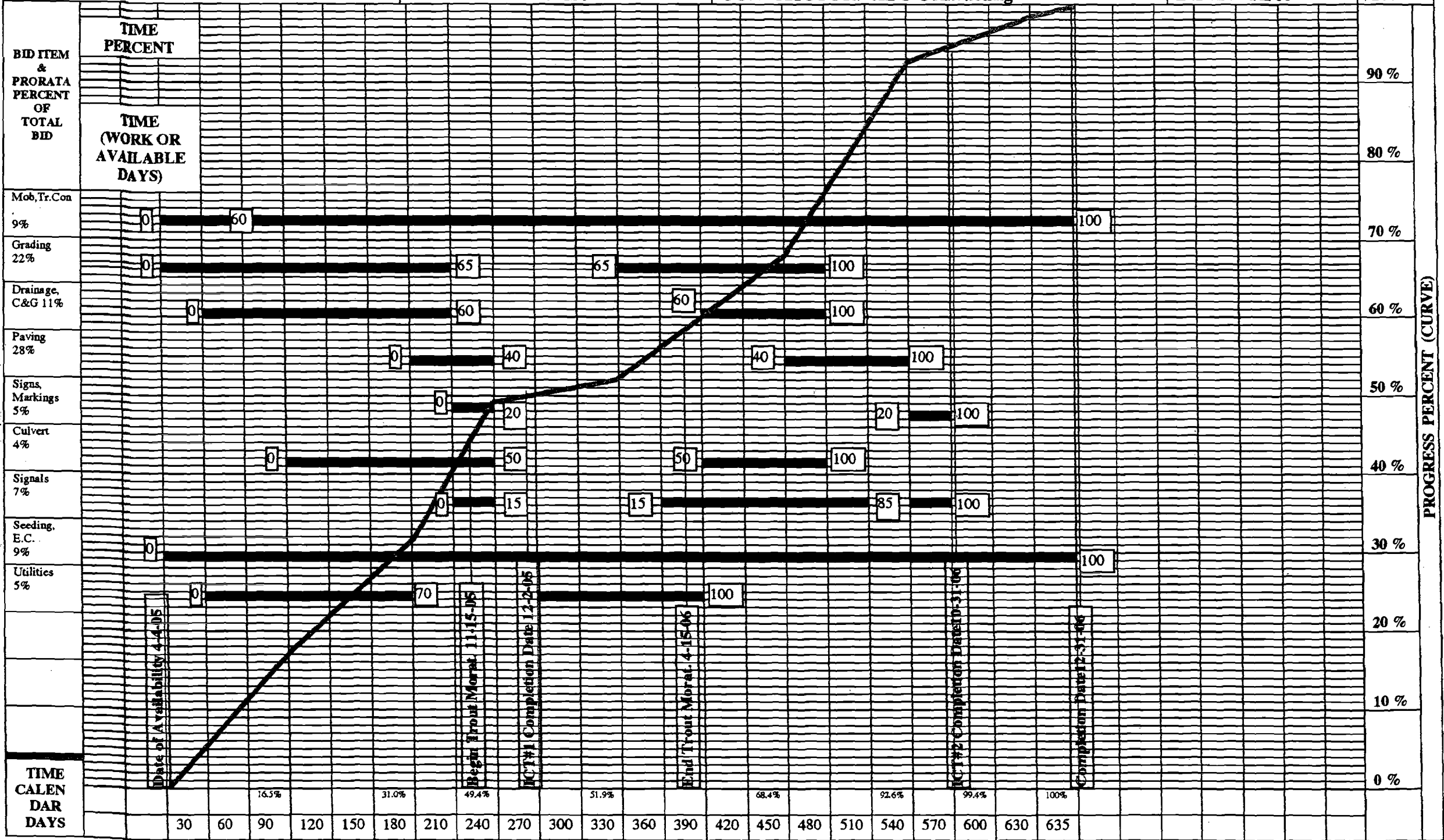
**COUNTY:** Buncombe

**CONTRACTOR:** ABC Contracting

**DATE:** 2/2/05

**100 %**

Handout



PROGRESS PERCENT (CURVE)

STATE CONSTRUCTION ENGINEER

RESIDENT ENGINEER

CONTRACTOR'S SIGNATURE