

Construction Activities

Progress Pay Estimate/Pay Docs

Field staff tracks project progress/completion and prepares pay documentation to compensate the contractor for completed work (paid as the work is completed).

Construction Photos

Preconstruction photos are collected prior to the start of work. Both LHTAC and the contractor track closely the progression of work through photo documentation. Photo documentation is an important step in recording the manner that work is completed, when it is completed, and the equipment used within that process. This documentation is a vital tool in project reviews and claim avoidance.

Weekly Meetings

Progress meetings are typically held on-site for each project. This gives LHTAC, the contractor, and the sponsor an opportunity to discuss project progress and any difficulties encountered. These meetings are open to all interested parties. Minutes are taken for documentation purposes and to avoid miscommunications.

Phone/Email

Project calls and emails are always welcome and can be sent to our construction staff.

Megan Kautz, PE—Resident Engineer

mkautz@lhtac.org

T. Matt Koster, PE—Resident Engineer

mkoster@lhtac.org

Karissa Nelson (Hardy), PE—Environmental Engineer

knelson@lhtac.org

JoEllen Ross-Hauer—Environmental Planner

jhauer@lhtac.org

Project Start-Up Timeline

1. The project plans, specifications, and engineers estimate are delivered to ITD for public bidders. This begins the Construction phase of the project.
2. LHTAC requests a shortlist of three qualified CE&I firms from the sponsor, or puts the project out for public advertisement depending on project size.
3. The project is posted to ITD's website for bidding; concurrently, requests are sent to CE&I consultants for proposals detailing their qualifications, and applicable CE&I experience.
4. The selection committee scores received proposals and LHTAC staff meets with the sponsors representatives to select a CE&I firm. The sponsor organization will always make up a majority of the selecting members in this meeting.
5. The project low bid contractor is notified and begins the contract award process. LHTAC and the sponsor work to negotiate necessary man-hours with the selected CE&I firm.
6. The CE&I firm enters into an agreement with the sponsor and ITD. This will be presented to the sponsor for review and signature before it is finalized.
7. A pre-construction conference is held.
8. Construction begins.



LHTAC Construction Process and Sponsor's Role

Local Highway Technical Assistance Council
3330 Grace Street
Boise, ID 83703

208-344-0565

www.lhtac.org



Construction Activities

Preconstruction Conference

A preconstruction conference includes all parties involved in the project: LHTAC, the sponsor, the contractor, the CE&I firm, utilities, property owners, and other stakeholders interested and affected by the project.

Traffic Control Plan

The contractor is responsible for moving the traveling public safely through the active construction zone. This is done with the implementation of a Traffic Control Plan. This plan is submitted to LHTAC for approval, and includes all signing, flagging, pilot cars, and any other implementations necessary for the safe passage of motorists.

Stormwater Pollution Prevention Plan (SWPPP) and Pollution Prevention Plan (PPP)

LHTAC utilizes a SWPPP or a PPP in order to mitigate any environmental impacts that may take place over the course of construction. These plans include erosion control measures as well as site inspections to ensure compliance with all environmental requirements.

Inspection and Testing

Inspection and testing are both provided by a construction engineering and inspection firm. Inspection takes place on every aspect of a construction project. Many items of work are accepted based on field inspection. Testing is conducted on most materials incorporated into a project's construction. This testing includes both laboratory and field tests. These tests determine whether a product is acceptable by FHWA standards.

What is CE&I?

Construction Engineer and Inspection (CE&I)

The CE&I is an engineering firm collectively selected by a committee comprised of LHTAC staff and the local sponsor. The CE&I provides construction engineering and inspection work. This includes: contract administration, materials testing, engineering support, and project inspection. The CE&I acts as the “on-the-ground” LHTAC and Sponsor representative. All major project decisions are made in conjunction with the CE&I Consultant, the Sponsor and LHTAC.

What is the sponsor’s role?

Sponsor’s Roles/Duties:

- Proposes project and pursues LHTAC funding
- Secures matching funds
- Contributes feedback in the design process
- Participates in CE&I selection
- Participates in construction meetings
- Consults on project related changes
- Participates in a final project inspection
- Issues a letter of project acceptance

Change Orders & Adjustments

If changes are necessary what is the process?

If a change is requested by the contractor, they must submit an official Request for Change detailing the benefit of the change. If LHTAC, or the sponsor is requesting the change it is discussed with the contractor and the Change Order (CO) process is initiated. The CO must first gain LHTAC approval through pertinent levels of management. Then, in order for a CO to be fully approved, it is sent to both the contractor and the sponsor for approval. If any of the three approving parties disagree with the terms of the CO, it is revised and the approval process is repeated.

Avoid Verbal Order (AVO)

Often times changes will have little or no impact on the project outcome or budget. Direction to proceed with these changes does not warrant a CO and are implemented with an AVO. An AVO is a statement of direction, given in a hardcopy form. This signifies a change with enough importance to provide separate written direction, but one that doesn’t warrant a CO.

Bonuses and Deductions

Certain project items are eligible for bonuses and deductions. A few of these items include plant mix paving smoothness and aggregate used in roadway construction. These bonuses are meant to encourage a higher quality of work than what’s required by specification.

Fuel & Asphalt Price Adjustments

Fuel and asphalt are included in the majority of LHTAC construction projects and their national prices are tracked throughout construction. If a national average price increases or decreases from the time of bid within minimum specified thresholds the contractor is responsible for accounting for this difference. If the price increases significantly, the contractor will be reimbursed to cover these expenses; if a national average price decreases significantly, the contractor is responsible to reimburse the project.

Material Acceptance

Sampling & Testing

Nothing is accepted that has not been tested or certified. Testing is done by qualified technicians and performed in accordance with ITD Quality Assurance Manual and applicable federal guidelines.

Reports and Documentation

All field test reports, laboratory test reports, manufacturer certifications, and other miscellaneous reports involving inspection, testing, and acceptance of materials are a part of the documentation of project records. These reports are considered a permanent record and are to be preserved with other permanent records such as survey notes, quantity measurements, etc. These records serve to certifying compliance with specification requirements of the contract. Once the project is closed the sponsor gets a complete copy of all the project documentation.

Materials Summary Report

The Materials Summary Report (MSR) shows the basis of acceptance for bid items and change orders. The MSR is a tool ensuring all project elements have been inspected, tested, and/or certified to Federal standards.

Final Acceptance /Project Close-Out

Final Punch List

Punch list items are outstanding construction tasks that must be completed in order to receive completion and acceptance milestones. Punch lists are great tools that can make the close-out procedures of a project go smoother.

Sponsor Final Acceptance Letter

When the contractor feels that they have completed the contract requirements, the sponsor is notified and completes a project inspection. If the sponsor deems the project satisfactory, they will issue a Sponsor Letter of Final Acceptance.

Project Closeout Checklist

You can find a sample of a Project Close-out Checklist on www.lhtac.org in our commonly used documents section under resources.

Audit

LHTAC and the ITD District office conduct audits on the completed project files. These audits ensure that project files are accurate and project construction was completed within all federal guidelines. All LHTAC projects are subject to audits by the Federal Highway Administration.