Indianapolis DPW Lessons Learned Discussion

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The public views everyone on a public works project as “THE CITY” performing these operations
Inspectors should be certified to do the work

- INDOT CERTIFIED TECHNICIAN PROGRAM and other industry certifications demonstrate the individual’s basic understanding of the construction inspection process
  - Bridge Construction & Deck Repair
  - Concrete Paving
  - Construction Earthworks
  - Construction Procedures Part 1
  - Construction Procedures Part 2
  - Hot Mix Asphalt Paving

- Lead consultant must verify that their subs are qualified
Be Prepared for Each Day’s Activities
Have the proper equipment
Arrive at the project site PRIOR to the commencement of any major operation
Get out of your vehicle
Inspectors need to have required tools and equipment to perform their job at all times!

- Measurement tools
  - Plans
  - Scale
  - Tape Measure
  - Measuring Wheel
  - Level
  - Temp Gun
Know the **Standard General Conditions for Construction Projects**

- Replaces Chapter 100 of the INDOT Standard Specifications
Do not process monthly payment until a valid schedule has been provided by the contractor.
Know the spec book and standards that apply to project

- Changes to specifications, standards and construction requirements occur constantly and often times from project to project
- Special Conditions – work restrictions, Holidays, Events
- Basis of payment
Know your project

- Understanding the plans and being able to apply the contract documents and specifications
- Know your project site and verify plans match current field conditions
- Have information concerning the current field conditions at the Pre-Con
Permits

- Know what permits are required to perform the work
- Responsibility
  - ROW - Contractor
  - Flora Permit – Contractor
  - Sanitary – Contractor
  - Structural - Contractor
  - SWPPP – Designer/Owner
Anticipate what materials are to be placed at the start of each day

- Look ahead and determine what issues may lay ahead
Discuss testing requirements at Pre-Con
Verify that the contractor is performing and passing all material testing as required by the DPW Frequency Manual
RPR is responsible for scheduling Quality Assurance Testing with DPW’s testing consultant
Verify that things are done correctly and that the required procedures are followed
Crosswalks

• Line up directly across street unless designed otherwise
• When using Transverse Markings, 24 Inch Crosswalk Line, “Piano Keys”
  • Oriented parallel with approaching vehicle wheel path
Verify:

- Traffic Control Devices
- Utility Locates
- Check construction signage often
- Proper layout of construction joints
- Proper location and placement of ramps
- Orientation of detectable domes and grooved surfaces
- Stop Bars
Inspectors Daily Reports

- Keep up on them daily
- Write a story/narrative
- Describe the Contractors means and methods
- Notate any visitors on jobsite
- Include drawings and pictures
- Maintain accurate drawings, measurements and calculations
RPR’s should know the rolling budget

- RPR should know well in advance of any projected overruns and underruns
- RPR shall inform the DPW Project Manager prior to the situation becoming an issue
Construction Photos

- Pre & Post Construction Photos
  - Same locations
- During Construction
Change Order Procedure

- RFI
- RFP
- Field Order
- Work Directive Change
- Change Order
RFI

• From Prime Contractor on their letterhead
• Keep a RFI log
• Each RFI must have a unique number
• RPR is first person to answer
• Get all the information
• Request Interpretation from Design Engineer
CITY OF INDIANAPOLIS

TO: ________________________________

REQUEST FOR PROPOSAL NO.: ____________

DATE: ________________________________

PROJECT NAME: _______________________

PROJECT NO.: _______________________

SPECIFICATION REFERENCE: ____________

DRAWING REFERENCE: ____________

DRAWING DATE: ____________

IDENTIFICATION OF ATTACHMENTS: ______

Please submit within fifteen calendar days of this request date a proposal showing increase, decrease or no change in contract price and/or contract time. Proposal shall be accompanied by four (4) copies of breakdown showing quantities, cost of material, equipment, labor, overhead, profit and basis for the additional time if any.

DESCRIPTION OF PROPOSED CHANGE COVERED BY THIS REQUEST:

REASON FOR CHANGE:

SPECIAL INSTRUCTIONS:

THIS REQUEST DOES NOT AUTHORIZE YOU TO PROCEED WITH THE ABOVE WORK NOR STOP PREVIOUSLY SCHEDULED WORK. Upon approval a Contract Change Order and a Notice To proceed will be issued.

Please state in your proposal the effect the acceptance of this REQUEST will have on the project completion, if accepted within ___ days of proposal due date.

YOUR PROPOSAL DUE DATE: ____________

By: ________________________________

Project Manager ____________

Date ____________
FORM IN THE CONTRACT DOCUMENTS

CITY OF INDIANAPOLIS

OWNER: CITY OF INDIANAPOLIS

FIELD ORDER NUMBER: __________
DATE: __________
PROJECT NAME: __________
PROJECT NO: __________

You are hereby directed to execute promptly this Field Order which interprets the Contract Documents or orders minor changes in the Work without change in Contract Sum or Contract Time.

If you consider that a change in Contract Sum or Contract Time is required, please submit your itemized proposal to the Engineer immediately and before proceeding with this Work. If your proposal is found to be satisfactory and in proper order, this Field Order will in that event be superseded by a Change Order.

Description:

Attachments:

PROJECT MANAGER:
By: _______________________
Date: _____________________
Work Directive Change

- Form in the contract documents
- Include Attachment A
- Include backup documentation from Contractor
- Form in the contract documents
- Attachment A
- Referenced Documents
- Contract Summary Sheet
Consultants should have internal quality control procedures

- All lead and sub consultants should have quality control procedures in place
- Proof read paperwork
- Double check calculations
- Verify dates
Capitol Outputs

- Update capitol outputs as part of the final construction record
  - Sidewalks in LFT
  - Paving in Lane Miles
  - Number of ADA Ramps
  - Number of Inlets
Final Construction Records

- Tells a story of the entire project
- Protection and documentation in case of audit
- Protects City from issues arising from contractor workmanship and/or tort claims
- Everything should be electronic
- Hardcopies and folders should match electronic records
- Organized and easy to navigate
Questions?