

SECTION 8 TASK MANAGEMENT

8.1 PURPOSE

This section describes how to set up project work plans for construction contract submittal, RTL, advertisement for bids, bid opening, award and approval, factors that affect schedules, monitoring tools, and roles and responsibilities of staff.

8.2 BACKGROUND

PPM&OE staffing and the ability to deliver district projects are dependent on district allocations. Allocations are dependent on the workload and schedules in project work plans. Executing the work plan requires close coordination between district and PPM&OE staff.

8.3 RESPONSIBILITIES

8.3.1 PROJECT MANAGER

- Negotiates work agreements with DES-Project Liaison Engineers (PLE) and PPM&OE Task Manager to develop project work plans.
- Negotiates Contract for Delivery (CFD) schedules with PPM&OE Task Manager prior to commitment to the Director.
- Before submitting a project to PPM&OE, verify Project E-FIS ID number and Phase 1 is open and all PPM&OE units are resourced in PRSM for timesheet charging in accordance with latest WEN. If a project is split or combined, please notify PPM&OE Task Manager immediately for new Project E-FIS ID. Do not close Phase 1 until 10 business days after Approve Contract (Milestone 500).
- Verifies district functions are resourced for WBS 265 activities.
- Submits constraint documentation in a timely manner to meet requested schedules.
- Submits Funding Package and secures authorization, allocation and approval of funds for advertising and awarding contracts in an amount sufficient to cover the capital cost of construction.
- Monitors project progress and is proactive in resolving District and HQ issues.

8.3.3 DIVISION OF ENGINEERING SERVICES-OFFICE ENGINEER TASK MANAGER

- Develops PPM&OE workload and duration estimating tools.
- Develops workload projections and resource needs.
- Validates project resources and schedules in PRSM at time of construction contract submittal and accepts contract for processing once all requirements are met.
- Negotiates and validates PPM&OE fiscal year resource allocations.
- Monitors and reports on PPM&OE activities (start, finish, percent complete, expended hours and hours to complete).
- Monitors and negotiates changes to project schedules and resources.

8.3.4 PPM&OE SCHEDULING ENGINEER

- Receives construction contract submittal and verifies completeness.
- Validates completion of advertising requirements.
- Sets advertising and bid opening dates.

8.4 ESTABLISHING MILESTONE TARGET DATES

PPM&OE's ability to deliver projects to Advertisement and Award is dependent on the districts providing resources and activity durations. Project Managers should use the current PPM&OE Workload and Duration Estimating Table (<http://www.dot.ca.gov/hq/esc/oe/rtl/ResourceTable.pdf>) or Scheduling Tool (http://oe.dot.ca.gov/project_control_and_support/task_management/DES-OE-Scheduling-Tool.xls) when developing project work plans. PPM&OE Milestones and Activities are described in the WBS 265 in the Work Plan Standards Guide (<http://projmgmt.onramp.dot.ca.gov/>). Districts should schedule target RTL dates such that the number of projects and dollars are spread evenly through the quarters of the fiscal year. This will result in more bidder competition and lower bids. Projects must be RTL and funded to be advertised. Funding allocations and approvals should be timed concurrently with RTL target dates.

Project Managers should also consider:

- Ideal begin construction date.
- Funding source and availability.
- Ability to meet Best Bid Standards for Construction Contracts.
- Set durations and provide resources to DOE and PPM&OE accordingly.
- FHWA requires an Agreement End Date (AED) to be assigned to the project. The AED will be 21 months after the M800 milestone and the project manager must enter this date in the FFAR form.

8.4.1 CONTRACT FOR DELIVERY (CFD)

The CFD is an annual contract signed between the District Director and the Caltrans Director for fiscal year project delivery. Project Managers should validate that their project milestones conform to the PPM&OE Workload and Duration Estimating table before the CFD is signed.

8.4.2 MINOR A PROJECTS

Schedule Minor A projects to meet an optimum begin construction date. Minor A projects and projects partially funded with Minor B funding must be awarded before the end of the fiscal year in which they are programmed.

At a minimum, use the PPM&OE Workload and Duration Estimating Norms or Scheduling Tool in Section 8.4 and work backwards from June 30 to schedule delivery. Be aware of CTC vote requirements if applicable. If you are applying federal funds to the project, be sure to allow for adequate processing time for the E-76 FHWA authorization process through HQ Division of Budgets, Office of Federal Resources.

Deliver the program early to avoid failures due to PPM&OE processing capacity issues, addenda delay, or contract award issues.

Late submittals contribute to unbalanced delivery and results in poor bid competition, higher bids, and the potential to miss the construction season.

8.4.3 MAJOR MAINTENANCE PROJECTS

Major Maintenance Projects are capital outlay projects funded by the Maintenance Programs and must comply with the same laws and Department project delivery policy requirements as Capital Program Projects.

Funding for Major Maintenance Projects is restrained by fiscal year. Bid opened Major Maintenance Projects that are not awarded in the fiscal year planned shall be funded first from the following fiscal year when the budget is approved.

At the beginning of each fiscal year the Maintenance Division provides PPM&OE with a list of Major Maintenance approved district projects. Projects delivered to PPM&OE not on the list will not be advertised until approved by the Maintenance Division.

Dollar (\$) Projects

The Maintenance Program maximizes the construction of projects during the construction season uses a funding tool called \$ Projects. \$ Projects require specifications that inform the bidders that the contract will be awarded this fiscal year but work cannot begin until directed by the Department in the next fiscal year.

In accordance with the law, PPM&OE does not release the \$ Project specification language until the Maintenance Program informs PPM&OE in writing that sufficient funds have been appropriated for such projects.

8.5 PROJECT SCHEDULE CONSIDERATIONS

8.5.1 NOT IN THE DELIVERY PLAN

PPM&OE will not list any projects if they are not listed in the Division of Project Management PDWD Delivery Plan. District must obtain approval for PPM&OE to proceed with project processing from the Chief, Office of Project Delivery and Workload and Development, Division of Project Management.

8.5.3 PROJECT FUNDING

Department policy and Federal Law (if federally funded) require districts to obtain CTC fund allocation and Federal Fund authorization respectively before contract advertisement.

Instruction for processing CTC fund allocation can be found on Transportation Programming's Office of Capital Improvement Programming Website (http://www.dot.ca.gov/hq/transprog/allocation_new.htm).

Instructions for securing Federal Fund authorization can be found at the Headquarters Division of Budgets, Office of Federal Resources Website (<http://budgets.onramp.dot.ca.gov/welcome-office-federal-resources/federal-project-and-program-management>).

A flow chart of the process after RTL that districts are responsible to follow to secure project funding is on the Division of Engineering Services, Office Engineer Website:

http://oe.dot.ca.gov/project_control_and_support/scheduling/flowcharts/rtl_to_adv_flowchart.pdf).

8.5.4 CONTINUING DISTRICT COMMITMENT TO PROJECT

Timely submittal of addenda and District recommendations for award are necessary to keep the project on schedule.

8.6 PROJECT MONITORING TOOLS

8.6.1 DIVISION OF ENGINEERING SERVICES-OFFICE ENGINEER INTERNET INFORMATION

The PPM&OE Internet site contains information on currently advertised and awarded roadway and structure projects on the California Highway System. This information consists of complete advertised sets of plans, special provisions, addenda, Federal Wages, Standard Plans, Standard Specifications, Asphalt Price Index, Construction Cost Index, Historical Cost Data, Bid Results, Plan Holders Lists, Bid Locations, Bidder Inquiries, and Award status.

8.6.2 DIVISION OF ENGINEERING SERVICES-OFFICE ENGINEER PROJECTS DATABASE

The PPM&OE Projects Database, accessible via FileMaker Pro, contains real-time status information for projects currently being processed by PPM&OE. District staff with FileMaker Pro or Internet Explorer can view a live Project Status report using the guidance at this Website (http://oe.dot.ca.gov/project_control_and_support/scheduling/manuals_guides/view-OE-Project-Status.docx).