

## Division Post Construction Assessment (PCA) Guidelines

### **What is a PCA?**

A Post Construction Assessment (PCA) is a knowledge sharing meeting about a specific project between NCDOT personnel, contractors, and designers. During the PCA, topics such as what went well and what did not go well during this project will be discussed along with any lessons learned or best practices that resulted during the construction and design of this project.

### **What constitutes an eligible PCA project?**

- No outstanding claims or supplemental agreements
- At a minimum, at substantial completion
- Cooperative and collaborative Contractor

### **Scheduling of PCAs**

Value Management (VMO) will schedule the PCA. VMO will ask the Division and ACE who from the Contractor should be invited, any design teams that participated in the project, and any NCDOT staff that should be included as well. The invitation that is sent by VMO is for an MS Teams meeting and will include Designers (PEF), Contractors, NCDOT personnel involved in the project, and NCDOT personnel not involved in the project but who would like to learn.

### **2-3 weeks prior to PCA**

#### ***PCA Prep Meeting***

Prior to the Post Construction Assessment, an internal only prep meeting will be conducted. The purpose of this meeting is to define the draft agenda. The draft agenda provides a starting point to prepare an overview presentation, identify relevant photos, and include helpful videos. Additionally, the invite list will be reviewed, and the Contractor and Designer's attendance will be confirmed. Prep meeting will be approximately 1 hour and will include the ACE, RE, DCE, VMO, PM, and any other identified internal personnel who can speak to the project. VMO will finalize the agenda following the prep meeting and add to the PCA meeting invite.

#### ***Activities between Prep Meeting and PCA***

The Division and ACE create an overview presentation of the project. In this presentation, include general information include purpose of the project and an aerial shot that can be utilized to identify key areas that will be discussed on the agenda.

Upload relevant documentation to the PCA site including photos during and after construction, videos during and after construction (drone and/or otherwise) and relevant documents. VMO can upload Let plans but any marked-up plans to show changes that should be discussed in the PCA should be included.

### **PCA**

Division personnel involved in the project should be prepared to present the background and overview information on the project. Additionally, VMO will facilitate the conversation and ensure all parties participate but Division personnel are expected to fully engage during the entire PCA and provide expertise and comments.

### **Post PCA**

VMO will provide draft meeting minutes. Participants in the prep meeting will be asked to review and provide comments, clarifications, and corrections prior to the minutes being sent to the entire group. Review will need to be completed within 5 days.

If you have any questions – please email [CLEAR@NCDOT.GOV](mailto:CLEAR@NCDOT.GOV)