

PROJECT PROGRESS MONITORING

RESIDENT ENGINEER WORKSHOP

2010

Why monitor project progress?

- PDA's evaluate performance based upon percentage of projects completed on time
- Allow an accurate estimate of project completion

Progress Schedule

- Article 108-2
- Construction Manual, 1-60 thru 1-61 and R-90 thru R-97
- Narrative
- Division Engineer Approval Authority
- Revised Progress Schedules – State Construction Engineer Approval Authority

Monitoring

- Frequency
- Reporting



COPY

STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

MICHAEL F. EASLEY
GOVERNOR

LYNDO TIPPETT
SECRETARY

September 22, 2008

Memorandum To: Division Engineers
From: W. S. Varnedoe, PE
Chief Engineer – Operations
Subject: Completing Projects on Time

We have all worked together very hard to develop metrics for project quality, budget and schedule for our construction projects. In order to accomplish our metric goals we will have to work very hard with our industry partners and use the best strategies and procedures as we manage and build the public's projects together. In order to meet or exceed our goal for our project schedule metric, it is imperative that we maintain effective communication. Completing projects on time is a public expectation.

Our current procedure for monitoring project progress requires a "Letter of Concern" to be written to the Contractor from the Resident Engineer when more than 5% of the contract time has expired and no work has been performed or when a project is 10% or greater behind schedule (by time and/or dollars). After the "Letter of Concern" has been written, if the project progress continues to degrade to 15% or greater behind schedule, a "Show Cause Letter" is written to the Contractor from the State Construction Engineer. A meeting is also held at the central Construction Office to discuss how the project can be completed on time.

In many cases, our current procedures and practices result in writing a "Letter of Concern" without a meeting at the Division Engineer level to discuss how the project may be completed on time. Also, in most cases, when the progress degrades to greater than 15% behind schedule and a "Show Cause Letter" is written and a meeting is held, the opportunity to complete the project on time has greatly decreased.

To help ensure our projects are completed on time, we are revising our project schedule monitoring procedures as follows:

When more than 5% of the contract time has expired and no work has been performed or when a project is 10% or greater behind schedule (by time and/or dollars), a "Letter of Concern" will be written to the Contractor from the Division Engineer. This letter will establish a meeting date to discuss the project schedule with the Division Engineer and the Contractor.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
CHIEF ENGINEER'S OFFICE
1537 MAIL SERVICE CENTER
RALEIGH NC 27699-1537

TELEPHONE: 919-733-7621
FAX: 919-733-4141
WEBSITE: WWW.DOH.DOT.STATE.NC.US

LOCATION:
TRANSPORTATION BUILDING
1 SOUTH WILMINGTON STREET
RALEIGH NC

LETTER OF CONCERN

- >5% Behind by time and no work has been performed
- >10% Behind by time or dollars
- Written by Division Engineer
- Encourage Contractor to submit any outstanding claims for time extensions
- Request written response including major operations remaining with target dates of when they are expected to occur (milestones)
- Request outline of any actions required of the Department to complete the project on time

SHOW CAUSE LETTER

- >15% Behind by schedule or time
- Written by State Construction Engineer
- Request written response of how the project completion date will be achieved and why the Contractor should not be removed from the bidders list
- Encourage Contractor to submit any outstanding claims for time extensions

FACTORS AFFECTING DECISION

- Percent behind
- Plan and effort to meet completion date
- Anticipated completion date
- Must consider possibility of future time extensions

Report Card

- Statewide Tier – 75%
- Regional Tier – 79%
- Subregional Tier – 90%

QUESTIONS?