

Chapter 20 - M&PT Changes and Public Relations

1-2000 General

This Chapter describes the procedures for revising contract provisions for maintenance and protection of traffic (“M&PT”) and press releases. It must be emphasized that these are separate procedures and both are required to be followed.

1-2001 Procedures for Revising Contract Provisions for M&PT

Sections 1-2001A through 1-2001C describe the procedures to follow for revising Contract provisions for Maintenance and Protection of Traffic, Limitation of Operations and Prosecution and Progress, and emergency situations.

1-2001A Case 1 – Revision to Contract Traffic Staging Plans

Case 1 scenarios are the result of revisions to contract staging plans.

Revisions to the construction staging plans require concurrence from both the Office of Construction and Office of Engineering. Before the proposal is forwarded to Office of Construction and Office of Design the District must evaluate the proposal to ascertain it will benefit the State, in terms of time or money. Revisions proposed by the Contractor for strictly their benefit must be rejected. After evaluation by the District the proposal is transmitted by memorandum from the Assistant District Engineer or District Engineer to the Construction Administrator, with copies to the Manager of Consultant Design or State Design (whichever has prime design responsibility), Maintenance Administrator and the Manager of Traffic Engineering. The memorandum must include:

- Details of the proposed revision in the form of sketches or narrative.
- The reason for the proposed revision.
- The exact location with Stations and the anticipated duration the revision will be in effect.
- The impacts of the revisions on the condition of the roadway (examples: reduced shoulders, narrower lanes, traffic shifted temporarily on shoulders, barrier on both sides with no shoulders, undesirable cross-slope, etc.), and the mitigating measures proposed (examples: paving the shoulders, additional drainage, additional signing and delineation, temporary pavement to improve the cross-slopes. Etc.).
- Approximate cost of the revision and the potential benefits to the State.

- Impacts of the revisions on the community. (Example: closure of ramp affecting a particular community).
- The deadline for implementing the revisions beyond which the stated benefits may not materialize.
- The District's recommendation on the proposed revision.
- Specific impacts on the Contract provisions.

The staff from the Offices of Construction, Engineering and Maintenance will discuss the merits of the proposed revision, the feasibility of implementing the revision within the proposed time frame and the impacts of the proposal on maintenance operations of the roadway and will make the final determination as to whether to go forward with the proposed revisions. If it is determined to go forward with the proposed revision, the Prime Designer will prepare a change order to the Contract and issue the revised construction sequencing and staging plans and special provisions by a memorandum to the District. The District may direct the Contractor to proceed with the revision with the concurrence of the Offices of Construction and Engineering before the final change order is issued. Appropriate press releases must be issued if not already in place, see section 1-2002.

***1-2001B Case 2 – Revision to Limitation of Operations,
and Prosecution and Progress Provisions***

Case 2 scenarios are the result of revisions to the Limitation of Operations and Prosecution and Progress Provisions of the Contract. Revisions proposed by the Contractor must be evaluated by the District to ascertain if it has merit. A memorandum from the Assistant District Engineer or District Engineer is sent to Construction Division Chief informing him of the District's recommendation, with copies to the Office of Construction Principal Engineer, District Liaison, and Project Engineer for Design and Traffic. This memorandum is to have attached to it a completed form shown in figure 1-20.1. The memorandum must also be submitted in a timely manner and when appropriate a revised press release issued. For information on press releases see section 1-2002

1-2001C Case 3 – Emergency Operations

When Contract operations of emergency nature are required to be performed, such as hazardous potholes patching, cleaning up the damaged sand barrels, repairing damaged bridge joints, etc., the Chief Inspector/Project Engineer will request authorization to perform the necessary repairs from the Assistant District Engineer or District Engineer. The Assistant District Engineer/District Engineer will direct the appropriate course of action to the Chief Inspector/Project Engineer. If the condition does not pose and imminent safety hazard, the repair work will be performed within the allowable hours for lane closures.

The Chief Inspector/Project Engineer will be responsible for notifying the Operations Center and Office of Construction of the proposed work. The field inspectors are responsible for notifying the Operations Center at the completion of the emergency work.

Figure 1-20.1 Case 2 Backup Documentation Form

Procedure for evaluating the revisions to the Limitation of Operations and Prosecution and Progress:

1. Complete description of the proposed revision.
2. The location, time of occurrence and the duration of the work.
3. The reason for the proposed revision.
4. Benefits of the revisions and the ramifications of not allowing the revisions.

Recommendation:

Recommended: _____ Approved: _____
Project Engineer Assist Dist. Engr./Dist. Engr.

Attach supporting documents

- Pertinent specification highlighting the appropriate sections where changes are being proposed.
- Hourly traffic volumes.
- Comments and/or recommendation from the Division of Traffic.
- Proposed detour and the signing/markings plan that shows the M&PT traffic devices and proposed locations of trafficpersons to assist in traffic control
- Written concurrence from City/Town for detours utilizing roads other than State Highways or impacting the traffic flow in the local community.

1-2002 Press Release Procedures

The Department provides press release information for current and planned maintenance and construction activities.

To efficiently process press releases, the following routing procedure has been developed to:

- Promote linear routing of press releases from the Project to the Communication Office.
- Permit electronic transmittal wherever possible.
- Distinguish press release submittals from limits of operations change authority.
- Task the managers and administrators with review and approval only as necessary.
- Differentiate between “Routine” (Contract Compliant) and “Special” (Contract Change) events.

The Office of Construction District Liaisons are the primary Headquarter (HQ) recipients for District and brokerage generated press releases.

For routine contract compliant events, the Final Copy Press Release from the Project Staff or consultant/broker is transmitted through the Project Engineer to the District Liaison who will forward it to the Office of Communications. District Managers and Office of Construction Administrators are to receive a copy for information only.

For significant contract changes and special events there is a higher level of notification required. The procedure requires the change authority to precede the press release by a separate established process for either a Case 1, Case 2 or Case 3 scenario, which ever applies. See Section 1-2001.

The District Liaisons are the primary Headquarter recipients for District and Consultant/broker generates press releases. It is required that a press release be in a complete and finished form when it is sent to the District Liaison. Incomplete press releases or outdated (late) ones will be returned for revision. E-mail and fax are the preferred method of transmittal. The Construction Division Chief and Office of Construction Principal Engineer are to be included in the distribution list for all press release transmittals to ensure efficient processing by the Office of Construction to the Office of Communications.

A graphic representation of the Construction Press Release procedure is shown in figure 1-20.2

Figure 1-20.2 Construction Press Release Flow Chart

