

Your Road to a Successful BDI Project



About Construction Estimating Institute (CEI)

CEI is a nonprofit corporation whose mission is to improve the skills of individuals working in the construction industry. CEI is the statewide provider of the DBE Supportive Services Program and the Construction Management Development Program/Bond Guarantee Program for the Florida Department of Transportation (FDOT).

CEI has been developing construction professionals for over thirty years. Since its founding in 1982, over 60,000 construction industry personnel have received training and consulting from CEI. Headquartered in Sarasota, Florida, CEI provides training and consulting services to the construction industry nationwide and internationally. CEI delivers public training courses in the areas of civil estimating, building estimating, project scheduling, construction project management, construction negotiating, construction business management, construction bonding, construction laws, construction safety, accounting, and financial management. CEI also provides private training and consulting for construction companies, professional associations, and governmental agencies.

About the Equal Opportunity Office (EOO)

The mission of the EOO is to ensure economic prosperity for all by ensuring equal opportunity in employment, participation, benefits, services, and contracts; eliminating unlawful discrimination; and encouraging diversity in all FDOT programs and activities.

EOO accomplishes part of its mission through the **Disadvantaged Business Enterprise (DBE) Program**, which benefits certified DBEs in the following ways:

- Potential use on any project funded by FDOT to help achieve the state's DBE participation goal.
- Statewide exposure for contracting opportunities through the DBE Directory.
- Opportunities to engage contractors and consultants performing as primes on roadway and bridge projects.
- Supportive services/technical support designed to increase capacity and efficiency at no charge to DBEs
- Classroom and online training offered at no cost or reduced cost

Table of Contents

About the Business Development Initiative (BDI)	4
Benefits of the BDI.....	5
Eligibility Criteria.....	5
Small Business Definition	5
BDI Project Listings	6
Steps to Bidding on BDI Projects	7
Register with My Florida Marketplace.....	7
Create an FDOT Internet Subscriber Account (ISA)	8
Register with Contract Proposal Processing (CPP)	9
Become Certified as a Small Business	10
Obtain Bid Documents, Plans and Specifications	10
Online Bidding	13
Pre-Bid Considerations	14
Qualifications.....	14
FDOT Subcontracting Specifications	14
Estimating – Lump Sum versus Unit Quantity	15
Understanding How Time is Evaluated on a Project	16
Liquidated Damages and Retainage.....	16
Post Award	17
Construction Project Administration Manual (CPAM).....	18
Preconstruction Conference	18
Utilities.....	19
Notices	19
FDOT Scheduling Specifications	20
Changes in the Work	22

ABOUT THE BUSINESS DEVELOPMENT INITIATIVE (BDI)

FDOT designed the Business Development Initiative (BDI) to support FDOT's efforts to boost competition, lower prices, and increase support to meet its contracting needs over the next 10 years. The BDI provides more opportunities and support for small businesses to move from subcontracting and sub consulting to prime contracting and consulting roles.

A **construction or maintenance contract** posted as a BDI contract indicates that:

- a. The contract will be reserved for small businesses;
- b. The contract will be \$1,500,000 or less;
- c. Prequalification per Rule 14-22 F.A.C. is not required;
- d. Performance bonds are waived on contracts under \$250,000;
- e. Bid bonds are \$500 for contracts over \$150,000 and may be in the form of a cashier's check, the BDI Bond form, or the standard Bid or Proposal Bond Form (Form No. 375-020-09); and
- f. All subcontractors must be small businesses.

A **professional services contract** posted as a BDI contract indicates that:

- a. The contract will be reserved for small businesses;
- b. The contract will be \$1,500,000 or less;
- c. Teams must still be technically prequalified in all listed professional services work types; and
- d. An overhead audit is required for any contract in excess of \$500,000.

In March 2009, FDOT received approval from the Federal Highway Administration (FHWA) to use the BDI on federally funded projects, being the first of its kind, nationally, to be considered. FDOT's BDI goal is to reserve 10% of all construction/maintenance contracts and 15% of all professional services contracts for small businesses.

Benefits of the Business Development Initiative

FDOT has a database for professional service firms and construction/maintenance firms, which is used for prime firms to locate small businesses to work on FDOT contracts.

Eligibility Criteria

To participate in the BDI, small businesses must meet the eligibility criteria listed below:

1. Meet the small business definition as defined by FDOT.
2. Submit a notarized affidavit on a form provided by FDOT attesting to meeting the definition of a small business.
3. Provide a listing of contracts on which the firm has performed either as a prime or subcontractor. This is part of the modified prequalification requirement for small contractors, not consultants.

Small Business Definition

FDOT uses its own definition for a small business, which has different size standards for the type of work performed. FDOT limits the size standard to \$15.0 million average annual receipts for construction and maintenance firms and \$6.5 million average annual receipts for professional services firms. A business determines its size by averaging its annual gross receipts over the last three years. If its average gross receipts are under the size standard, the business will be considered a small business.

TYPE OF WORK	AVG.GROSS RECEIPTS NOT TO EXCEED
CONSTRUCTION/MAINTENANCE	\$15 million
FDOT PREQUALIFIED PROFESSIONAL SERVICES	\$6.5 million
NON-PREQUALIFIED PROFESSIONAL SERVICES	\$6.5 million

BDI PROJECT LISTINGS

You can find a general list of the current BDI projects to bid at:

<http://www.dot.state.fl.us/equalopportunityoffice/reservedcontracts.shtm>

A project may be listed under the “district letting” page for each of the districts listed or it may be listed for the central office letting. Both sites should be reviewed to find the BDI project. For district lettings click the icon at the beginning of each district list. For central office lettings, click where it says “click here” in the first paragraph on the web page.

Professional Services

For professional services contracts, the advertisements for all districts are available from the link below. The BDI contracts are noted within the advertisement.

<http://www.dot.state.fl.us/procurement/Advertisements.shtm>

Historical Project Listing

The EOO also posts a historical project listing of BDI projects at:

<http://www.dot.state.fl.us/equalopportunityoffice/BDI/BDI%20Project%20List.pdf>

Below is a copy of the FDOT web page that lists BDI projects.

Equal Opportunity Office / DBE Program / BDI / BDI Reserved Contracts

BDI Reserved Contracts



This page will list current and future contracts for all FDOT Districts. Please click the  icon to view the District Office letting information for construction and maintenance contracts. For central let contracts, [click here](#)

For all Professional Services contracts, the advertisements for all districts are available from the link below. The BDI contracts are noted within the advertisement.
<http://www.dot.state.fl.us/procurement/Advertisements.shtm>

[District 1](#) [District 2](#) [District 3](#) [District 4](#) [District 5](#) [District 6](#) [District 7](#) [Turnpike](#)

District 1:



Type of Work	Contract No. Project No.	Estimate	Letting Date Response Date	Description	Advertisement
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STEPS TO BIDDING ON BDI PROJECTS

Step 1: Register with My Florida Marketplace (MFMP)

All vendors wishing to do business with any state agency must register at the following web site:

<https://vendor.myfloridamarketplace.com>.

If you have previously registered but have forgotten your MFMP Vendor Number or are a vendor located outside of the United States, please contact Vendor Registration Customer Service at 866-352-3776 (Monday through Friday, 8 a.m. - 5:30 p.m. Eastern Time).

Welcome to the State of Florida's Vendor Information Portal!

MyFloridaMarketPlace is the State of Florida's eProcurement system. This system is designed to streamline interactions between vendors and state government entities that purchase goods and services, and provides a user-friendly Internet portal where vendors can register, receive information on upcoming bids, post information on products and services, and receive purchase orders electronically.

In order to complete the vendor registration process, you will need to have various addresses, contact information, and company information available. [Click here to view the Requirements List.](#)

Effective July 1, 2012, wartime veterans registering in the MyFloridaMarketPlace Vendor Information Portal and seeking Minority Business Certification, should use the Service-Disabled Veteran Business Enterprise (SDVBE) Designation option to indicate they are service-disabled veterans, wartime veterans, or both, and the Florida Office of Supplier Diversity will follow-up to assist with the appropriate certification.

Vendor Login

Username:

Password:

[Forgot Your Password](#)

New Vendor Registration

Company Name:

Tax ID Type:

Tax ID:

Re-enter Tax ID:

Otherwise, please enter your Company Name and Tax ID Number in the "New Vendor Registration" box. Your Tax ID should be entered without spaces or dashes.

** When registering for MyFloridaMarketPlace, we strongly recommend using a Federal Employer Identification Number (FEIN) rather than a social security number. Using an FEIN will minimize the risks to personal financial information associated with the use of social security numbers. If you do not have a FEIN number, please take a few minutes and obtain one through the following link: IRS.gov There is no cost for this number.*

Step 2: Create an FDOT Internet Subscriber Account (ISA)

Create your own (free) FDOT internet subscriber account, which is needed to download plans and specs, apply for prequalification, and access bid questions.

1. Go to: <https://www3.dot.state.fl.us/InternetSubscriberAccount/>
2. Select "**Click here to create an account**" to start the process.
3. Enter the following information:
 - E-mail address to be used
 - Select password challenge question
 - Enter answer to the password challenge question
4. Check the box once you have read and agreed with the "Terms of Use."
5. Click "Create" button.
6. Upon successful creation of the Subscriber account:
 - A system generated password will be sent to the above email address.
 - You will be required to enter that password exactly as shown in your email during your first login attempt (We recommend that you copy and paste the password because it is CASE sensitive). It will then be mandatory for you to change the password (old) to the one of your choice (new).

Login Instructions

1. Enter the e-mail address that was used to register/create the account in the User ID field
2. Enter Password
3. Click "Log In"
4. Once logged in, enter your vendor number to start the application process.

Instructions to Re-set Password

To re-set a password, call the FDOT Contracts Administration Office at 850-414-4000 (Monday through Friday, 8 a.m. - 5:00 p.m. Eastern Time) or the FDOT Service Desk at 1-866-955-4357 (HELP) or e-mail:

FDOT.ServiceDesk@dot.state.fl.us.

Step 3: Register with Contract Proposal Processing (CPP)

FDOT distributes its project plans and specifications via an online system called the **Contract Proposal Processing** online ordering system.

To obtain documents on advertised projects such as bid documents, plans, and specs, you must register for the Online Ordering System. In addition to registering, you must submit a completed **Exempt Document Agreement Form**. It may take up to 72 hours before you can download documents. After this, you will be able to download bid documents to your computer at your convenience. Please register at:

<https://www3.dot.state.fl.us/ContractProposalProcessingOnlineOrdering>

FDOT CPP Online Ordering Registration Steps

Step 1. Complete the Exempt Documents Distribution Agreement form and FAX to (850) 412-8156 or Email to Online.Ordering@dot.state.fl.us.

Step 2. Go to <https://www3.dot.state.fl.us/ContractProposalProcessingOnlineOrdering/> and select “Click here to Register”.

Step 3. Enter email address and click submit.

Step 4. Enter contact information and choose a challenge question.

Step 5. Agree to the terms and click “Register”.

Step 6. When the temporary password is received (by email), change it within 72 hours or the online registration process will have to be started again.

Note: The system will recognize an employee with an existing account and will ask for the same password. A temporary password will not be sent in this case.

Step 7. Click “Home” and then “Logout”.

Step 4. Become Certified as a Small Business

To become certified as a small business, a firm must complete the FDOT Small Business Affidavit Certification Form. Once the firm completes the form and submits it to FDOT, the firm will be added to the FDOT small business database. The form can be downloaded from the following website:

<http://www2.dot.state.fl.us/proceduraldocuments/forms/byofficedetail.asp?office=EQUAL+OPPORTUNITY+OFFICE>

There are two different forms: one for road and bridge construction firms and all other non-professional services firms (275-000-01) and one for professional services firms (275-000-03). Please note that if your firm is NOT a prequalified professional services firm, you will need to complete form 275-000-01.

Step 5. Obtain Bid Documents, Plans, and Specifications

Once you have registered with CPP, you can download project documents at the following web page:

<https://www3.dot.state.fl.us/ContractProposalProcessingOnlineOrdering/>

About CPP Online Orders

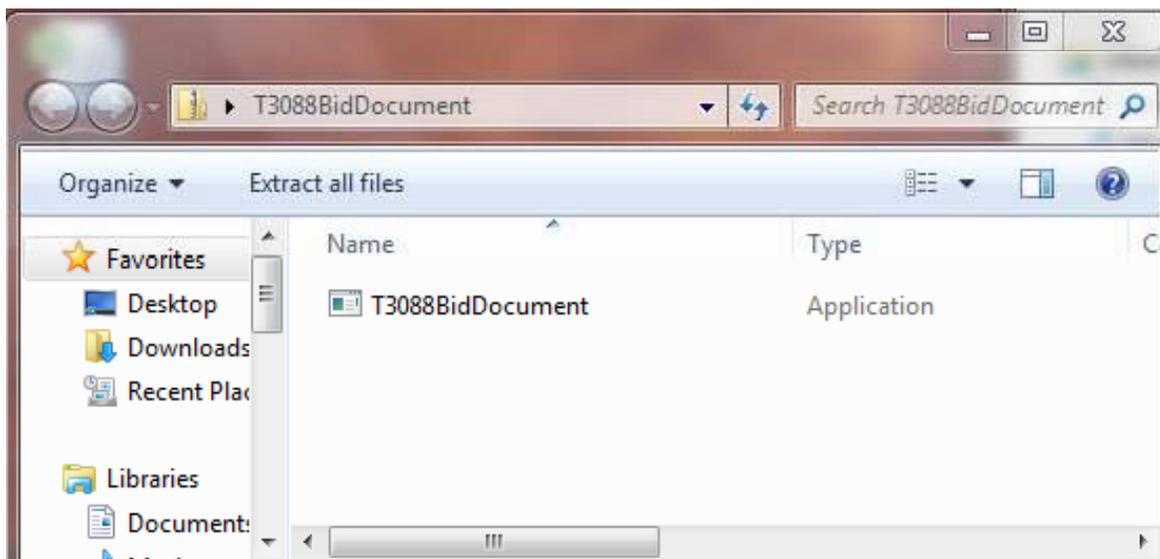
1. The term "Bid Document Request Pending" in the order status field signifies that the system could not approve the bid document for the company. An email stating the reason(s) will be sent to the person placing the order. The Contracts Office will also contact the company about actions that can be taken to become eligible.
2. Project plan revisions, addenda and amendments can be downloaded from CPP Online Ordering immediately after contractor is notified.
3. Bid documents can be ordered up to the "Cutoff" (24 hours before the letting date/time) for a letting.
4. All authorized users can download orders placed by any individual in the company up to one year after the letting date/time.
5. Plans and specifications can be ordered up to one year after the letting date/time.

Note: If you forget your password, you will be given a challenge question after the third failure. Call the Service Desk (1-866-352-3776) if you get locked out. Passwords expire every 60 days. You will also need an FDOT Internet Subscriber Account to register.

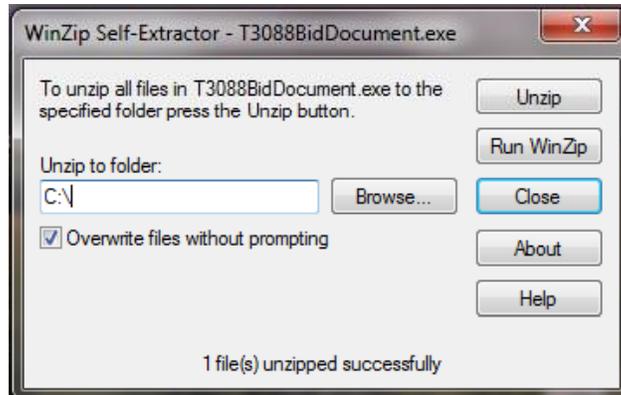
Shown below are the types of documents that you will find in CPP Online Ordering. This example is of a construction project. Maintenance projects may not have plans or plans PS documents.

Document Name	Document Type
E1K89Plans.pdf	Plans
E1K89Specs.pdf	Specifications
E1K89BidDoc.zip	Bid Documents
DBEPlan.pdf	Other Documents
E1K89PlansPS.zip	Plans & Specs

Download the documents and save them to your computer. (Be sure to designate a place to save the file, such as your C drive.) The BidDoc.zip and PlansPS.zip files will need to be unzipped. Unzipping the BidDoc.zip file will result in a “Self-Extracting” zip file as shown below:



Double clicking on the “Self-Extracting” zip file will result in the following option:



Browse to the location to save the file and click “Unzip.” The result will be the Expedite EBS file ready for bidding purposes:



Addenda and Amendments (downloads)

When addenda or amendments are issued for a particular project, plan holders need to download these to be sure they can apply the changes to their bid pricing. If the plan holder is also an eligible bidder for the project and is intending to submit a bid to FDOT, there is a process by which the addenda or amendment must be electronically attached to their bid.

ONLINE BIDDING

Information on online bidding can be found on the following FDOT web page:

<http://www.dot.state.fl.us/cc-admin/Software/Expedite/InternetBiddingInfo.shtm>

Bid Express

All bids for projects let by FDOT Central Office must be submitted using Bid Express. Bids let by FDOT district offices, for projects with a budget of \$5 million or more, must be submitted using Bid Express. Instructions for using Bid Express can also be found on the FDOT web page listed above.

Expedite

Expedite is a companion software to Bid Express. You will need this software to open your EBS file and prepare your bid. You can download Expedite 5.11a to your computer via a link on the following web page:

<http://www.dot.state.fl.us/cc-admin/Software/Expedite/hexpedite.shtm>

PRE-BID CONSIDERATIONS

Are you Qualified?

BDI projects do not require contractors to be FDOT prequalified. However, all contractors must be a small business as defined by FDOT to bid all BDI projects. Every BDI contract will require a bidding contractor to submit an affidavit before he or she will be issued bidding documents.

BDI Reference Sheet (Form #275-000-02)

Before being awarded the contract, FDOT will ask questions of the contractor to determine if the contractor is valid and qualified to be awarded the contract. FDOT, for example, will not normally approve a janitorial contractor to bid on a concrete sidewalk project. When the contractor downloads project plans and specifications, the form will be included and must be completed and submitted to the District Contracting Office where the project is being bid. Upon acceptance by the FDOT District office, the contractor will be awarded the contract.

FDOT Subcontracting Specifications

The following is an excerpt from the 2014 FDOT Standard Specifications for Road and Bridge Construction. These are the subcontracting rules that FDOT requires all prime contractors to follow on all construction projects for Florida highway construction.

8-1 Subletting or Assigning of Contracts

Do not sell, transfer, assign, or otherwise dispose of the contract or contracts or any portion thereof, or of the right, title, or interest therein, without written consent of the Department. If the contractor chooses to sublet any portion of the contract, the contractor must provide a written request to sublet work on the Certification of Sublet Work form developed by the Department for this purpose. With the engineer's acceptance of the request, the contractor may sublet a portion of the work, but shall perform with his own organization work amounting to not less than 40% of the total contract amount. For contracts reserved for small businesses in accordance with the Department's Business Development Initiative Plan (March 2013), the sublet work must be contracted to a small business or businesses as defined by the Department. The subcontractor must also submit a notarized affidavit on a form provided by the Department prior to the start of work. The Certification of Sublet Work request will be deemed acceptable by the Department, for purposes of the Department's consent,

unless the engineer notifies the contractor within five business days of receipt of the Certification of Sublet Work that the Department is not consenting to the requested subletting.

Include in the total contract amount the cost of materials and manufactured component products, and their transportation to the project site. For the purpose of meeting this requirement the Department will not consider off-site commercial production of materials and manufactured component products that the contractor purchases, or their transportation to the project, as subcontracted work.

If the contractor sublets a part of a contract item, the Department will use only the sublet proportional cost in determining the percentage of subcontracted normal work.

Execute all agreements to sublet work in writing and include all pertinent provisions and requirements of the contract. Upon request, furnish the Department with a copy of the subcontract. The subletting of work does not relieve the contractor or the surety of their respective liabilities under the contract.

The Department recognizes a subcontractor only in the capacity of an employee or agent of the contractor, and the engineer may require the contractor to remove the subcontractor as in the case of an employee.

Estimating – Lump Sum versus Unit Quantity

FDOT lets contracts in one of two ways – lump sum or unit quantity.

A lump sum contract requires the contractor to submit a total and global price instead of bidding on individual items. It is a single bid that covers (without providing a cost breakdown) all costs, such as for equipment, labor, material, overheads, and services. It also includes the contractor's fee (profit) for completing the items of work comprising the job.

If the contract bid is a unit quantity bid, then the contractor must include all costs, such as for equipment, labor, material, overheads, services, and profits in each of the unit items being bid. Upon completion of the project, the contractor will be paid for the actual completed measured quantity for each item at the price bid for each item.

Understanding How Time is Evaluated on a Project

Every FDOT contract will contain a time of completion. The amount of days allowed to complete the contract will either be in calendar days or in working (business) days. The special provisions or supplemental specifications portions of the bidding/contract documents will normally specify this. Be aware that if calendar days are stipulated, then holidays and non-working days (weekends and holidays) are included in the schedule. If it is a working day contract, then only working days are counted in the total days for completion. Refer to Section 8 of the FDOT standard specifications for additional information.

Also in Section 8, there are specifications with respect to weather delays, should they occur within an allotted contract schedule. Weather delays are not automatic and the contractor should never assume that he/she will automatically get additional time on a contract because of weather. And, even if the engineer does grant additional time on a contract because of a weather delay, there is never additional compensation given for a weather delay.

The contractor should also be aware that all inspections, including the final inspection are to be included in the construction contract schedule. **There is normally no allowance for additional time on a contract for any inspection (including the final inspection). The contractor must allow time in the schedule for inspections and be aware that he/she must give proper notice to the engineer for such inspections.** Failure to do so will not constitute additional time on a contract. All discussion on this can be found in Sections 8 and 9 of the standard specifications and within the special provisions or supplemental specifications for each individual contract.

Liquidated Damages and Retainage

Retainage

Retainage shall be in accordance with Section 9-5 of the FDOT Standard Specifications. Some contracts may have special provision requirements, which change the standard schedule. Be sure to read the special provisions for any contract prior to bidding so that you understand how and when you will get paid for work completed.

Liquidated Damages

Information on liquidated damages is found in Section 8 of the FDOT Standard Specifications. When the contract time is exceeded, liquidated damages must be withheld from the contractor. The contractor is charged for the defaulting days, which are the calendar days between expiration of the present contract time and the cutoff date of the estimate. This amount is to be calculated and entered on the estimate worksheet. For multi-job contracts, liquidated damages will be pro-rated between jobs based on the original contract amount.

POST AWARD

As the Prime, You are the Responsible Party

Here is an excerpt from the 2014 FDOT Standard Specifications for all FDOT contracts regarding prime contractor's supervision of the work:

5-8 Contractor's Supervision

5-8.1 Prosecution of Work:

Give the work the constant attention necessary to ensure the scheduled progress, and cooperate fully with the engineer and with other contractors at work in the vicinity.

5-8.2 Contractor's Superintendent:

Maintain a competent superintendent at the site at all times while work is in progress to act as the contractor's agent. Provide a superintendent who is a competent superintendent capable of properly interpreting the contract documents and is thoroughly experienced in the type of work being performed. Provide a superintendent with the full authority to receive instructions from the engineer and to execute the orders or directions of the engineer, including promptly supplying any materials, tools, equipment, labor, and incidentals that may be required. Furnish such superintendence regardless of the amount of work sublet.

Provide a superintendent who speaks and understands English, and maintain at least one other responsible person who speaks and understands English, on the project during all working hours.

Construction Project Administration Manual (CPAM)

All parties involved with an FDOT contract are expected to follow the policies and guidelines put forth in the Construction Project Administration Manual (CPAM). A full copy of this manual can be found at the following web page:

<http://www.dot.state.fl.us/construction/manuals/cpam/CPAMManual.shtm>

The following information is taken from the Construction Project Administration Manual

Preconstruction Conference: A meeting held between all interested parties prior to beginning any construction work on the project. The contractor's representatives, Department representatives and all other parties having an interest in the project are expected to attend.

Post Preconstruction Conference: If there is a requirement for On-The-Job Training (OJT), a meeting will be held between all interested parties no more than 30 days prior to beginning any construction work on the project and no sooner than the Project's Work Schedule has been approved. The contractor's representative, Department representatives and all other parties contractually obligated to or having an interest in Disadvantaged Business Enterprise (DBE), or Equal Employment Opportunity (EEO) requirements, and OJT will attend. If there is no OJT requirement the district may elect to schedule a separate meeting to discuss DBE/EEO requirements.

Scheduling (of Pre-Construction Conference)

The project administrator shall schedule and conduct a preconstruction conference after receipt of a copy of the Notice of Award and prior to any work beginning. The scheduled date of the conference shall be selected to accommodate the interests of all affected parties. Notice of the scheduled date must include a brief description of the project. The project description must be written in terms easily understood by the general public.

Utilities – you are responsible for coordinating and confirming any work that needs to be done that is outside of your scope but listed on the plans – don't assume it will just get done. Here is what the CAPM manual says about utilities within your construction project.

Utilities

A utility coordination meeting will also be held with the Contractor and all utility companies. This meeting should be held as soon as possible after receipt of a copy of the Notice of Award. The purpose of the meeting is to determine the utilities' progress/status of proposed relocation.

Once the resident engineer's staff, the contractor, or the contract requirements dictate that there is a need for a post preconstruction conference, the project administrator notifies all affected parties in writing and conducts said meeting.

Notices

Prior to scheduling the preconstruction conference, the project administrator will request in writing that the contractor submit a list of plan errors, omissions, or ambiguities and any other items that need to be discussed at the preconstruction conference to clarify the plans and special provisions. If the project requires a Dispute Review Board, request the name of the Contractor's representative so that the Department's member can meet with him and they can jointly name the other member of the board.

The preconstruction conference notice shall contain the date, time, and the location of the meeting. The notice shall be sent to the parties known to have an interest in the proposed project.

The notice addressed to the contractor shall contain a list of items he/she is required to bring to the conference or submit prior to the conference; such as equal employment opportunity documents, erosion control and storm water pollution prevention plan, maintenance of traffic plan, proposed work schedule, list of equipment including model numbers and dates of manufacture, certificate of maintenance of traffic supervisor, vehicle registration affidavit, quality control plan, etc. The above listed plans must have written approval before any construction activities begin per specification requirements.

A notice to the Florida Department of Environmental Protection (DEP) shall contain the DEP file number assigned to the permit when some of the work is covered under a DEP permit.

Pursuant to Section 337.125(2), F.S., notice of the preconstruction conference must be sent to each DBE subcontractor anticipated to perform work on the contract.

FDOT SCHEDULING SPECIFICATIONS

The following is an excerpt from the 2014 FDOT Standard Specifications for Road and Bridge Construction. These are the scheduling rules that FDOT requires all prime contractors to follow on all construction projects for Florida highway construction.

8-3.1 Compliance with Time Requirements:

Commence work in accordance with the accepted working schedule and provide sufficient labor, materials and equipment to complete the work within the time limit(s) set forth in the proposal. Should the contractor fail to furnish sufficient and suitable equipment, forces, and materials, as necessary to prosecute the work in accordance with the required schedule, the engineer may withhold all estimates that are, or may become due, or suspend the work until the contractor corrects such deficiencies.

8-3.2 Submission of Working Schedule:

Within 21 calendar days after contract award or at the preconstruction conference, whichever is earlier, submit to the engineer a work progress schedule for the project. The engineer will review and respond to the contractor within 15 calendar days of receipt.

Provide a schedule that shows the various activities of work in sufficient detail to demonstrate a reasonable and workable plan to complete the project within the contract time. Show the order and interdependence of activities and the sequence for accomplishing the work. Describe all activities in sufficient detail so that the engineer can readily identify the work and measure the progress of each activity. Show each activity with a beginning work date, a duration, and a monetary value. Include activities for procurement fabrication, and delivery of materials, plant, and equipment, and review time for shop drawings and submittals. Include milestone activities when milestones are required by the contract documents. In a project with more than one phase, adequately identify each phase and its completion date, and do not allow activities to span more than one phase.

Conduct sufficient liaison and provide sufficient information to indicate coordination activities with utility owners that have facilities within the limits of construction have been resolved. Incorporate in the schedule any utility adjustment schedules included in the contract documents unless the utility company and the Department mutually agree to changes to the utility schedules shown in the contract.

Submit a working plan with the schedule, consisting of a concise written description of the construction plan.

The engineer will return inadequate schedules to the contractor for corrections. Resubmit a corrected schedule within 15 calendar days from the date of the engineer's return transmittal.

Submit an updated work progress schedule, for engineer's acceptance, if there is a significant change in the planned order or duration of an activity. The engineer will review the corrected schedule and respond within seven calendar days of receipt.

By acceptance of the schedule, the engineer does not endorse or otherwise certify the validity or accuracy of the activity durations or sequencing of activities. The engineer will use the accepted schedule as the baseline against which to measure the progress.

If the contractor fails to finalize either the initial or a revised schedule in the time specified, the engineer will withhold all contract payments until the engineer accepts the schedule.

Important Note: Special provisions in individual project specifications may be more detailed with regard to the project schedule and schedule submission than the standard specifications. Always read the project specifications carefully!

Other Project Considerations

Construction time on certain projects such as lighting or signalization may be governed by the long lead-time necessary to obtain materials. To minimize traffic disruption, the contract may specify a completion date several months after the notice to proceed, but the contractor should be limited to a relatively short on-site time. This may be accomplished by including in the contract a "conditional notice to proceed" clause which would allow a specified amount of time to purchase and assemble materials followed by issuance of a full work order which would be issued upon expiration of the assembly period or sooner, upon the contractor's request.

Delayed or flexible notice-to-proceed dates may be appropriate for certain projects where the ultimate completion date is not critical. The contracting agency may wish to provide a notice-to-proceed window to increase the probability of a competitive bid where only a limited number of contractors are available to perform the work. Such projects may include:

- Projects that consist of specialized work (seal coats, highway planting, pavement grooving or bridge painting) where a large number of these projects are being advertised within a short time period;
- Projects with a very limited number of working days;
- Building projects.

This allows the contractor to schedule this contract with consideration of other work he/she may have in the same paving season. Net benefits include lower project inspection cost and a minimal disruption to traffic.

An option that may be applicable to some projects is dividing a project into phases with each phase having its own completion date. This may be applicable when coordinating with other projects or activities in the area to meet tight deadlines.

CHANGES IN THE WORK

FDOT Standard Specifications describe how change orders are to be conducted on all FDOT contracts. Here is the first paragraph of the claims section of these specifications. It is highly recommended that any contractor who pursues contracts with FDOT be aware of all of the specifications contained in this section – Section 5 of the Standard Specifications.

5-12 Claims by Contractor

5-12.1 General:

When the contractor deems that extra compensation or a time extension is due beyond that agreed to by the engineer, whether due to delay, additional work, altered work, differing site conditions, breach of contract, or for any other cause, the contractor shall follow the procedures set forth herein for preservation, presentation and resolution of the claim.

Submission of timely notice of intent to file a claim, preliminary time extension request, time extension request, and the certified written claim, **together with full and complete claim documentation**, are each a condition precedent to the contractor bringing any circuit court, arbitration, or other formal claims resolution proceeding against the Department for the items and for the sums or time set forth in the contractor's certified written claim. The failure to provide such notice of intent, preliminary time extension request, time extension request, certified written claim and full and complete claim documentation within the time required shall constitute a full, complete, absolute and irrevocable waiver by the contractor of any right to additional compensation or a time extension for such claim.

Note the need for full and complete claim documentation above. Always document changes in the work!