



## TECHNICAL PROPOSAL REPORT

<b>Agreement:</b> E01327	<b>Open End /Project Specific</b>	<b>Active</b>
<b>Name:</b> I 376-A35 Squirrel Hill Tunnels Rehabilitation	<b>Selection Process:</b> Normal	<b>Initiating Org:</b> Engineering District 11-0
<b>Supplement:</b> 1	<b>Normal</b>	<b>Executed</b>
<b>Description:</b> Extend the time of completion for the Open End Agreement from March 10, 2014 to December 31, 2014.		

### Task 1 - Project Management/Administration

**Objective:**

2.1.1 - Project Management/Administration

This task consists of the administrative effort required by principals, project manager, and involved personnel to complete the project on time and within budget, and to provide a quality product.

2.1.1.5 - Project Schedule Development and Maintenance

The purpose of this task is to prepare and maintain a design schedule that ranges from Scoping Field View to Contract Award.

2.1.1.7 - Project Reporting

This task consists of periodically reporting project schedule and budget progress.

**Scope:**

2.1.1 - Project Management/Administration

Project Management involves the planning, scheduling, organizing and controlling of resources to achieve specific objectives within established schedule, budget and quality standards. The Project Manager is responsible for the tasks outlined in the Department Detail.

2.1.1.5 - Project Schedule Development and Maintenance

Guidance:

- Publication 615, Scheduling Manual
- All applicable strike-off-letters
- ECMS (Project Management Homepage)

Scope:

1. Develop a design schedule utilizing Deltek's Open Plan software. The design schedule will be developed in accordance with Publication 615 using the Department's PDSRPRJ and PDSMASTER templates.

2. Maintain the design schedule utilizing Deltek's WelcomHome software.

3. Document all schedule issues to ensure that the project is let on time.

**Scope Subtasks:**

1. Coordinate the schedule development with the entire project team. The project team includes but is not limited to the District Portfolio Manager, the District Project Manager, various District functional units, the Bureau of Design, the Federal Highways Administration and various environmental agencies. Development of the schedule will consist of reviewing the schedule to ensure it contains the appropriate activities. There may be the need to add or delete activities to make the schedule specific to a given project. The review and modification of durations or relationships should also be performed to ensure that the schedule is setup to meet the desired completion date.

2. Prepare a draft of the design schedule that will be reviewed by the project team either in conjunction with a project status meeting or offline depending on the frequency of these meetings. The draft will, if approved, become the initial project schedule and be maintained through the remainder of the project.

3. Monthly progress of the design schedule activities will be input into Deltek's WelcomHome software. The schedule update day of the month will be specified by the District Project Manager to ensure that they have appropriate time to review proposed schedule changes prior to acceptance.

4. In the event that a major change in schedule occurs the Department will provide an Open Plan backup file (bk3) so that revisions can be made and resubmitted to the Department. Re-submittal shall follow the same process as the initial schedule development.

**Scope Deliverables:**

1. Provide the project team a draft design schedule in portable document format (PDF) and/or hard copy. The draft will contain relationships and durations so that they can be reviewed along with the activities that are included in the schedule. Schedules provided in portable document format (PDF) shall be submitted either by email or CD-ROM.

2. Upon acceptance of the schedule by the project team an Open Plan backup file (bk3) shall be provided to the District Project Manager either by email or CD-ROM.

3. Resubmit major revisions to the design schedule, as an Open Plan backup file (bk3), to the District Project Manager either by email or CD-ROM.

4. All schedule documentation shall be provided in MS Word compatible format to the District Project Manager either by email or CD-ROM.

**2.1.1.7 - Project Reporting**

On a regular basis (i.e., monthly or as necessary) prepare a project status report of which should address the current status of the project schedule and budget. Note any areas of concern such as delays in the project schedule or potential cost overruns.

**Detail Task 2 - O/E Time Extension**

**Department Details:**

The purpose of this task is to extend the overall time of completion of the Open End Agreement#1327 from March 10, 2014 to December 31, 2014. This is being done to allow for the completion of Construction Consultation Services for (S.R. 376, Sec. A35) which will be under Work Order No. 2 of this Agreement.

**Approach:**

Gannett Fleming will perform the work in accordance with the Department Scope

**Consultant Hierarchy**

**Business Partner**

**DBE Type**

**Supervising BP**

Gannett Fleming, Inc.

No

**Attachments**

*No records found.*

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**Tue Oct 11 08:47:00 EDT 2011**  
Official ECMS Date/Time