

## TECHNICAL PROPOSAL REPORT

<b>Agreement:</b> E02062	<b>Project Specific</b>	<b>Active</b>
<b>Name:</b> Cumberland/Franklin Co Bridges (Blue Selection Group) (SR 0011-064 & 0011-065)		<b>Selection Process:</b> Modified
		<b>Initiating Org:</b> Engineering District 8-0
<b>Supplement:</b> 1	<b>Normal</b>	<b>Executed</b>
<b>Description:</b> provide for a change of scope to accelerated bridge construction		

### Part 1 - PE - Cumberland SR 0011-064 Ritner Hwy

#### Description

PE - Cumberland SR 0011-064 Ritner Hwy

#### Task 18 - 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.

##### 2.1.1.1 - Meetings

This task includes meeting preparation, attendance and documentation in the form of minutes. This includes Project Status, Design Review and Special Purpose Meetings.

##### 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.

##### 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.

##### 2.1.1.1 - Meetings

Attend all project meetings as necessary, including meeting preparation and minutes. Meetings will include but will not be limited to:

Project Status Meetings  
Design Review Meetings

Special Purpose Meetings (e.g., Kick-off Meeting, Design Field View, etc.)  
Public Meetings

Preparation for the meetings will include an agenda and any visuals necessary to conduct the meeting.

Meeting minutes will be prepared in a timely and accurate manner.

#### 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 PDSPRJ 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.

### **Detail Task 2 - Project Management/Administration**

#### **Department Details:**

Project management for accelerated construction coordination.

#### **Approach:**

The HNTB Team will be led by Robert Bistline, PE. Under Rob's leadership our team will partner with the District to create an environment which encourages and values frequent and open communication and dialogue. Rob will serve as the single point of contact for all communications between the District's Project Manager and the HNTB Team, unless requested or directed otherwise by the Department.

### **Task 21 - Public Involvement**

#### **Objective:**

##### 2.1.3 - Public Involvement

This task includes the attendance and preparation of informational materials to be viewed and/or distributed to the general public at public meetings. This task may also include the preparation of newsletters, public announcements and all other aspects of public involvement as outlined in Publication 295.

#### **Scope:**

##### 2.1.3 - Public Involvement

1. ~~Obtain approval from PMC to proceed with public involvement activities.~~
2. Prepare announcement for public meeting.
3. Prepare visual materials and/or flyers for general public meetings.
4. Attend all public meetings and address comments made at the meeting.
5. Prepare minutes to the meeting and submit to the Project Manager for review. Revise if necessary.

### **Detail Task 1 - 21 - Public Involvement**

#### **Department Details:**

Task is Public Involvement activities for change of scope to accelerated bridge construction. Construction scope will now be two week detour of US 11 instead of staged construction for bridge replacement. Coordinate with local municipalities, emergency responders, school districts, adjacent property owners and businesses to implement this change.

**Approach:**

HNTB will lead early coordination efforts with the local municipalities to introduce them to the accelerated bridge construction option for the replacement of the SR 0011 Section 064 bridge. It is anticipated that West Pennsboro Township, Dickinson Township, Penn Township, South Middleton Township, the Borough of Carlisle and Cumberland County will be invited to participate in the early coordination efforts.

HNTB will arrange for a suitable venue at which to hold a single coordination meeting with appropriate municipal officials, including emergency management coordinators. HNTB will coordinate the date and time of the meeting with all invitees. In addition, HNTB will prepare all materials necessary for the meeting including:

- Sign-In Sheet
- Agenda
- Large Format Display Board (1)
- Project Information Handout
- Comment Forms

The large format display board will, at a minimum, show the project location, major state and local roadways, proposed detour routes (primary route and emergency route), and the jurisdiction of the local municipalities. HNTB will also prepare a hand-out which includes the information contained on the large format display boards along with project specific information related to project need, schedule, construction duration and the advantages and disadvantages of long term construction versus accelerated bridge construction.

HNTB will explore the state-owned and local detour routes to identify existing features or conditions which would limit or prohibit the ability of the alternate routes to serve as an effective detour such as substandard geometry, traffic signals & timings, poor sight conditions, substandard clearances, bridge load postings, bike/pedestrian activities, etc. HNTB will review the meeting materials with the District at least one week prior to the early coordination meeting with the local officials to allow time to address comments and make necessary revisions. Following the coordination meeting, HNTB will prepare meeting minutes and distribute them to all attendees within five (5) days of the meeting.

**Consultant Hierarchy**

**Business Partner**

**DBE Type**

**Supervising BP**

HNTB Corporation

No

**Attachments**

***No records found.***

You are currently logged in as **Roland L. Rode**.

[PennDOT Privacy Policy](#)