

PS&E Lock-in Procedure

Definitions:

Target PS&E Acceptance Date (Lock-in):

Similar to the current 13-month lock-in date for bid-opening dates (Target Bid Opening Date), this is the PS&E Due Date as agreed to 13 months prior. As with the current bid opening date lock in, there is a 90 day window which means that if PS&E is delivered to (and accepted by) OPL 90 days after the lock date or earlier, there is no penalty. There is also no penalty for being early. The *Target* PS&E Acceptance date is measured against the *Actual* PS&E Acceptance date as used in the QBR reports.

PS&E Due Date:

At the time of the 13-month lock-in, the PS&E Due Date is the same as the Target PS&E Acceptance Date. The date is determined based on a proposed bid date and subtracting the required amount of time for all activities prior to bid let such as printing, advertisement, OPL review, etc. The needs for advertisement and Full Federal Oversight are determined based on the information provided from the project team. As project information changes (size of project etc) this date may change to accommodate the current scope of the project (longer ad, Full Federal Oversight etc) or revised delivery needs from the Region (changed bidding time etc).

Note: With Bid dates currently on Thursdays, PS&E due dates will always be 8am on Monday. Projects received by 8am on the due date will be checked for completeness the same day. If a package arrives later than 8am on the due date, workload may not allow for inspection on that date, and it will likely be counted as submission on the following day.

Actual PS&E Submission Date:

Actual date the Office of Project Letting receives the PS&E package (see note above).

Note: If a project is received early, all attempts will be made to check-in the project for completeness upon submission, however workload may not always allow that. It will be triaged on the due date, if workload doesn't allow earlier. All efforts will be made to adjust measures accordingly.

Actual PS&E Acceptance Date:

Actual date the Office of Project Letting receives the **complete** PS&E package. This date is measured against the Target PS&E Acceptance date for the QBR.

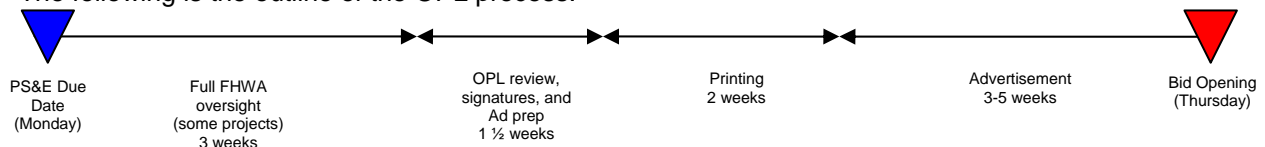
Note: a signed PD-02 exception letter (and FWHA approval to advertise if necessary) will deem a package complete if covers the items that are missing.

MS Project Bid Opening/PS&E Due Date:

Date that feeds from the MS Project Schedule for either the Bid Opening or PS&E Submission Dates. Depending on how the PL manages the schedule, it is common for these dates to move slightly as the project schedule adjusts.

Background on Office of Pre-letting Process:

The following is the outline of the OPL process.



1. Region chooses bid-date (always a Thursday) with approval from OPL
2. OPL provides the PS&E due date to Project Leader (always a Monday), project leader should update MS Project (if applicable) to adjust timelines based on FWHA oversight and Ad length. This due date is at 8am so that review and processing and recording of the submission can occur on that day.
3. OPL receives PS&E package, checks for completeness. When deemed complete, this date is documented as PS&E Acceptance.
Note: If all required documents are included, package is deemed complete. A list of the required documents can be found in the PS&E User's Guide on the Office of Pre-Letting web page <http://www.oregon.gov/ODOT/HWY/OPL/index.shtml>
4. FHWA oversight (if applicable) - 3 weeks. See oversight requirements (particularly pages 3-5) at: http://www.oregon.gov/ODOT/HWY/ROADWAY/docs/stewardship_plan_consolidated.pdf
5. OPL provides minor review, obtains necessary signatures, prepares bid sheets, coordinates with FHWA (federally funded projects), and quality checks on documents included (1 ½ weeks based on workload)
6. OPL sends to ODOT Procurement Office for printing (2 weeks)
7. Ad period (3-5 weeks)
8. Bid Opening

Discussion of Performance Measures:

In a November 2007 memo, PDLT changed the performance measures for 3 key milestones of project delivery. The performance measure change from Bid Date to PS&E Acceptance will allow flexibility in the delivery model, while providing clear accountability for the different organizations. The comparison of the Locked-in Target PS&E Acceptance Date and the Actual PS&E Acceptance Date will occur in the QBR

Summary:

Provide the same process for the PS&E lock-in as for the current Bid Opening lock-in. The background database documentation and reporting methods will be slightly different because of different systems, but the interaction with the project teams should simply shift a few months earlier to the PS&E acceptance date. Locking Bid Openings will still occur, as the data will continue to be needed to calculate other measures. However, because the Bid Opening and PS&E move together, project teams will only be contacted once for both PS&E and Bid Opening, to reduce confusion.

Current Bid Opening Lock-in process:

1. OPL Pre-Letting Specialist (currently Colleen Hunter) runs a report at the beginning of the month and "warns" Project Leaders etc. of planned Bid Opening Lock-ins at the end of the month.
 - a. This report shows the MS Project Bid Opening Date, PCS Bid Opening Date, and the Projected Bid Opening Date, which is the Bid Opening date proposed to be locked in as the Target Date.

Current Bid Opening Report:

13 Month Potential Target Lock-In Report

REGION: 1

Region	Key No.:	13705	Type:	PRESRV	Delivery Method:	MS Project date:	3/26/2009
1	Opt Code:	S			In House	PCS Bid Open Date:	3/26/2009
Name:	I-84:MLTNOMAH FALLS - CASCADE LOCKS					Potential Target Date:	3/26/2009
Project Leader:	Richards, Bret					Current Monitor:	PSEDOC
Comment:	ADVANCE PE FROM 07 TO 06 06-09-32A 6/5/06					Admin. By:	ODOT

Region	Key No.:	13715	Type:	PRESRV	Delivery Method:	MS Project date:	3/13/2008
1	Opt Code:	S			In House	PCS Bid Open Date:	3/30/2008
Name:	US26:WEMME - E LOLO PASS RD					Potential Target Date:	3/13/2008
Project Leader:	Crate, Kyle					Current Monitor:	PSEDOC
Comment:	ADD FOR EARLY PE 04-07-44 8/29/05 CHNGE NAME/MP, REDUCE PF AKA:US26:EAST MTN AIR DRIVE - E LOLO PASS ROAD PER 06-09-01A					Admin. By:	ODOT

Region	Key No.:	14032	Type:	BRIDGE	Delivery Method:	MS Project date:	3/12/2009
1	Opt Code:	S			In House	PCS Bid Open Date:	3/12/2009

- b. The report is sent to all Project Leaders, Area Managers, Local Agency Liaisons, Consultant Project Managers, STIP coordinators etc. Anyone wishing to receive this report should contact the OPL Pre-Letting Specialist (currently Colleen Hunter)
- c. Timeline example: Reports sent out in the beginning of March 2008 are for projects that will potentially be locking in Bid Dates in April 2009.
- d. PL's, LAL's, and CPM's are to review the report and let Colleen Hunter know which projects can be locked, and which projects are **not** ready to be locked and need to be moved out (new bid dates will need to be provided for all projects that cannot be locked). If any discrepancies exist between the MS Project let date and the PCS bid date, the PL, LAL, or CPM will make the correction in MS Project or notify Colleen if PCS needs to be corrected.

- e. The project is added to the OPL bid planning and scheduling worksheet to allow OPL to review for bid opening balancing.
2. At the end of the month – the Pre-Letting Specialist sends a follow-up email to those PLs she has not heard from asking them to confirm their project lock-in or move their project.
3. By the last day of the month, the Pre-Letting Specialist:
 - a. Enters the locked-in bid opening date into the “Target Bid Let” field in PCS. Only a handful of people have permissions to this field.
 - b. Often the PL is advised to update MS Project if necessary
4. Other considerations:
 - a. There is an exception process for changing a lock-in date. The exceptions are very rare, but include things such as combining projects.
 - b. If a project keeps moving out their bid opening date so as not to lock it, when they do choose to schedule it for opening (even a month in advance) the lock-in date as set at that point. This could appear to be a reward for “gaming” the procedures.

To create a measure with the current Lock-in Bid Opening process:

1. HPO looks at projects with the PCS monitor code = “Award/Construct” and compares the “Target Bid Let” date in PCS with all projects with a “Target Bid Let” in that Quarter.
2. There is no penalty for delivering early, with a 90 days late grace period.
3. Bid Opening measures are not currently being displayed. The Actual Bid Opening dates are needed for the NTP measure calculation, as well as the current PS&E Acceptance calculation for all projects.

New PS&E Acceptance Lock-in process:

1. OPL Pre-Letting Specialist (currently Colleen Hunter) runs a report at the beginning of the month and “warns” Project Leaders etc. of planned PS&E Lock-ins at the end of the month.
 - a. This report shows the MS Project PS&E Due Date, OPL PS&E Due Date, and the Potential PS&E Due Date, which is the PS&E Acceptance date proposed to be locked.

Proposed PS&E Lock-in Report

13 Month Bid-Let and PS&E Acceptance Potential Lock-In Report			
REGION: 1			
Key No.: 11948 Monitor: PSEDOC Opt Code: S Admin. By: ODOT Project Leader: Markell, Adam Name: US26: DENNIS L EDWARDS TUNNEL (SUNSET HWY) Comment: AKA: US26: SUNSET TUNNEL (SUNSET HWY) 7/19/04	Delivery Method: Outsourced Type: BRIDGE	MS Proj. Bid Open: 1/22/2009 PCS Bid Open: 5/28/2009 Potential Bid Open Target Date: 1/22/2009	
		MS Proj. PS&E Due Date: 11/17/2008 OPL PS&E Due Date: 3/16/2009 Potential PS&E Due Date: 3/16/2009	
Key No.: 12837 Monitor: PSEDOC Opt Code: S Admin. By: ODOT Project Leader: Markell, Adam Name: I-5: WILSONVILLE RD. - WILLAMETTE RIVER Comment: INCR PE FROM 13130 PER 06-09-29A 5/18/06 CORRECT PROJ LENGTH, INCR PE FR 13131 06-09-83A 5/10/07	Delivery Method: In House Type: PRE SRV	MS Proj. Bid Open: 9/25/2008 PCS Bid Open: 3/26/2009 Potential Bid Open Target Date: 9/25/2008	
		MS Proj. PS&E Due Date: 7/31/2008 OPL PS&E Due Date: 2/9/2009 Potential PS&E Due Date: 2/9/2009	

- b. The report is sent to all Project Leaders, Area Managers, Local Agency Liaisons, Consultant Project Managers, STIP coordinators etc. Anyone wishing to receive

this report should contact the OPL Pre-Letting Specialist (currently Colleen Hunter)

- c. Timeline example: Reports sent out in the beginning of March 2008 are for projects that will be potentially locking in Target PS&E Acceptance Dates in April 2009, and Bid Openings ranging from May to July depending on federal oversight, advertisement length, etc.
 - d. PL's, LAL's, and CPM's are to review the report and let Colleen Hunter know which projects can be locked, and which projects are **not** ready to be locked and need to be moved out (new dates will need to be provided for all projects that cannot be locked). If any discrepancies exist between the MS Project PS&E Submission dates and the OPL PS&E Due Date, the PL, LAL, or CPM will make the correction in MS Project or notify Colleen if OPL is in error.
 - e. The project is added to the OPL bid planning and scheduling worksheet to allow OPL to review for bid opening balancing, as well as for calculating the PS&E Due Date.
 - f. To avoid running two separate lock-in processes each month, bid opening dates will be automatically locked at the same time Target PS&E Acceptance dates are locked. Since bid opening dates will be locked before they actually reach the 13 month window, the date can be adjusted up until it reaches the 13 month cut off by contacting Colleen. This should not be a frequent occurrence since the bid opening date and the PS&E due date are usually connected.
2. At the end of the month – the Pre-Letting Specialist sends a follow-up email to those PLs she has not heard from asking them to confirm their project lock-in.
 3. By the last day of the month, the Pre-Letting Specialist:
 - a. Enters the locked-in PS&E Acceptance date into the “Locked PS&E” field in the OPL database. Only a handful of people have permissions to this field.
 - b. Enters the “Date Locked” field into the OPL database. (captures data if desired in the future for when the PS&E Acceptance date is actually locked)
 - c. Often the PL is advised to update MS Project with the PS&E Submission date if necessary.
 - d. Enters the locked-in bid opening date into the “Target Bid Let” field in PCS. Only a handful of people have permissions to this field.
 - e. The PL will be advised if an update to MS Project is necessary.
 4. Other considerations:
 - a. There is an exception process for changing a lock-in date. The exceptions are very rare, but include things such as combining projects.
 - b. If a project keeps moving out their PS&E date so as not to lock it, when they do choose to schedule it for opening (even a month in advance) the lock-in date as set at that point. The date the PS&E lock-in was entered will be captured for future analysis if requested.

To create a measure with the current Lock-in PS&E Acceptance process:

1. HPO will pull the data from the OPL database and compare the Target PS&E Acceptance Date (13 month lock-in) with the Actual PS&E Acceptance Date, for those projects with a Target PS&E Acceptance Date for the quarter being measured
2. There is no penalty for delivering early, with a 90 days late grace period.

Interim Steps for conversion from Bid Opening to PS&E Acceptance:

The current projects fall under 4 categories for how to enter a Target (Locked-in) PS&E Acceptance Date:

4 Categories to Convert	Action Plan
1. Projects that already have a Lock-in Bid Opening Date and a PS&E Due Date January 1 st 2008 and after	Take Locked Bid Opening and subtract total days based on current projections for FFO, Advertisement, etc to calculate Locked PS&E date
2. Projects that haven't yet had to Lock-in the Bid Opening Date but should have a Locked-in PS&E date	Include these 22 projects with the 9 below and submit report with explanation to Project Leaders and lock P&SE dates by February 29 th
3. Projects that should be Locked-in for PS&E Acceptance in Feb 2008 (9 projects have a PS&E Due date of March 2009 and should be locked-in during Feb 2008)	Include these 9 projects with the 22 above and submit report with explanation to Project Leaders and lock P&SE dates by February 29 th
4. Ongoing monthly projects to lock on a monthly basis (starting with April 2009 PS&E due to lock in March 2008)	Continue with monthly process of locking PS&E dates, with initial report sent the first week of March.

This conversion process will allow consistency and fairness in calculation and results. It will also begin providing actuals for the Jan-March 2008 quarter.