

ARRA FAQ

[FAQ n. A list of frequently asked questions and their answers about a given subject.]

BACKGROUND

Q: What are the main objectives of the American Recovery and Reinvestment Act of 2009 (ARRA)?

A: Job preservation and creation, infrastructure investment, energy efficiency and science, assistance to the unemployed, and state and local fiscal stabilization.

Q: What is the dollar impact on highway and bridge program in Wisconsin?

A: The program includes an additional \$354 million for state highways and bridges, \$158 million for local highways and bridges, and \$15 million for enhancements.

Q: How will WisDOT manage the ARRA program?

A: WisDOT will use program management techniques that were successfully used on recent “mega” projects. Each project will be responsible for its own budget and the department will manage all the ARRA projects as a program.

Q: What is change management?

A: Change management is the proactive monitoring and management of project issues or risks that have the possibility of affecting the project scope, safety, schedule, and budget.

Q: How will information about the status of the ARRA projects be communicated?

A: To meet public expectations about transparency and accountability, monthly reports on the status of all active projects will be prepared. All layers of the organization will use the monthly reports to answer requests for information. In addition, project and program information will be available for viewing at a variety of Internet websites.

Q: What Internet websites are available to the public?

A: National website: <http://www.recovery.gov/>
Wisconsin website: <http://www.recovery.wisconsin.gov/>
FHWA website: <http://www.fhwa.dot.gov/economicrecovery/index.htm>

CHANGE MANAGEMENT

GENERAL

Q: Who should be contacted when scheduling the pre-construction meeting and when issuing the start work order?

A: For all projects, the project leader and the contractor agree on several possible dates. The project leader discusses the tentative dates with the project manager and the region Communications Manager. When the date is decided, the project leader should send an informational email with relevant information about the project (preconstruction meeting date, time and location; when the start work order will be issued and when the actual work is

ARRA FAQ

[FAQ n. A list of frequently asked questions and their answers about a given subject.]
anticipated to start) to the project manager, project supervisor or LPPM, RCM, and contract specialist. The email should be CC:ed to region/bureau chief, region/bureau director and OPA.

Q: Should requests for information by the public or governmental agencies be documented in project diary?

A: Yes.

Q: What is the timing of approval decisions?

A: Generally decisions will follow the monthly meeting schedule. However, if a decision is needed quicker than that, appropriate approval levels can meet on a faster schedule.

Q: Is there a place that I can get the handouts and spreadsheets discussed in the ARRA training?

A: WisDOT has placed training handouts and spreadsheets on its Internet website. The site link is <http://roadwaystandards.dot.wi.gov/standards/arra/index.htm>.

Q: Is there a manual that has all of this information in it?

A: WisDOT has placed the Change Management report on its Internet website. The site link is <http://roadwaystandards.dot.wi.gov/standards/arra/index.htm>.

BUDGET

Q: Do local program projects have a budget separate from the state projects?

A: Yes.

Q: Can the reserve savings on one project be used to offset overruns on another project?

A: For state projects: Yes, if approved by the appropriate oversight level (either region CM team or Division CM team).

For local projects: No, projects must live within the agreement amount.

Q: Can savings on local projects in a region be used to offset overruns on region state projects?

A: No. The local projects are considered separately.

Q: Some Stage 2 local program projects have a budget based on the estimated amount that was submitted with the application, not let amount. How will that be handled?

A: Delivery and Reserve that are calculated from the application amount for Stage Two local projects will remain fixed and will not be influenced by the let amount. Funding may come from different sources, but the change management delivery and reserve budget will remain constant.

Q: What is the reserve amount on each project?

A: The reserve amount will be shown on the monthly DOT report. The Monthly Report contains two parts, the main part and the appendix. The main part shows the reserve amount on the Program Financial Summary. The appendix has two reports showing the reserve amount.

Q: Does the project reserve amount consider that for warranty asphalt paving projects the contractor is allowed to place 5% over the plan quantity?

ARRA FAQ

[FAQ n. A list of frequently asked questions and their answers about a given subject.]

A: Yes

Q: What happens if there are mistakes on the plan that impact the plan quantities?

A: These will be handled on a case-by-case basis.

Q: How is the impact of contract claims handled?

A: Project leader should estimate the potential future costs of a resolved claim and report it as an issue.

Q: Would it make sense for a project leader to check the plan quantity of every bid item early in the project?

A: It probably is not feasible to check all the plan computation, but each item should be reviewed for “reasonableness”.

Q: Does project cost include delivery and non-delivery items?

A: Yes.

Q: Does “delivery” cover “WisDOT delivery”?

A: Yes.

CONTRACT MODIFICATIONS

Q: Can construction project leaders still approve contract modifications up to \$10,000?

A: No. Project Manager should be consulted on all contract modifications.

Q: Who will sign contract modifications over \$100,000?

A: PD Chief will sign them after higher authority levels agree.

CHANGE MANAGEMENT REQUESTS

Q: What is the difference in timing between the contract modification request and the Change Management request?

A: Project leader should submit the Change Management request first. If it is approved, then submit the contract modification request.

Q: Should the Change Management request be submitted if the change is over either 1/2 the reserve amount or \$50,000?

A: Yes.

Q: Does the Change Management Request form replace the normal contract modification process?

A: No. The Change Management process is used when the project cost is expected to change more than 1/2 the reserve amount or \$50,000 (whichever is less). If the change is approved by the appropriate level, then the contract modification process can proceed.

ARRA FAQ

[FAQ n. A list of frequently asked questions and their answers about a given subject.]
OVERRUNS/UNDERRUNS

Q: Is the overrun/underrun spreadsheet available?

A: WisDOT has placed spreadsheets on its Internet website. The site link is <http://roadwaystandards.dot.wi.gov/standards/arra/index.htm>.

Q: Can the calculation of item overruns/underruns be done in FieldManager?

A: Not at this time. WisDOT is looking at how to best provide this functionality in the future.

Q: Do project leaders have to track every item to monitor overruns/underruns?

A: You must track enough of the items so you know when a “significant” change is occurring. Also, project will need to monthly provide “anticipated final cost”, which implies every item is considered but not necessarily individually tracked.

Q: Who handles communication issues on region ARRA projects that are being “work-shared” to another region?

A: The Region Communication Manager of the region receiving the “shared work”.

Q: Who will do the CM on “work share” projects – the original region or the region with the “shared work”?

A: Project level CM will be handled by the region that has the project supervision (the one with the “shared work”). Region level CM will be handled by the region that “shared” the project.

FHWA

Q: Will the FHWA be following the normal contract modification procedures?

A: Yes, for projects with federal oversight. However, the FHWA may be reviewing any of the ARRA projects, even those that are not oversight projects.

Q: Will the FHWA field inspection checklists be available to project leaders?

A: WisDOT has placed FHWA field inspection checklists on its Internet website. The site link is <http://roadwaystandards.dot.wi.gov/standards/arra/index.htm>.

Q: How will the fraud “red card” brochure be distributed?

A: WisDOT has placed the brochure on its Internet website. The site link is <http://roadwaystandards.dot.wi.gov/standards/arra/index.htm>.

ARRA REPORTS FOR WISDOT

Q: How will the Monthly Data Collection form be distributed?

A: WisDOT has placed the form on its Internet website. Project leaders will also get a monthly email reminder from the project manager. The site link is <http://roadwaystandards.dot.wi.gov/standards/arra/index.htm>.

ARRA FAQ

[FAQ n. A list of frequently asked questions and their answers about a given subject.]

Q: Where do I send monthly data collection form?

A: Send it to the project manager.

Q: How will the request for additional information on a particular project be transmitted to the project leader?

A: Requests will come by phone or by email. A timely response is essential.

Q: Will there be a separate monthly report for the local program projects?

A: Yes, but the report follows the same format as the state report and the uses the same data collection processes.

Q: Can a pressing issue be submitted outside of the monthly reporting process?

A: Yes. Significant issues should be submitted to the project manager at any time.

Q: Who decides what goes on the Region/Bureau Issues list?

A: The project leader should submit all issues for the project. Ultimately, the Region/Bureau CM team will decide what issues are listed on the monthly report.

Q: Is the Monthly Data Collection form part of the Pantry software?

A: Not at this time. WisDOT is looking at how to best provide this functionality in the future.

Q: If the project is awarded in May but doesn't start work until September, when does the project leader start reporting?

A: Submit the first report by the end of September. The monthly report will show zeros until then.

Q: How will the consultant invoices (which come on a variable schedule) impact the monthly DOT report?

A: It is understood that reporting of delivery costs may not be up to date. Please do your part in processing and coding invoices timely.

Q: Will the final monthly reports (especially the Appendix, which has specific project information) be available to the project leaders?

A: The final monthly reports (including Appendix) will be available through the project manager or other means yet to be determined.

ARRA REPORTS FOR OTHERS

Q: How will contractor and consultant hours worked and payments made be tracked?

A: The Civil Rights Compliance System (CRCS) will be used to record hours by both the contractor's staff and consultant project oversight staff.

Q: When should a consultant begin reporting their hours in CRCS?

ARRA FAQ

[FAQ n. A list of frequently asked questions and their answers about a given subject.]

A: Any time after the contract award that anyone of the consultant's staff works hours on a project.

Q: Are suppliers who deliver materials to a contractor required to report their hours in CRCS?

A: See exemptions to reporting in the April 29, 2009 "Guidance to contractor payroll personnel providing reports". The issue with suppliers is dependent on their status or contract relationship with the prime contractor. If the supplier is a sub-contractor the time must be reported. Material suppliers who are not sub-contractors do not report time.

Q: Are truckers who deliver miscellaneous materials to a contractor required to report their hours in CRCS?

A: See exemptions to reporting in the April 29, 2009 "Guidance to contractor payroll personnel providing reports". The issue with truckers is dependent on their status or contract relationship with the prime contractor. If the trucker is a sub-contractor the time must be reported. Material suppliers who are not sub-contractors do not report time.

For example, if a prime contractor orders material from a quarry and contracts with some trucking firms to haul the material, these trucking firms are sub-contractors. Their time must be reported.

If the prime contractor orders material from a quarry and the quarry has it delivered (and pays for the delivery), this time is not reported. The truckers are not sub-contractors to the prime.

Q: Sometimes trucks will be working two shifts and the project field staff are not on the project. How do I account for that?

A: The information entered in FieldManager by the project leader is used to check on the information entered in CRCS by the contractor. Communicate with the contractor's superintendent/foreman. Do the best you can to get the hours information "as accurate as possible".

Q: How do I verify contractor hours when the contractor works overtime or Saturday and the consultant field staff is not allowed overtime?

A: The information entered in FieldManager by the project leader is used to check on the information entered in CRCS by the contractor. Communicate with the contractor's superintendent/foreman. Do the best you can to get the hours information "as accurate as possible".

Q: Where does project manager check that consultant project leader is entering consultant hours?

A: The project leader should enter their employment data and notify their project manager that this has been done. Notification can be through email.

Q: Are CRCS training sessions still scheduled?

A: The Spring 2009 sessions have been completed. Consultants needing the training should contact Tess Mulroony (608-267-4489). Additional training sessions for contractors will be scheduled based on need. If scheduled, additional sessions will be posted on <http://roadwaystandards.dot.wi.gov/hcci/economic-recovery/index.shtm>.