

Example Issues for Monthly Data Collection Form

1. Issues that have the potential to generate significant negative press.

- Will the project close a major ramp for a significant amount of time? Consider backups, delays, businesses unsure of economic impact.
- Are there asbestos management considerations due to building demo or other work items?
- Do you have any unhappy neighbors - what are you doing about satisfying them? What are you not willing to do? Why?
- Do you have any serious design errors and omissions? Resolve them timely.
- Are there hazardous materials handling issues - soil, water contamination, etc.?
- Utilities/Third parties - Are they getting their work done? Will it affect you? Is it safe?
- Does the project conflict with or impact a local / special event?
- Are there any safety issues - pedestrians or travelers hurt on project or due to project, etc.?
- Are you doing anything unique that the public may take issue with if not understood or explained properly? (i.e., early completion payments, project delays, replacing work that is deficient, staging changes)

2. Issues that have the potential to create problems with external relationships.

- Does the project affect stakeholders don't like project?
- Do construction operations impact business?

3. Issues that have the potential to significantly impact major travel patterns.

- Are there major ramp closures, day/night time closures, or recent changes to previous schedules?
- Are you confusing the public with all the changes? Why are there changes?

4. Commitments made by the administration or that the administration has expressed interest in.

- Are you having issues with managing environmental commitments, noise, dust, traffic, pedestrian safety?
- Is the community satisfied with the way you're managing the issues?

5. Risky issues for the region, division, or department.

- Are you on budget currently?
- Are you projecting all issues and risks to still be on budget at the end of your project?
- Do you have any serious over or under runs? If so, why?
- What is the plan to adjust?
- Are you on schedule? What are your risks to schedule, including contractor labor, weather, materials?
- Is your project being built with quality? Are you sure?
- Is maintenance dept. satisfied with project? If not, why not and what are you doing about it?

6. Issues that keep you up at night thinking about.

- Will temporary construction staging leave your sewer system/drainage vulnerable to heavy rains, road closures, etc?
- Is the weather going to delay your project?
- Does the contractor have a claim issue that you may lose or may significantly affect your project if elevated and you are wrong?
- Is some special work critical to get done timely?

7. Concerns that you lack adequate resources to meet requirements.

- Are your inspectors good enough and do you have enough of them?
- Are inspectors doing the job or do you have concerns about inspection (i.e., concrete thickness?). Are they resolving issues or stockpiling them for later?

8. Challenges the project will face (legislative, political, business relationships, funding, community/public, outreach).

- Is there a specific time of year that is sensitive - school time, election time, special business times? What are you doing to mitigate it?
- Are there other issues that fall outside these areas that may need to be reported?
- What are your DBE %'s Are you meeting your goals? If not, why not? What are you doing to meet them?