



**Washington State
Department of Transportation**

Project Management Plan I 90 / Broadway Interchange East - Signal System Rehabilitation

Design/PS&E Phase



***XL3681 – I 90 Broadway East Signal
System Rehabilitation***

MP 286.24

F09048F

Eastern Region Traffic Office

1/4/2010

Project Description:

This is a federally funded Major Electrical Rehabilitation Preservation (P3) project.

This project will replace the existing signal components that have exceeded their service life, providing an updated signal system for 10-15 years of operational service for future transportation needs in the vicinity of this interchange. The components being considered for replacement are as follows, but not limited to, service cabinet, underground conduit and conductors, junction boxes and signal heads. These needs are based on a field review conducted with ER Signal Shop personnel.

Construction items of work will include trenching or boring to install conduit to a depth of 24" below grade, replacing existing junction boxes with new junction boxes, pulling conductors, replacing externally mounted signal appurtenances and traffic control. Conduit and boxes will be installed in same locations as existing.

Construction of the project is scheduled to begin mid June 2010 and be operationally complete by September 2010.

Team Mission/Assignment:

The project team will deliver a PS&E package that fulfills the intent of the project scope and its purpose, working within the guidelines of our Design Manual, Standard Specifications, Standard Plans and other WSDOT manuals. With a unified effort we will produce and put to Ad, by the agreed upon advertisement date, a contract that is biddable and buildable within allocated construction funding.

Team Identification

The Traffic Office is the lead for project design with the following team members:

Traffic Engineer – Harold White, P.E.
Assistant Traffic Engineer – Larry Frostad, P.E.
Project Manager – Becky Spangle
Design Lead – Dale Kassa

The following support groups will also play a significant part of project design, advertisement, and award:

-- Signal Shop/Maintenance	-- Design & R/W/Plans
-- Utilities	-- Environmental
-- Program Management	

The following outside entities could be involved with some portion of the project:

- Utility Owners
- WSP
- SRTC

Roles & Responsibilities:

The following groups agree to provide/perform the following items/tasks towards accomplishing the mission/assignments per their attached responses to our request for task information (Appendix A), which have been incorporated into the project schedule (Appendix B):

Traffic Office – (team members listed above)

- Define, uphold the projects purpose and mission
- Produce plans, specials and estimates for a complete package for advertisement
- Traffic Engineer will be the Engineer of Record for contract plans
- Provide information and support to support groups to accomplish their tasks
- Coordinate and incorporate information from other groups into Design File & PS&E
- Monitor/Manage schedule (PMRS) and budget
- Present schedule and confidence reports at monthly status review meetings
- Communication lead
- Provide/acquire information to/from outside entities listed above who could have stakes in the project

Signal Shop - Ken Heale, Dave Brinkley

- Assist with plan development
- Accompany designer on field reviews
- Participate in PS&E reviews

Design/Plans – Ken Olson, P.E.

- Provide design and plan development technical assistance
- Provide Design Documentation Review
- Coordinate PS&E Reviews
- Construction Agreement/Notification
- Advertise & Award Contract

Utilities – B. Marquette, ER Utilities Eng./D. Ratcliff

- Provide utility locations & technical assistance for design
- Provide Design Documentation Review for conflicts w/ design
- Utility Relocations & Prepare notifications to Utilities
- Provide Agreements/documentation for utility needs
- PS&E Review participant

Environmental – Tammy Williams, Rebecca Smith, Dean Weaver

- Identify and assist with completing environmental requirements
- NEPA/SEPA
- Cultural Resource survey/documentation
- Biological assessment
- PS&E Review participant

Program Management - Mike Gribner, P.E., Ray Thompson

- Funding Approval
- PS&E Review participant

The following members of the Management team agree to uphold the purpose and mission of the project, provide guidance and direction when necessary, remove roadblocks and facilitate communication:

Eastern Region Project Development & Construction Engineer – Glenn Wagemann, P.E.
Eastern Region Program Manager – Mike Gribner, P.E.

Communication Plan

In order to assure successful delivery of this project, it will be necessary for the project delivery team to accurately inform each other of their needs, updates and timelines. The guidelines outlined under **Operating Guidelines** will help us to accomplish this.

The Traffic office staff is the primary contact for all project activities:

Traffic Engineer	Harold White	324-6550
Assistant Traffic Engineer	Larry Frostad	324-6194
Project manager	Becky Spangle	324-6560
Workzone & Signing	Richard Moorhead	324-6552
Design Lead	Dale Kassa	324-6551

Support Group contacts:

Signal Shop	Ken Heale	324-6555
Construction	Glenn Wagemann	324-6024
Design	Ken Olson	324-6100
Environmental	Tammy Williams	324-6134
Maintenance	Robert Blegen	324-6586
Program Management	Mike Gribner	324-6025
Utilities	Darryl Ratcliff	324-6122

Major Milestones

The following project milestones with dates can be found in the project schedule (Appendix B):

PE Phase Start
PMP Endorsed
Design Approval
Environmental Documentation Complete
Preliminary Review
Region Review
Project Development Approval
Final Signed PS&E to Region
Construction Funding Approved
Ad Package to HQ
Ad Date

Measures of Success

For this project to be successful, the team must:

- contribute information to develop the project schedule/plan
- endorse the plan
- effectively manage resources, including funding, to stay on schedule and within budget

- meet major milestone dates as scheduled in PMRS
- produce an ad ready PS&E by the scheduled advertisement date
- recognize team efforts and lessen encumbrances met by team members by evaluating and initiating, during the process, ways of improving the means. This in turn will lessen changes to decisions thereby improving scheduled progress.
- understand the roles and responsibilities of all team members

Boundaries

The boundaries for this project are as follows:

- Physical project limits – MP 286.24
- Funding limits – PE \$42,360 & CE \$279,300
- Major Milestone dates including 60% Constructability Review, Environmental Documentation Complete, PS&E Review and Ad date.
- Design consistent with WSDOT design standards and policies

Operating Guidelines

The project team agrees to operate under the following guidelines:

- Decision making process
 - Team members will voice and respect each others opinions
 - We will involve key players early for timely solutions
 - Team consensus of major decisions
- Team Meetings
 - Meetings will be held prior to Major Milestone dates when necessary to ensure schedule adherence and task deliverability.
- Communication
 - We will keep open lines of communication
 - The team will communicate through emails, memos, and letters. Important verbal communication will be documented in a project diary which can be found under G:\466001\XL3681 – Broadway East Signal Sys Rehab\PS&E\0000.00 – Diary.
- Managing Team Change
 - Early notice of team changes that could affect scheduled deliverables and awareness of available resources to overcome such changes.
- Managing Team Conflict
 - Resolve conflicts at earliest sign of conflict and at the lowest level possible before elevating up the chain of decision making.

Risk Management

The following items are areas of possible risk to the project and strategies to reduce and monitor these risks:

Risk - Operating intersection under construction.

Strategy - Transportation Management plan will define strategies to reduce impacts to the traveling public, local businesses, commercial freight, etc. The TMP will be prepared and reviewed early in the process so that specials and plans can be prepared to coincide with the strategies.

Monitoring - Impacts will be discussed in confidence reports for reviews.

Change Management Plan

The Project Manager is responsible for managing change. Any change to the scope, schedule, or budget will require approval through Program Management. Team members must ensure that work within their areas remain within the defined project scope, schedule, and budget. When issues, actions, or circumstances occur that could cause a change in scope, personnel, budget, or schedule, team members must communicate potential changes to the project manager as early as possible and the project manager will determine whether the issue will lead to a change in scope, schedule, or budget. Verified changes will be communicated to the project team for endorsement. The project manager will be prepared to explain the effect of the change to the team, so schedules and budgets can be adjusted and effects of the change can be monitored.

Quality Plan

To ensure a quality product, the PS&E package will be reviewed by all parties listed on the Region Review Roster that can be found at:

<http://wwwi.wsdot.wa.gov/regions/eastern/DesignPlans/PSESupport.cfm>

All quality control procedures for the design of the project will be in accordance with the Design Manual, Standard Plans, Standard Specifications, Plans Preparation Manual, other WSDOT manual and FHWA requirements.

The following reviews will be scheduled to ensure quality:

- Documentation Review
- Internal Preliminary Review
- Region Preliminary Review
- Region Review

Transition and Closure Plan

Transition

The project will undergo a series of transitions and then closure. The following transition points have been identified for this project:

- Transition upon submittal of the PS&E package to Design/Plans for review, Ad & Award
- Transition “Hand off” from design to construction

The project Design Documentation Package and PS&E will be accepted after all formal reviews are completed by the Design/Plans office and accepted by the approving authorities.

The PS&E package will be accepted and prepared for advertisement upon completion of all scheduled tasks.

Hand off from the Traffic Office to the Construction office assigned will take place during the Ad and Award process. All necessary information will be transferred to the Construction office and the Traffic Office will remain available to answer any questions regarding design.

Closure

Closure of the design phase will take place after Ad & Award. Project (PE) expenditures will continue through the project ad and award period. Once the project has been executed for construction, design project funding will be terminated.

Lessons Learned

As part of the Transition and Closure plan we will document Lessons Learned. A lessons learned team meeting will be held upon completion of the design phase which will include an invitation to the support groups to provide them an opportunity to comment on the process.

Archive

The project will be archived in accordance with WSDOT established archiving policies for the PS&E package and documentation. The Design Documentation Package will be archived as per Region practice.

Recognize and Reward

The team will be recognized for accomplishments throughout the project and rewarded either informally or according to WSDOT's recognition policies.

Appendix A
(Task Order Requests)

Appendix B

(Project Schedule)

Appendix C (Endorsements)

Project Team Commitment

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Work Plan Endorsement Statement

By Committing to this Work Plan, the **Project Team Members** and **Specialty Groups** agree to undertake the duties, responsibilities, and directives per **Executive Order E 1032.00** dated **July 1, 2005**.

“We have provided information to the best of our knowledge regarding our role in this project. We endorse this Work Plan and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the plan that applies to us, including providing information and resources, actively participating, and effectively communicating. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this plan.”

Name:	Initials	Role
Harold White	_____	Traffic Engineer
Larry Frostad	_____	Assistant Traffic Engineer
Becky Spangle	_____	Project Manager
Dale Kassa	_____	Lead Designer
Ken Heale	_____	Signal Shop Supervisor
Ken Olson	_____	Design/Plans Engineer
Tammie Williams	_____	Environmental Coordinator
Brian Marquette	_____	Utilities

Management Endorsement

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Work Plan Endorsement Statement

By Committing to this Work Plan, the **Executives** and **Senior Managers** agree to undertake the duties, responsibilities, and directives per **Executive Order E 1032.00** dated **July 1, 2005**.

“We have provided information to the best of our knowledge regarding our role in this project. We endorse this Work Plan and are committed to actively supporting it. We accept responsibility for fulfilling any aspect of the plan that applies to us, including providing information and resources, actively participating, and effectively communicating. Our endorsement is an active and positive statement that we are committed to fulfilling the responsibilities designated in this plan.”

Name:	Initials	Role
Glen Wagemann	_____	Region Project Development Engineer
Mike Gribner	_____	Region Program Manager