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JOHN R. COOPER
TRANSPORTATION DIRECTOR

September 24, 2013

Construction Information Memorandum No. 1-2013

TO: Division/Region Engineers

ATTN: Division/Area Construction Engineers & Division/Region County Transportation Engineers

FROM: Curtis W. Vincent, P.E. 
State Construction Engineer

RE: Time Charges – No Charge Reasons **REVISED 4-30-2014 (see attached email)**

C.I.M. 2-2001 is hereby voided.

Attached is a revised list of reasons for **not** charging time on construction projects. Project personnel should immediately begin using the revised list for their project diaries and *C-20 Progress Report*. For their convenience, the SiteManager database for *Credit Reasons* has also been updated with these revisions.

Please note that two of the reasons are shown in italics as ***DON'T USE***. As outlined at the Construction & Materials Engineers' Conference in Huntsville earlier this month, specification and policy changes have rendered these reasons as invalid. However, they cannot be deleted from the SiteManager code table without causing errors with historical data. Hence, they are noted as ***DON'T USE*** to alert Project Managers to not use them and choose another reason. Please emphasize to your personnel.

In addition to the revised list, more explanations have been included in an effort to provide guidance to project managers on the intent of the reasons. Also, reasons in which remarks are needed to explain the cause of the no charge are marked with an "*" the same as in the *ALDOT SiteManager Policies and Procedure: DWR – Diary*. Based on reviews of project diaries in SiteManager, this is an area in which improvement is needed.

Please forward this to your office staff and project managers. Should you have questions, please contact this office.

CWV/WJP/wjp

Attachment

pc: Mr. John Lorentson
Mr. Ed Phillips
Mr. Clay McBrien
Mr. Wayne Cobb
Mr. Mark Bartlett, FHWA
Alabama Road Builders Association
Alabama Asphalt Pavement Association
Alabama Bridge Builders Association
File

OFFICIAL REASONS FOR NOT CHARGING TIME	
No Charge Reason	Explanation
Accepted for Maintenance	Contractor has completed all work, ALDOT/County/City is ready to accept it, and communicates that date to Construction Bureau
Adjustment Period	For Test Strip Work (106.09(d)) that prevents 6 hours of production. See 108.08(d)1.
Awaiting Right-of-Entry*	
Awaiting Pre-Construction Conference	
Between Mowing Cycles	
Cleanup Work	Work to prepare the site for Final Inspection once all Pay Items are complete
Contractor Vacation	Per CIM 1-90
Curing Period	
Days Between NTP and Time Charges Begin*	Only used in SiteManager; for Diaries created prior to start of Time Charges
Department Action*	
Earthquake	
Flood	
Fog	
Forest Fire/Smoke	
High Winds	
Holiday	As defined in Subarticle 101.01(b) of ALDOT Standard Specs
Hurricane*	Include the official name of the Hurricane/Tropical Storm event in the Diary Remarks
Ice	
Imminent Bad Weather*	Use in rare circumstances where forecasted bad weather limits the contractor's work to less than 6 hours on items such as a bridge deck pour or surface treatment placement
Legal Delay*	
Operational Check Period*	Example – 30 day burn on Lighting projects
Procurement Period*	When plans/special provisions provide for time to acquire materials
Project Note*	Example – Lane Closure restrictions on a normal workday
Punch List Items	Work to correct any deficiencies noted from Final Inspection per 105.15(a)
Railroad Conflict	
Rain	
Recovery*	
Red Ozone Alert*	Use only in major cities where applicable
Resurfacing Start-Up Delay*	<i>Temporarily reinstated per December 2013 CE/ME Quarterly Meeting & 1/15/14 email</i>
Saturday	
Seasonal Limitation*	
Shortage of Materials (from Suppliers)*	Regional shortage; requires letters from suppliers and approval from Construction Bureau
Snow	
Strikes*	
Sunday	
Suspension of Contract Time*	
Too Cold	
Too Wet	
Tornado	
Utility Conflict*	
Vehicular Accident*	
Waiting on ALDOT Decision*	
Waiting on County Forces*	
Waiting on Cylinder Break*	
Waiting on Final Inspection	Use after all Pay Items and Cleanup Work are complete and until such time a Final Inspection per 105.15(a) is conducted
Waiting on Local Acceptance*	Use for City/County projects when local governing body must agree to accept for maintenance after the final inspection so ALDOT can notify Contractor
Waiting on State Forces*	
Waiting on Vegetation Establishment	Use if all Punch List Items are complete and the only issue is waiting on satisfactory stand of grass to accept the project and request NPDES Permit termination

*Indicates that a Remark with an explanation is required in the Diary if this reason is used.

Powe, Skip

To: Hunt, Randy; Elliott, Craig; Ellis, Rodney E.; Mahaffey, Michael; Palmer, Phillip; Brown, Geneva; Corley, Mike; Burns, Tim; McDaniel, William; Hand, David J.; Kemp, David; Bohannon, David; Bollie, David; Adams, Jim; Carter, Kenneth; Graham, Mark; McAdory, Wallace; Richardson, Richard A.; Wallace, Lou; Ericksen, Matthew; Reach, Lee; Aaron, Brian; Camp, Joseph; Harris, Johnny; Brown, James (Div2); Davis, Brian; Leonard, Dejarvis; Rowe, Dee; Graben, Steven; Griffin, J.M.; Calametti, Vince

Cc: Lorentson, John; Phillips, Ed; McBrien, Clay; 'mark.bartlett@fhwa.com'; 'brian.hogge@dot.gov'; 'Jeff.Shelley@dot.gov'; Construction Bureau; Powe, Susan; Hodge, Ryne M.; Hornsby, Jeff

Subject: RE: CIM 1-2013 Time Charges REVISED

Attached is a revision of CIM 1-2013 to account for the email below and to add a new reason for Waiting on Local Acceptance. This reason is for city and county projects in which acceptance for maintenance requires concurrence by the mayor, city council, county commission, etc. after the final inspection. In most cases, the local project manager, especially when it is the county engineer, has authority to accept the project for maintenance. However, with the multitude of ATRIP projects and the usage of consultants for inspecting them, concurrence from the local governing body is being required before maintenance is assumed. In cases where the final inspection and all punch list work has been completed and there is no other applicable reason (such as Waiting on Vegetation Establishment), then 0 charge the day for Waiting on Local Acceptance.

Based on the previous emails, we have removed *"Awaiting Final Acceptance"* from the list of reasons. Due to programming issues in SiteManager, the reason will still appear in the table, but will continue to have *"DON'T USE"* in the wording.

The CIM will be updated on our website as well as the SiteManager DWR-Diary Policies & Procedures in the near future.

Please share this with your office staff, project managers, county engineers, city project personnel, and consultants providing CE&I services (both for ALDOT projects and locally-let IA, TE and ST projects). Internal Audit personnel are copied to ensure they are aware during their review.

Skip

From: Powe, Skip

Sent: Wednesday, January 15, 2014 11:51 AM

To: Hunt, Randy; Elliott, Craig; Ellis, Rodney E.; Mahaffey, Michael; Palmer, Phillip; Brown, Geneva; Corley, Mike; Burns, Tim; McDaniel, William; Hand, David J.; Kemp, David; Bohannon, David; Bollie, David; Adams, Jim; Carter, Kenneth; Graham, Mark; McAdory, Wallace; Richardson, Richard A.; Wallace, Lou; Ericksen, Matthew; Reach, Lee; Aaron, Brian; Camp, Joseph; Harris, Johnny; Brown, James (Div2); Davis, Brian; Leonard, Dejarvis; Rowe, Dee; Graben, Steven; Griffin, J.M.; Calametti, Vince

Cc: Lorentson, John; Phillips, Ed; McBrien, Clay; Cobb, Wayne; 'mark.bartlett@fhwa.com'; 'brian.hogge@dot.gov'; 'Jeff.Shelley@dot.gov'; Construction Bureau; Powe, Susan; Hodge, Marc R.

Subject: CIM 1-2013 Time Charges - No Charge Reasons UPDATE

As discussed at the CE/ME Quarterly Meeting in December, we have removed the wording *"DON'T USE"* from the no charge reason *"Resurfacing Start-up Delay"* in SiteManager based on the large volume of resurfacing work both ongoing and planned during the ATRIP program. This will give the Division/Region more flexibility to coordinate the work to be performed during the current paving system as we have done in the past. In lieu of revising and publishing another CIM, this email serves as temporary authorization to utilize the reason. We will revisit the issue at future CE/ME meetings once the ATRIP program begins to subside.

Please share this with your office staff, project managers, county engineers, city project personnel, and consultants providing CE&I services (both for ALDOT projects and locally-let IA, TE and ST projects). Internal Audit personnel are copied to ensure they are aware during their review.

Skip

From: Powe, Skip

Sent: Tuesday, September 24, 2013 5:07 PM

To: Hunt, Randy; Elliott, Craig; Ellis, Rodney E.; Mahaffey, Michael; Palmer, Phillip; Brown, Geneva; Corley, Mike; Burns, Tim; McDaniel, William; Hand, David J.; Kemp, David; Bohannon, David; Bollie, David; Adams, Jim; Carter, Kenneth; Graham, Mark; McAdory, Wallace; Wallace, Lou; Ericksen, Matthew; Reach, Lee; Aaron, Brian; Goodman, Tommy; Harris, Johnny; Brown, James (Div2); Davis, Brian; Leonard, Dejarvis; Rowe, Dee; Graben, Steven; Griffin, J.M.; Calametti, Vince

Cc: Lorentson, John; Phillips, Ed; McBrien, Clay; Cobb, Wayne; 'mark.bartlett@fhwa.com'; 'brian.hogge@dot.gov'; 'Jeff.Shelley@dot.gov'; Construction Bureau; Powe, Susan

Subject: CIM 1-2013 Time Charges - No Charge Reasons

Attached is CIM 1-2013 for Time Charges – No Charge Reasons. This CIM includes an updated list of reasons not to charge time and is based on the issues discussed in the Acceptance for Maintenance presentation at CE/ME Conference. As a result, CIM 2-2001 is void.

Please share this with your office staff, project managers, county engineers, city project personnel, and consultants providing CE&I services (both for ALDOT projects and locally-let IA, TE and ST projects).

If you have any questions, please advise.

Skip Powe, P.E.

Asst. State Construction Engineer, Special Projects

Alabama Department of Transportation

Construction Bureau

(334) 242-6209