



Project Development Team Participation

Revision and Approval

Revision	Date	Nature of Changes	Approved By
0	03-30-2021	Original Issue	Mike Francis

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Background

This process establishes Structure Construction (SC) roles, responsibilities, and procedures for participation as a Project Development Team (PDT) member on projects with structure work.

Project Development Teams are established for each project by the Project Manager and include representatives from all units involved in the delivery of the project. These representatives work together as part of the PDT to report individual progress and address issues and concerns that arise during project development and construction. Project issues and concerns include cost, scope, quality, constructability, and project risk management. Active participation as a PDT member is an SC priority as it enables SC to identify and resolve constructability issues during the design phase, prior to advertisement.

Bridge Construction Engineers (BCE) are typically assigned projects early in the design phase of a project. The BCE is responsible for SC participation on PDTs but may delegate responsibilities to SC staff.

PDT meetings help with identifying and defining project scope along with developing a better understanding of the entire project for team members. PDT meeting attendance will help the BCE understand what the project resources needs for the project will be. Relationship building with other project stakeholders and partners is an important auxiliary benefit of project development team participation.

Process Inputs

1. Project scoping documents
2. New project on the District's Authorized Projects List

Procedure

1. All work associated with this process is charged as [Project Direct – Preconstruction](#).
2. Area Construction Managers:
 - a. Actively promote SC services through management contacts in Project Delivery (District Construction, Design, Project Management, etc.)
 - b. Ensure that the roles and responsibilities of SC PDT members are fulfilled. PDT function and individual member responsibilities are covered in the following documents:
 - i. Deputy Directive [\(DD\) 34-R1](#), *Program and Project Management for Capital Outlay Projects*
 - ii. *Project Management Manual*, [Chapter 1](#), *Project Management Introduction*
 - iii. *Project Development Procedures Manual*, [Chapter 8](#), Section 4, *Project Development Team*
3. Bridge Construction Engineers:
 - a. Verify that SC is included in all relevant PDTs by reviewing upcoming projects and coordinating with project managers:
 - i. Review new projects in VISION that are added to the Actively Managed Projects list.
 - ii. Contact the project manager for projects that are on the District's Authorized Project List and inform them of the SC PDT member(s) that will be involved on the project.
 - b. Ensure timely receipt of all scoping documents:
 - i. Establish contact with the DES Project Liaison Engineer to identify yourself as SC's PDT member and Task Manager.
 - c. Maintain periodic contact with the project manager prior to the initial PDT meeting.
 - d. Review the contract documents and visit the proposed project location to assess initial project constructability.

- e. Review existing VISION resource estimates and project documentation prior to scheduled PDT meetings.
- f. Attend each PDT meeting, preferably in person. Assign a prospective Structure Representative to attend if other obligations prevent personal attendance.
- g. During the PDT Meeting be prepared to discuss any of the following topics:
 - i. Bridge construction techniques
 - ii. Falsework construction
 - iii. Trestle construction
 - iv. Shoring considerations
 - v. Wall construction techniques and standards
 - vi. Foundation investigations and construction
 - vii. Design, scope, and proposed construction schedule reviews
 - viii. Development of workplan and resource estimates
 - ix. Risk register items related to structure work. Refer to the [Project Risk Management Handbook: A Scalable Approach](#) for information on identifying risks.
- h. Structure Construction PDT members are also expected to assist and collaborate with other project development team members on the following topics:
 - i. Identification of new project issues and risks and resolution of ongoing project issues and risks.
 - ii. Advise and assist the project manager in directing the course of studies.
 - iii. Make recommendations to the project manager and district management.
 - iv. Participate in major meetings, public hearings, and community involvement when requested.
 - v. Help facilitate decision-making, document, and adhere to decisions made by the PDT.
 - vi. Pay attention to project scope change proposals and be ready to address workplan and resource concerns.
 - vii. Follow workplans that have been previously agreed to and help meet project milestones and deadlines.
 - viii. Participate in any outcome of a PDT meeting, e.g. Value Engineering Studies, focus group meetings, constructability reviews, safety reviews, and maintenance reviews.

- ix. Revise VISION scope, schedule, and estimate as needed based on PDT meetings.
- 4. SC Staff:
 - a. Request opportunities to participate on PDTs for career development.
 - b. When assigned as a PDT member, collaborate closely with your BCE to resolve project issues as they arise.

Process Outputs

- 1. Project Resource Estimates
- 2. Project constructability issue resolution

Attachments

None