

## Initiate & Align Worksheet

SR 18 / SR 99 Vic to Auburn Black Diamond RD I/C Vic - Paving  
MP 2.20B to MP 6.41

Project Manager: Gary L. McKee  
December 2009

### **Project Description:**

This project will mill and fill SR-18 from MP 2.20B to MP 2.37B, and from MP 2.49B to MP 0.77. The section from MP 2.37B to MP 2.49B was resurfaced in a Federal Way Project (Summer 2007) and will be exempt from this project. The project will also mill and fill the Weyerhaeuser Way EB off ramp at MP 0.42 to MP 0.77. Pavement repairs will be made at C Street EB off and on ramps at MP 3.55 to MP 3.82, and all ramps of the Auburn-Black Diamond Road interchange at MP 6.41. The project will also address safety work along the Collision Analysis Location from MP 1.77 to MP 2.09, and upgrade and retrofit existing pedestrian ramps to ADA compliant.

### **Team Mission/Assignment:**

The project team will work collaboratively to deliver constructible Plans, Specifications & Estimate and all supporting documents and approvals required to advertise the SR 18 / SR 99 Vic to Auburn Black Diamond RD I/C Vic – Paving by 04/18/2011. The project team will ensure that the following criteria's are met:

- Complete a PS&E package that is accurate, buildable, and clearly communicates its design intent.
- Take all steps possible to ensure that the project minimizes impacts to the public and the environment.
- Ensure an improved facility that meets the appropriate and applicable current guidelines while fulfilling the intent of the project's scope.
- Accomplish the mission within funding limits.
- Obtain the appropriate permits needed to construct the project on time.

Pre-Construction

Construction

### **Team Identification:**

<input type="checkbox"/>	Access
<input type="checkbox"/>	Architecture
<input type="checkbox"/>	Bridge & Structures
<input checked="" type="checkbox"/>	Construction
<input type="checkbox"/>	Consultant Liaison
<input checked="" type="checkbox"/>	Design & Plans Review
<input checked="" type="checkbox"/>	Environmental

<input checked="" type="checkbox"/>	Local Agencies
<input type="checkbox"/>	Roadside Development
<input checked="" type="checkbox"/>	Maintenance
<input checked="" type="checkbox"/>	Materials
<input checked="" type="checkbox"/>	Program Management
<input checked="" type="checkbox"/>	Public Information Office
<input type="checkbox"/>	Real Estate Services

<input type="checkbox"/>	Geographical Services
<input type="checkbox"/>	Geotechnical Services
<input type="checkbox"/>	Highways & Local Programs
<input checked="" type="checkbox"/>	Hydraulics
<input checked="" type="checkbox"/>	Land Survey

<input type="checkbox"/>	Right-of-Way
<input checked="" type="checkbox"/>	Traffic
<input type="checkbox"/>	Transportation Data Office
<input checked="" type="checkbox"/>	Utilities
<input type="checkbox"/>	Other

**Roles & Responsibilities:**

See the attach Roles & Responsibilities sheet for individuals (and/or members of their staff as applicable) that are likely to play crucial roles in the success of this project.

**Measures of Success:**

What the team must accomplish for this project to be successful:

- Create a clearly defined product, scope, and schedule, and manage change effectively
- Maintain an open, effective and timely communication within the team, with sponsors, other agencies, stakeholders, and the public
- Understand all stakeholders’ needs and concerns, mediating issues to an acceptable conclusion
- Minimize and mitigate environmental and social impacts
- Minimize disruption to the traveling public
- Complete the project on time and within budget
- Ensure the project commitment file is clear and complete
- Ensure the project documentation is clear and complete
- Ensure the project PS&E is clear and complete
- Ensure the project is advertised on schedule

**Major Milestones:**

	<i>Date:</i>
<input checked="" type="checkbox"/> <i>Project Definition Complete</i>	<i>03/09/2009</i>
<input checked="" type="checkbox"/> <i>Begin Preliminary Engineering</i>	<i>10/14/2009</i>
<input checked="" type="checkbox"/> <i>Environmental Documentation Complete</i>	<i>10/13/2008</i>
<input type="checkbox"/> <i>Advertisement (AD)</i>	<i>04/18/2011</i>
<input type="checkbox"/> <i>Bid Opening</i>	<i>05/11/2011</i>
<input type="checkbox"/> <i>Award</i>	<i>05/20/2011</i>
<input type="checkbox"/> <i>Execution</i>	<i>06/09/2011</i>
<input type="checkbox"/> <i>Construction Start</i>	<i>06/19/2011</i>
<input type="checkbox"/> <i>Operationally Complete (Open to Traffic)</i>	<i>09/19/2011</i>
<input type="checkbox"/> <i>Final Contract Completion</i>	<i>09/19/2011</i>

## **Boundaries:**

- Project limits are MP 2.20B to MP 6.41
- Applicable Design Matrices
- Funding
  - PE - \$ 325,152.00
  - RW - \$ 0.00
  - CN - \$ 3,747,836.00
- Design consistent with WSDOT and other jurisdictional design standards and policies
- Traffic boundary conditions:
  - Minimize traffic disturbance
- No surprises to the public about detours, restricted traffic hours, and closure hours
- Social and environmental impacts minimized and mitigated
- Scheduled AD of April 18, 2011

## **Operating Guidelines:**

- Team decision-making process
  - Early and continued involvement of key players
  - Issues requiring specialized input referred to stakeholders with profound knowledge of the subject matter
  - Decisions that could significantly affect Scope, Schedule, or Budget deferred to Project Manager and/or project sponsor
- Team meetings
  - Bi-weekly meetings between the Design Team and Project Manager to review project status, schedule, progress, risk, and manage change
  - Spontaneous meetings of the Design Team, called by the Design Team leader on an as-needed basis, to communicate project issues, solve project issues, and manage change
- Communication [See Communication Plan]
- Manage team conflict
  - Promote open communication and attempt to resolve issues in a very timely manner
  - Bring issues to the attention of the Project Manager and project sponsor if unable to resolve at Design Team level
- Scheduling, access and maintenance to Primavera
  - From the initial notification from the Design Team on, all agencies and specialty groups, otherwise identify, will review their portion of the schedule for validity and inform the design team regarding tasks, durations, costs, and other items as listed in the PMRS Initial Schedule Development Procedure. See:  
<http://wwwi.wsdot.wa.gov/Projects/PMRS/PMRSpolicies.htm>.
  - All agencies and specialty groups, otherwise identified, will provide monthly updates in Excel format via email no later than on incomplete task(s) to the Design Team for schedule update on Primavera by the 1<sup>st</sup> of

the month. Please refer to the PMRS procedure for Schedule Maintenance Sections 4.4 – 4.17. See:

<http://wwwi.wsdot.wa.gov/Projects/PMRS/PMRSpolicies.htm>.

- The Design Team will enter updates they receive from agencies and specialty groups monthly.
- Environmental Section and Material Lab will have basic scheduler rights to their portion of the schedule throughout the life of the project and are responsible to maintain said portion of the schedule.
- Environmental Section and Material Lab will notify the Design Team of any changes to the schedule via email to the project manager, Mohammad Hasan, and project designer, Dat Tang as soon as it occurs.