



ATTACHMENT H

MASSDOT CTD CHECKLIST

(CONTRACT TIME DETERMINATION)

DEVELOPED FOR ***CONSTRUCTION PLANNING***
DURING THE ***DESIGN PHASE***



MASSDOT CTD RECEIPT CHECKLIST

Contract #: _____	Project #: _____
Design Consultant Name: _____	Project Name: _____
Description of Submission: _____	
Design Consultant Submission Date: _____	Schedule Data Date: _____
PM Date of Review: _____	Accept or Revise & Resubmit: _____
Project Manager Name: _____	
CONSTRUCTION CONTRACT TIME DETERMINATION (CTD)	
SUBMISSION REQUIREMENTS	
Has the Designer submitted a CTD Quality Control confirmation (Designer PM approval) before the submission of the CTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Designer clearly identified that the basis documents, those used to develop this CTD, are the most current documents (75%)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Designer provided evidence that the Designer Scheduler/Planner that performed the CTD is experienced?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have Access Restraints (for all PUC utility coordination and other site access restrictions) been clearly identified and properly explained in the CTD and Special Provisions 8.03 and or 8.06 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the CTD been developed with winter expectations/restrictions clearly accounted for - and clearly identified in 8.03 and or 8.06?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an evaluation of critical resources, shift differential, overtime, and possible means and methods (i.e. to demonstrate one 'buildable' solution) been included with the narrative of the CTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If this CTD is an update, has there been a clear description of the scope changes that have occurred since the previous CTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all of the PUC form (utilities) been utilized to develop the CTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In the narrative, has the Designer stated and shown evidence that they have provided MassDOT with a 'buildable' project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the scheduled been developed with the 'bottoms up cost estimate' as a basis for the lump sum bridge work?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have the three new MassDOT Milestones been properly utilized (Full Beneficial Use, Substantial Completion, and Contractor Field Completion)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has ROW certificate been issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have all required environmental permits received with this design phase submission been accounted for in this CTD Submission (time related aspects)?</p> <p>If no, list missing permits and/or outstanding issues: _____</p> <p>_____</p> <p>Required permits may include, but may not be limited to the following: Department of Environmental Protection (DEP), Chapter 91, Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) Stormwater Notice of Intent, U.S. Army Corps of Engineers, U.S. Coast Guard and other Navigable Waterway Management Authorities, Mass. National Heritage, Water Quality, Mass. Dept. of Fisheries, Environmental Notification Form (ENF), Environmental Impact Report (EIR), Conservation Commission Order of Conditions, etc.</p> <p>_____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have all railroad work restrictions been discussed with rail road, approved and incorporated into the CTD ?</p> <p>If no, list outstanding issues: _____</p> <p>_____</p> <p>Railroad issues may include, very specific requirements for any equipment/materials near the foul zone of the track, -- other considerations as part of the railroad force account agreements, railroad relocation designs, railroad relocation schedules, determination of other potential railroad-related operational impacts, etc --- and need to require flaggers (see example limitation of operations that provides a basis for not being allowed access on a reasonable basis).</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have all Maintenance of Traffic and Traffic Management requirements been determined/included in CTD?</p> <p>If no, list outstanding issues: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have all local, municipal, town, agreements been determined/included in CTD?</p> <p>If no, list outstanding issues: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have all working-over-water, and in water (if applicable) restrictions</p> <p>If no, list outstanding issues: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
In addition to MassDOT standard Milestones (FBU, SC, and CFC) have there been interim milestones developed for needed I/Ds or Utilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have all of the schedule elements been clearly annotated in the CTD submission?</p> <p>Time required for the Contractor to plan work and mobilize prior to starting physical work</p> <p><input type="checkbox"/></p> <p>Preparation of critical submittals</p> <p><input type="checkbox"/></p> <p>Review of critical submittals by the Designer (MassDOT will provide standard submittal review durations to be used in the CCTD schedules)</p> <p><input type="checkbox"/></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Procurement/ordering of materials <input type="checkbox"/>	
Fabricate and deliver long-lead items <input type="checkbox"/>	
Time necessary to complete each activity, as itemized in the Construction cost estimate <input type="checkbox"/>	
Testing <input type="checkbox"/>	
Commissioning (movable drawbridges only) <input type="checkbox"/>	
Seasonal restrictions <input type="checkbox"/>	
Environmental permitting or landowner restrictions <input type="checkbox"/>	
Agency/utility/city restrictions <input type="checkbox"/>	
Sequencing/logic required to complete the work <input type="checkbox"/>	
Have Incentives/Disincentives been offered for this project – if so, has a calculation been developed to support the amount ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
CONSTRUCTION CONTRACT TIME DETERMINATION (CTD)	
CHANGES AND COMMUNICATION	
Has the Designer shown that any/all significant changes to work restrictions, shifts, resources, or other schedule/cost related elements been properly communicated to the construction estimator (to update key pricing issues related to time)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all community commitments, noise restrictions, and other important restrictions have been properly accounted for in the CTD?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Previous Design Phase review comments have been incorporated with this CTD submission? If no, identify the significant comments that were not addressed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the schedule been developed using the most current forecast for Bid Opening and NTP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this CTD been sent to the Area Engineer, the Project Controls Manager, the DUCE, and the District Scheduler distributed to MassDOT Reviewers – in accordance with the 2014 Design Submission Distribution Chart ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If this CTD is an update, have previous comments, from the Area Engineer, the Project Controls Manager, the DUCE, or the District Scheduler been incorporated or documented/addressed (otherwise)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there delays to the completion dates from the previous submission?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have alternative options been evaluated? If Yes, have these been reviewed with the MassDOT PM's supervisor, District, and have they been evaluated for pricing results as well?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have the agreed changes to completion dates been updated in Pinfo and in the contract bid documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Signed: _____
Printed Name: _____
Title: _____
Date: _____
Contract or Project File No.: _____