

Design Standards Letter

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Section/Plan No.: None

Subject: Letting Plans Status Chart

Body

ALL DISTRICT ENGINEERS

Attached to this letter are two copies of a new form for the Letting Plans Status Chart. The present chart has been changed to provide a more readable form, and to make the chart more informative as well as simplified.

Projects have been listed on this chart based upon the Letting Schedule for Fiscal Year 1969, as well as the September issue of the Letting Plans Status Chart. Please complete the data on the new form for use in the October issue of the Letting Plans Status Chart.

In order to achieve some degree of uniformity in reporting on this new form, you will find attached to this letter a brief explanation of the column headings and the desired method to be used for reporting.

The District shall be responsible for indicating the status of the project and progress during the month for all phases of the work, except those which have been marked by an asterisk.

When a column or several columns do not apply for the particular project being reported, a horizontal wavy line will indicate the item or items not applicable to the project.

The Status Chart will be updated and reissued each month. The District shall mark all progress on a copy of the chart and forward this marked chart to the Main Office by the first of each month. The updated chart will be reissued within the first week of the month whenever possible. The projects listed on the first month of the chart will be those projects which have been advertised for letting. It will, therefore, be necessary to evaluate projects originally scheduled for letting, and for some reason could not be advertised for a new letting date.

The practice of adding a new month to each issue of the Status Chart will be continued. It is necessary that the District's evaluate the next fiscal year program in order to provide a continuing 12-month schedule on the Status Chart. Resurfacing work should normally be

placed in the fall and winter months. The listing of work from the next fiscal year provides valuable information to the Division of Bridges for scheduling bridge design as well as providing information for advancement of projects to replace scheduled projects unavoidably delayed.

When projects are unavoidably delayed, they should be so indicated on the marked Status Chart submitted monthly and a new and realistic letting date established in the monthly schedule for placing the project under contract. An indefinite schedule for projects will be carried on the last sheet of the Status Report as per previous practice. This sheet is a last resort and should be avoided, but because of delays, such as caused by urban agreements, financing by other agencies, establishment of route locations, etc., it will be necessary, in some instances, to place projects on an indefinite status until a letting date can be established or the project dropped from the program..

When a project is rescheduled due to delays, a brief explanation is to be submitted to the Main Office in letter form explaining the cause of delay and need for rescheduling. This will enable us to understand the delays, adjust letting schedules, and assist in removing bottlenecks, if possible. It would also be appropriate to indicate projects where potential delays are imminent, especially when corrective measures can be taken by this office.

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