



Delaware Department of Transportation

STATEMENTS FOR OPEN-END PROJECTS

SOP-CA-2.101

Standard Operating Procedure

Department: Contract Administration **Process:** Bid Proposal Preparation
Document Owner: Jim Hoagland **Issue Date:** May 16, 2011
Expected Users: Competitively Bid Staff **Review Due:** May 2012

Version	Date	Author	Change Description
original	May 16, 2011	Jim Hoagland	Original issue

PROCESS:

1. Verify the contract is 100% state funded.
2. Verify the contract does not include any specific locations of work.
3. Verify each of the six (6) Project Notes listed below are included in the plans or contract documents.

PROJECT NOTES

1. No utility relocation involvement is anticipated. Should any conflicts be encountered during construction requiring adjustment and/or relocation of the agencies' existing facilities, the necessary relocation work shall be accomplished by the respective agencies' forces, as directed by the District Engineer. Any adjustments and/or relocations of municipally owned facilities shall be done by the State's contractor in accordance with the respective agencies' standard specifications as directed by the District Engineer.
2. No environmental permits are required for this work provided no jurisdictional wetlands or waters are impacted. If there is any question as to whether or not a water or wetland is jurisdictional, contact the Del DOT Environmental Section at 302-760-2264.
3. It is anticipated that all work will occur within DelDOT's existing right of way or easement areas. Should the need occur to trespass onto private property; it will be the responsibility of the Project manager to secure such trespass needs.
4. It is anticipated that all work will occur within DelDOT's right of way. Should the need occur to trespass onto railroad property, including the highway-rail crossing; it will be the responsibility of the project manager to contact the railroad chief engineer and obtain written authorization before entering.

5. The project manager shall be responsible for coordinating with the Traffic Section relating to any impacts to Traffic Section facilities (including but not limited to traffic loops, junction wells etc.) at least 4 weeks in advance of the start of the activity. Prior to initiating any work on this contract (or sites), the Project Manager shall be responsible for preparing and submitting for approval of the Safety Section, a Maintenance of Traffic Plan. Sufficient time shall be provided for the review and approval of the plan. The Maintenance of Traffic Plan shall include proposed time restrictions on the closure of travel lanes subject to the approval of the Safety Section.
6. The Project Manager is responsible for ensuring any required documents and analysis as part of the adopted Work Zone Safety and Mobility Procedures and Guidelines has been completed prior to any work starting on this contract.

This SOP is only applicable on Open-End Contracts that have no proposed locations and are 100% State funded. Open End Contracts that meet these requirements will not require Utility, Right-of Way, Environmental, or Traffic statements for advertisement.

The Project Notes make the Project Manager aware of their responsibilities. The Project Manager needs to contact the appropriate Section when work is being proposed that requires environmental review, railroad insurance, a town agreement, etc. The Project Notes were developed by Traffic, Environmental, Utility, Real Estate, and the Quality Sections, and reviewed by the Chief Engineer. The Project Manager should contact the appropriate Section if they have any questions concerning these notes or the coordination required.

Authority: The Contract Administration Hot Team reviewed the need for statements for Open End contracts. The Hot Team defined an Open End Contract as a contract with no locations. Examples would include Open End Drainage Contracts, Open End Structure Maintenance Contracts, Open End Guardrail Contracts, Open End Patching Contracts, and Right-Of-Way Fence Contracts. These contracts have quantities, but no locations.

To speed up the contract process, it was proposed to eliminate the need for statements, thus an Open End Contract could go directly to Contract Administration for bid. A meeting was held with the Sections within Del DOT that issue statements and the Project Notes were developed.

The attached document was issued by the Hot Team and approved by the Directors. Updates to Department manuals and policies will be performed by respective sections.

Del DOT Open End Contract Process

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These notes are only to be used on Open End Contracts that have no proposed locations and that are 100% State funded. Open End Contracts that meet these requirements will not require statements or outside review.

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