

Prepare for and Conduct Site Visits

This procedure addresses a series of items that should be considered when preparing for and conducting (actual and virtual) site visits.

The Constructability Engineer should become familiar with and use the Constructability Guidelines and the procedure that describes how to use the guidelines. Both provide insights about issues and items that should be considered from a Constructability point of view.

The Constructability Engineer is expected to make periodic visits to the project site to obtain a hands-on understanding of the conditions around which the project will be built.

Not every project requires the Constructability Engineer to physically show up at the actual site. Simple projects may only require a review of maps or photos. A review of other projects in the vicinity of the project may be needed to help analyze the overall impact during the site visit.

It is important to keep a record of all potential constructability problems and constructability issues. Provide notes with pictures that support the observations. Forward the documentation to the Project Manager.

Whatever the actual requirement, the Constructability Engineer must prepare for and plan initial and ongoing site visits.

Recommended Site Visit Equipment and Supplies

The Constructability Engineer must make arrangements for transportation and the appropriate equipment and supplies. Items needed for all Site Visits include:

- Maps
- Field Book
- Reflective vest and hard hat
- Paper and pencil
- Digital camera or video recorder – with extra batteries
- Tape measure / measuring wheel
- Introduction letter from Department to eliminate potential conflicts with Homeland Security
- Sturdy shoes or boots

Initial Site Visit

The Project Manager will contact the Constructability Engineer and provide a copy of the Project Charter, which includes the project Problem Statement. The Constructability Engineer should review the Project Charter, including the problem statement to ensure there is a clear understanding of what the project is intended to deliver. The Constructability Engineer should contact the Project Manager to obtain clarification on any items contained in the Problem Statement that are not fully understood.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

Depending on the type of project, the Constructability Engineer may schedule an initial Site visit. It may be beneficial to conduct the site visit with the Designer, Regional Construction Engineer, or other Subject Matter Experts (SME).

Things to keep in mind while conducting Initial Site Visit (Note: not all items need to be considered for all projects):

- () Unusual site conditions – identify and explain
- () Utility issues - overhead and underground issues
- () Sanitary sewer / force mains
- () Drainage – existing pipe lines and drainage conflicts
- () Existing surface drainage conditions, e.g., roadway ponding, slope erosion, etc.
- () Environmental issues - wetlands
- () Structures – condition of existing
- () Residential and commercial properties existing driveway access
- () Conflicts with the problem statement and actual site conditions
- () Staging and traffic control – note traffic flow at an intersection / truck traffic
- () Pedestrian traffic
- () Maintenance problems and considerations - during and after Project
- () Other projects in vicinity of proposed project

Ongoing Site Visits

It may be necessary to conduct follow-up or additional site visits.

The Constructability Engineer may want to conduct a site visit with the Project Manager, Regional Construction Engineer, and Designer to discuss and resolve any constructability problems or issues noted during the initial site visit.

It may simply be necessary to visit the site to confirm an observation or to see how a potential issue evolved over time. More than one site visit may be necessary as additional issues become apparent during the ongoing working sessions with the Designer.

During the working sessions with the Designer, the Constructability Engineer should review the current version of the project documents for constructability problems/issues. They should become familiar with the evolving plans and other documents prior to visiting the site.

Suggested items to consider during subsequent site visits:

- () Revisit the suggested list from the **Initial Site Visit**
- () Conduct follow-up site visits with the current version of plans in hand.
- () Walk the site and observe traffic flow.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.

- () The site visit may clarify issues noted during the working sessions but it may also reveal concerns that require additional research of the design documents.
- () Examine if site conditions or constructability concerns noted in previous site visits have changed

Prepare a report with the observations noted during all ongoing site visits. Include updates to earlier observations. Add any new constructability issues and concerns. Provide additional pictures. Forward all site visit reports to the Project Manager.

Procedures are subject to change without notice.

Check the Capital Project Delivery website to ensure this is the current version.