

Changing Letting Date Process

November, 2014

Purpose

The purpose of this document is to describe the process for changing letting dates. The process will vary slightly depending if a letting is moving forward (advanced), moving backward within the fiscal quarter, or moving backward to another quarter or fiscal year.

Moving Letting Dates Forward

Step 1: Contact the Pre-Letting Engineer via phone or e-mail to discuss the proposed change.

Step 2: The Pre-Letting Engineer will determine if the proposed date can moved based on 1) the size of the project, 2) type of work, 3) similar work types already scheduled for letting.

Step 3: If agreed to by the Pre-Letting Engineer, District submits the PPMS Change Form to the Pre-Letting Engineer. Submitter must obtain district management concurrence before submitting.

Step 4: Pre-Letting Engineer processes the PPMS change form. After the change is made in PPMS, the P6 Shared Service Center (SSC) will change the letting date in P6.

Moving Letting Dates Back within the Same FY Quarter

Same as Steps 1 – 4 above, except the district needs to provide a detailed explanation to the Pre-Letting Engineer in Step 1 and on the PPMS Change Form in Step 3. The explanation should be thorough versus general comments such as “not enough resources”.

Moving Letting Dates Back to another Quarter or FY

Same as Steps 1 – 4 above, except:

- Districts must exhaust all options to swap letting dates with another project. This may include swapping within the district or across districts.
- District must provide a written plan explaining:
 - Why the project needs to move
 - What steps they took to recovery the schedule
 - What steps they took to swap letting dates with other projects

For More Information

Contact: Chris Roy at 651-366-3182.