

**VIRGINIA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION**

INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM

GENERAL SUBJECT: DASHBOARD ON-TIME METRIC ADJUSTMENT	NUMBER: IIM-CD-2023-03.01
SPECIFIC SUBJECT: GUIDANCE FOR MANAGEMENT OF PROJECT DELIVERY DASHBOARD ON-TIME METRIC	DATE: May 16, 2023
	SUPERSEDES: None
APPROVED: Kerry A. Bates, P.E. State Construction Engineer	Kerry Bates 2023.05.16 16:30:05-04'00'

Effective Date

This Instructional and Informational Memorandum (IIM) is effective upon approval.

Purpose

To provide direction for the adjustment of the Dashboard Project Delivery On-Time metric.

Determination of On-Time Metric Adjustment

Projects may qualify for an on-time Dashboard metric adjustment when the Department's Engineer issues written directives that significantly enhances or alters the Contract's original scope in accordance with conditions described in Section 104.02(b)(1) of the Road and Bridge Specifications. Written orders directing significant changes to the Contractor's means and methods may also qualify.

Department directed new scope shall not be based solely on bid item quantity overruns, minor modifications to existing contract elements, or other changes necessary to satisfactorily complete the original Contract scope of Work.

Submission of Request

Requests for on-time Dashboard metric adjustment are initiated by the District Construction Engineer/Mega Projects Engineer and submitted to the District Engineer for concurrence and formal submission to the Chief Engineer. The request should contain:

- Letter (email) from the District Engineer to the Deputy Chief Engineer shall include:
 - The executed Contract Change Order
 - The time component for the on-time Dashboard metric adjustment
 - Supporting documentation that substantiates the request

For approved requests, the Central Office Construction Division will initiate and coordinate changes to the project's Dashboard on-time metric and will notify the District when the adjustment has been completed. All request packages with final determination shall be retained in the project records.

Approval Authority

The Chief Engineer/Deputy Chief Engineer shall have final approval authority.