



Montana Department of Transportation
PO Box 201001
Helena, MT 59620-1001

Memorandum

To: Distribution

From: Kevin Christensen, P.E.
Construction Engineer

Date: February 6, 2008

Subject: Informal Post Construction Review Reports

This memo is to provide guidance for completing Informal Post Construction Review (PCR) Reports. The standard Informal PCR Report Form is attached and is also available on the intranet at: http://mdtinfo.mdt.state.mt.us/mdt/mdt_forms.shtml#const.

The Informal PCR Report replaces the “Project Critique Reports” and “Condition of Plans Reports” that are currently required after completion of construction of a project. The Informal PCR Report Form will be completed by the Engineering Project Manager, or a designee, within 60 days of completion of construction for all projects. The Report will be sent to the District Construction Engineer with electronic copies sent to the distribution list on the cover memo.

The purpose of the Informal PCR Report is to provide feedback from Construction to Preconstruction to improve future project designs. The Construction Engineering Services (CES) Bureau will log the information from the Informal PCR Reports into the Constructability Review Database and provide a quarterly report to Preconstruction. The quarterly report will provide trends of enhanced designs, errors in designs, and lessons learned during construction. The information provided in the Informal PCR Reports will provide a valuable avenue for increased communication between Construction and Preconstruction.

Lessons learned from the Informal PCR Reports will be summarized in an easily accessible document for quick reference. This summary of lessons learned will be used continuously by the Constructability Review Section when reviewing and commenting on preliminary plans and reports. The *Summary of Lessons Learned* will be available electronically at the same link above for use by Preconstruction or Construction staff.

Since Site Manager may include a process for providing similar information, upon full implementation of Site Manager, this guidance may be modified.

Please contact me if you require additional information.

CC: District Administrators
District Operations Engineers
Construction Administration Services

Loran Frazier, Chief Engineer
Engineering Project Managers

District Construction Engineers
Construction Engineering Services