

The Property Manager's TOOL BOX



Failure to maintain pavement regularly ends up costing property owners three or four times more than it should. Here are three reasons why decision makers “wait one more year:”

They don't have easy access to the information needed to make smart pavement decisions.

There is no defined ongoing operational cost—therefore no apples-to-apples comparison for bids.

They assume that because the pavement looks okay it must not need any maintenance.

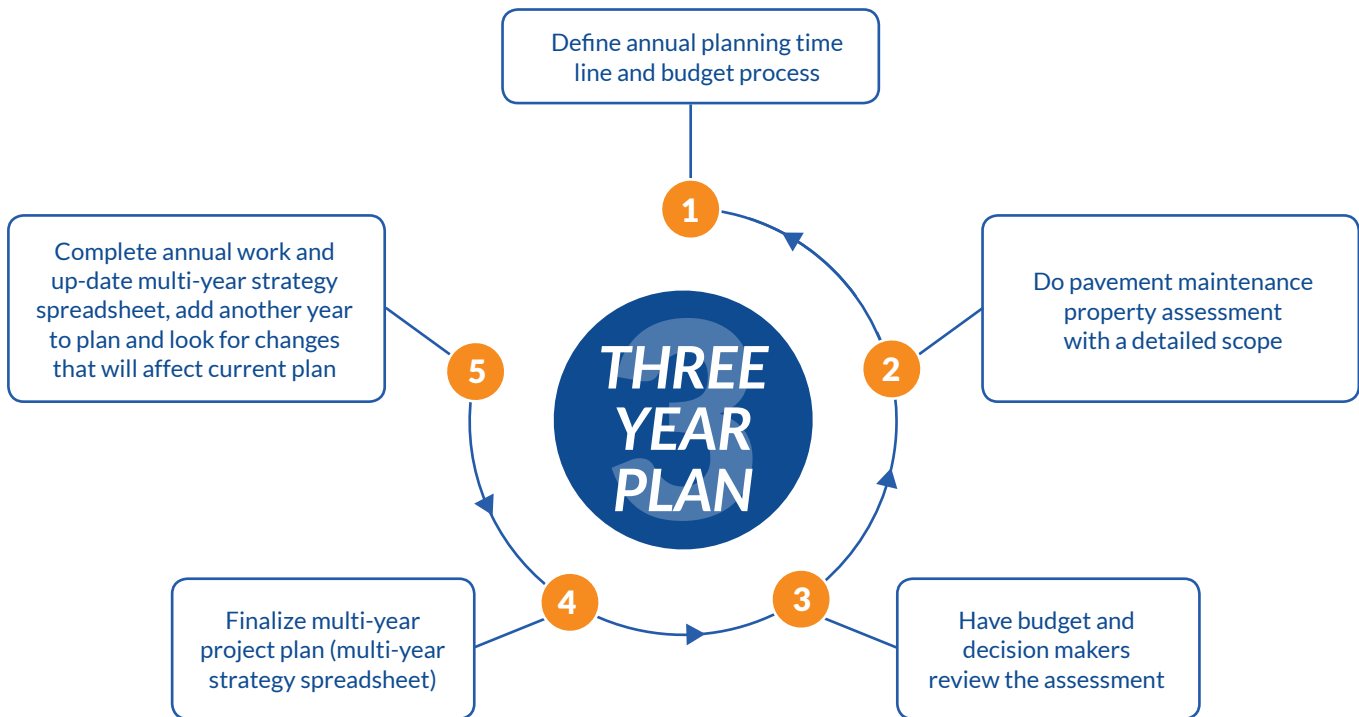
Pavement Maintenance

Pavement Maintenance is a very small part of the annual property operating budget though it takes as long to plan and implement as any other part of the budget. DRYCO has mapped out the process so that creating a three-year rolling pavement maintenance strategy takes no longer to create than going out to bid. By using these tools, you can save a significant amount of time and money while obtaining needed funding year after year. Here's how:

 Tool #1
TIMELINE SPREADSHEET

 Tool #2
ASSESSMENT CHECK-LIST

 Tool #3
STRATEGY SPREADSHEET



1

Define and Annual Planning Time Line and Budget Process

Start out by completing an overall operating budget assessment and then break out your pavement maintenance budget. Begin with the end in mind. When do you need to finalize your annual budget so you can complete the bidding process in time to avoid the typical summer crunch or fall weather?

Leave time to think through how you will need to adjust your pavement maintenance budget strategy to fit overall budget limitations.

Decide who should be involved with approving the budget. Verify the calendar dates with them. Ask them to review the issues you need to consider as you assemble the pavement maintenance plan. Tool #1 is the **Time Line Spreadsheet**.

2

Establish a Detailed Scope Consistent with Available Budget

In order to save time, accomplish this step with a pavement maintenance contractor you trust. It involves developing a good assessment of the current condition of the asphalt and concrete surfaces. Drainage, striping and access should always be part of this assessment. Get a site plan using Google Earth—it's the most accurate and efficient way to reference the jobsite.

Make an appointment with the pavement maintenance contractor you have selected and plan to spend at least an hour walking your property with him/her. Use Tool #2, the **Assessment Checklist**, as you walk the property. Make notes on your site plan as you identify needed repairs. Use the **Modified PASER Rating System** to agree on the general status of your paved surfaces (asphalt and concrete). The goal is to identify all the repairs and maintenance needed to bring your pavement and related concrete to what is called a "maintenance level".

The next step is to ask your contractor to develop a detailed cost estimate for each repair or maintenance item. This is a key step. Each item should be called out individually with associated footage for proper bid analysis and for possible adjustments later due to budget constraints. See the sample **Bid Spreadsheet** to reference how you should ask for your contractor's estimate to be detailed. Once you have received the proposals, you are ready to compare apples-to-apples (if you are considering multiple bids) and to construct a strategy for completing needed repairs within the budget constraints you know exist. Often, property investment strategy may dictate how much work will be done and when. The key for the next step is to trap all the information in one document.

3

Have a budget and Have Decision Makers Review the Assessment

At this point, you are likely to realize that you can not afford to accomplish all the needed work during the next construction season. Project repair and maintenance items into future years until you have built a scope of work that fits you're available budget. Use Tool #3 to build a **Multi-Year Strategy Spreadsheet**. Your pavement maintenance contractor should play a key role in this process. They should be able to determine what the cost consequences are when you delay certain repair and maintenance actions one or two more years. You will need this information to successfully promote your plan to the decision makers. These may be owners, a board of directors, or tenants. Now you have all the pieces of information needed to present your recommendations. Once this part of the budget approval is complete, you can quickly reflect changes into your plan.

4

Finalize Multi-Year Project Plan

In this step you will build the final document or Three Year Rolling Pavement Maintenance Strategy.

This is the point where all your work pays off. By capturing this information and planning for it in the future, you will save countless hours next year. You won't have to start from scratch. Clear and descriptive work items, square footages and unit prices make going out to bid manageable and efficient. Next years pavement maintenance budget is essentially completed. You now have the ability to see into the future and manipulate, at best, future expenses and at worst, eliminate costly surprises. Bottom line: a major reduction in workload for you with better visibility for your owner. Now complete step 5.

5

Complete Annual Work and Update Your Multi-year Strategy Spreadsheet

Changes often occur as you complete your annual construction plan. Work that was not planned may get done and visa-versa. Often times paved surfaces begin to deteriorate more rapidly than first perceived. Throughout the construction year, note any significant changes to your pavement maintenance plan. When it comes time to re-start this process, the Time-line Spreadsheet you built in Step 1, is all you need:

- Review your notes and original scope, noting what was completed and what didn't get done. Review (step 1).
- Have your pavement maintenance contractor re-assess the condition of your pavement surfaces (step 2)
- Do step 3 above and you will be ready to complete steps 4 and 5 for the next year. You will have spent substantially less time getting to this point than you did the first time. That's all there is to it!

Get some training.

You may want to arrange a short 1.5 hour training class for your team. **DRYCO** will show you how to implement the **Tool Box for Pavement Maintenance Planning** and will provide all the materials necessary to facilitate the teaching of these strategies to your team.

Connect with a pro.

If you need help with the spreadsheet tools referenced in this overview or would like to schedule a pavement maintenance property assessment, let DRYCO connect you with one of our estimators. He or she can walk you through it. It's very easy that way.

Attend a workshop.

We offer three additional workshops for a deeper dive to get even more dangerous.

- Avoid the Pitfalls and Potholes of Pavement Maintenance Projects
- Building Multi-Year Pavement Management Maintenance Projects
- How to Make Wise Pavement Management Decisions—and Why You Should

Not sure how to proceed?

Find yourself the best pavement maintenance contractor to help develop your plan. The first step of "**7 Practical Steps to Pavement Maintenance**" provides helpful hints for doing this. With this related white paper you will have the opportunity to actually walk through a bid from start to finish, experiencing the practical way to work through typical issues.

Contact us.

Just give us a call at **800-378-2177** if you have any questions or want to set up a Lunch n' Learn, attend a workshop, or schedule an assessment of your current pavement needs.

DRYCO



ASPHALT



CONCRETE



STRIPING



SEALCOAT



FENCE & IRON

We can help.

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With over 270 employees and 50 crews across five divisions, DRYCO is uniquely qualified to complete any size pavement or fencing project from start to finish, including assessment, scope development, and pavement maintenance plans with execution on time and on budget.

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