

TABLE OF CONTENTS

FOREWORD	October 2010
FOR-1 Conventions	
(a) Grammar	
(b) References to Sections and Subsections	
(c) Capitalization of Terms	
(d) Abbreviations	
FOR-2 Revisions to the Manual	
TABLE OF CONTENTS	October 2010
PROJECT MANAGER'S CHECKLIST	October 2010
Phase 1 – Project Development Period	
Phase 2 – Pre-Construction Period	
Phase 3 – Construction Period	
Phase 4 – After Second Notification	
CHAPTER 1 ORGANIZATION	October 2010
1-1 Construction Section	
1-2 Region Manager	
1-3 Area Manager	
1-4 Project Manager	
1-5 Project Management by Consultants or Local Agencies	
(a) Consultant Oversight by Agency PM	
(b) ODOT Local Agency Liaison (LAL)	
(c) ODOT Bridge Delivery Unit (BDU)	
CHAPTER 2 - PROJECT FUNDING / CONTRACT ADMINISTRATION	June 2009
RESPONSIBILITY	
2-1 Program & Funding Services Unit of Financial Services Branch	
2-2 Delegated (“Exempt”) Projects	
2-3 Contract Administration Responsibility	
CHAPTER 3 - DELEGATION OF AUTHORITY	October 2010
3-1 Delegated Authority	
3-2 Major Changes	
CHAPTER 4 - RELATIONS WITH PUBLIC OR OTHER AGENCIES	October 2010
4-1 Media and Traveling Public	
4-2 Permits	
4-3 Emergency Vehicles	
4-4 Horizontal / Vertical Clearance Restrictions	
4-5 Right-of-Way / Permit of Entry	

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

CHAPTER TITLE

LATEST UPDATE

CHAPTER 5 - CONSTRUCTION AUTHORIZATION.....November 2005

- 5-1 Construction Authorization
- 5-2 Construction Engineering (CE) Budget
- 5-3 Overrun or Increase of Construction Authorization

Exhibit 5(A) – Request for Overrun or Increase in Construction Authorization, form 734-3372
Exhibit 5(B) – Project Overrun/Increase in Authorization Supporting Data, form 734-7538

CHAPTER 6 - EXAMINATION OF PROJECT SITE/DATA BY BIDDERS..... October 2010

CHAPTER 7 - EVALUATION FOR UNBALANCED BIDS..... October 2010

CHAPTER 8 - AWARD AND EXECUTION OF CONTRACT..... October 2010

- 8-1 Bid Review and Price Analysis
- 8-2 Contract Award
 - (a) Performance and Payment Bonds
 - (b) Public Works Bond
 - (c) Coating System Warranty
 - (d) Certificates of Insurance
 - (e) Certificates of Workers' Compensation Coverage
- 8-2 Notice to Proceed

CHAPTER 9 - RESPONSIBILITIES OF PROJECT MANAGER..... October 2010

- 9-1 General Responsibilities
- 9-2 Working Relationship with the Contractor
- 9-3 Inspection
 - (a) Inspection Quality Assurance Program
- 9-4 Ensuring Contractor Compliance

CHAPTER 10 - SUPERINTENDENCE BY CONTRACTOR..... October 2010

CHAPTER 11 - BEFORE ON-SITE WORK CAN BEGIN..... October 2010

- 11-1 Cooperative Arrangements (“Partnering”)
- 11-2 Pre-Construction Conference (“Pre-Con”)
- 11-3 Tourist-Oriented Directional (TOD) and Business Logo Signs
 - (a) Tourist-Oriented Directional (TOD) Signs
 - (b) Interstate Business Logo Signs
 - (c) Off-Interstate Business Logo Signs
- 11-4 Project Schedule
- 11-5 Traffic Control Plan (TCP)
- 11-6 Erosion and Sediment Control Plan (ESCP)
- 11-7 Pollution Control Plan (PCP)

Exhibit 11(A) – Cooperative Arrangement, form 734-0338
Exhibit 11(B) - Pre-Construction Conference Letter
Exhibit 11(C) – Pre-Construction Conference Agenda

CHAPTER 12 - PROJECT RECORDS..... October 2010

- 12-1 Organization of Project Records
- 12-2 Public Records and Disclosure
- 12-3 Retention of Public Records

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

CHAPTER TITLE

LATEST UPDATE

CHAPTER 12A – DAILY REPORTS / DIARIES.....	October 2010
12A-1 General Daily Progress Report / Project Manager’s Diary	
12A-2 TP&DT Daily Reports	
12A-3 Erosion Control Monitoring (NPDES Reports)	
12A-4 Turbidity Monitoring and Reporting (“In-Water Work”)	
12A-5 Material Daily Progress Report	
12A-6 Accident Investigating and Reporting	
CHAPTER 12B – QUALITY.....	October 2010
12B-1 Nonfield-Tested Materials	
(a) Nonfield-Tested Materials Quality Documentation	
(b) Additional Nonfield-Tested Materials Quality Documentation	
12B-2 Field-Tested Materials	
(a) Test Summary Sheets	
12B-3 Review Procedures for Quality Documentation	
(a) Review by the Project Manager	
(b) Review by the Region Assurance Specialist (RAS)	
CHAPTER 12C – QUALITY PRICE ADJUSTMENTS.....	October 2010
12C-1 Premium Price Adjustments (Bonus)	
12C-2 Price Adjustments	
12C-3 StatSpec	
12C-4 HMAC Smoothness Specification	
CHAPTER 12D – QUANTITIES.....	October 2010
12D-1 Quantity Documentation	
(a) Source Documents	
(b) Computer-Generated Source Documents	
(c) Record Keeping	
12D-2 Measurement	
(a) Area, Linear and Volume	
(b) Vehicle Measure	
(c) Weight/Volume Measurement Method Change	
(d) Weighing	
(e) Lump Sum	
(f) Each	
(g) Temporary Striping & Temporary Tape	
(h) Flagger and Pilot Car Hours	
(i) Temporary Sign Quantities	
(j) Earthwork	
(k) Watering	
(l) Piling	
(m) Asphalt Cement in Asphalt Concrete Mixture	
1. Asphalt Inventory (Inventory) Method	
2. Testing Method	
3. Small Quantity Method	
(n) Weigh Memos and Scale Diary	
1. Scale Diary	
2. Check Weighing	
3. Weigh Memos	
4. Receipt of Material on the Project	

- 12D-3 Review Process for Quantity Documentation
 - (a) Review by PM
 - (b) Review by Region Assurance Specialist (RAS)

CHAPTER 12E – ADJUSTMENTS TO LUMP SUM AND OTHER ITEMS..... October 2010

- 12E-1 Adjustments to Lump Sum Items
- 12E-2 Other Adjustment Items
 - (a) Escalation / De-escalation (Fuel, Asphalt, Steel)
 - 1. 00195.10 – Asphalt Cement Material Price Escalation/De-escalation (AE)
 - 2. 00195.11 – Fuel Cost Price Escalation/De-escalation (FE)
 - 3. 00195.12 – Steel Materials Price Escalation/De-escalation (SE)
 - 4. How Escalation/De-escalation Applies to Change Order Work
 - (b) Fabrication Inspection Expense
 - (c) Agency-Provided Weigh Technician
 - (d) Right of Agency to Perform Work at Contractor's Expense
 - (e) Additional Materials Testing Performed at Contractor's Request
 - (f) Liquidated Damages
 - (g) Incentive / Disincentive (Early Completion)
 - (h) Lane Closures
 - (i) Railroad Protective Services (Flagging)
- 12E-3 Review Procedure

CHAPTER 12F – MATERIALS STORED OR ON HAND..... October 2010

**CHAPTER 12G – EXTRA WORK PERFORMED ON A FORCE ACCOUNT..... October 2010
BASIS**

- 12G-1 Background
- 12G-2 Definitions
- 12G-3 Process
 - (a) Step 1
 - (b) Step 2
 - (c) Step 3
- 12G-4 Force Account Invoice for Labor – Actual Cost Calculation
 - (a) Workers Compensation Class Codes and Assigned Risk Rates
 - (b) Reduction Rates
 - (c) Fringe Benefits
 - (d) Markup
- 12G-5 Force Account Invoice for Labor – Standard Calculation
- 12G-6 Force Account Invoice for Equipment and Materials
 - (a) Rental Rates
- 12G-7 Force Account Summary
- 12G-8 Steps for Reviewing Force Account Invoices in Project Manager's Office
- 12G-9 Extra Work Performed on Force Account Basis Responsibility Matrix

CHAPTER 12H – AS CONSTRUCTED PLANS..... October 2010

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

CHAPTER TITLE

LATEST UPDATE

CHAPTER 13 – CONTRACT TIME..... October 2010

- 13-1 Notification of Commencement of Work and Completion Dates
- 13-2 First Notification
- 13-3 Second Notification
- 13-4 Third Notification
- 13-5 Weekly Statement of Contract Time Charges
 - (a) Calendar Day Calculation
 - (b) Fixed Date Calculation
 - (c) Exclusions from Contract Time
 - (d) Time Calculation Protest
- 13-6 Suspensions of Work
- 13-7 Liquidated Damages
- 13-8 Delays
- 13-9 Types of Delays
 - (a) Contractor Delay
 - (b) Excusable (Exclusions from Contract Time)
 - (c) Compensable
 - (d) Concurrent
- 13-10 Utility or Railroad Delays
- 13-11 Adjustment of Contract Time

CHAPTER 14 – SUBCONTRACTS..... October 2010

- 14-1 When Subcontracts Are Required
- 14-2 Procedure for Subcontract Consent
- 14-3 Rental of Operated Equipment
 - (a) Owner/Operator Trucking
 - (b) Non-Owner/Operator Trucking

**CHAPTER 15 – CHANGE ORDERS / FORCE ACCOUNT / WORK BY..... January 2012
PUBLIC FORCES**

- 15-1 Contracts
- 15-1 Contract Changes
- 15-3 Definitions of Types of Work
 - (a) Contract Work (Includes Additional Work and Work Added by CCO)
 - (b) Changed Work
 - 1. Insignificant Changed Work
 - 2. Significant Changed Work
 - (c) Extra Work
 - (d) Non-Contract Work or Work performed by other forces:
(State or Local Agency Forces), Utilities, or Railroads
- 15-4 Change Orders – General Requirements
 - (a) Contract Change Order (CCO)
 - (b) Extra Work Order (EWO)
 - (c) Order for Force Work (SFO)
- 15-5 Cost Justification
- 15-6 Work or Change Order Supporting Data
- 15-7 Reason Codes
- 15-8 Forms
- 15-9 Signatures
- 15-10 Change Order Database
- 15-11 Distribution

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

CHAPTER TITLE

LATEST UPDATE

Exhibit 15(A) – Contract Change Order, form 734-1169
Exhibit 15(B) – Extra Work Order, form 734-3208
Exhibit 15(C) – Order for Force Work, form 734-1105

CHAPTER 16 – WORKING DRAWINGS AND SUBMITTALS..... October 2010

CHAPTER 17 – SAFETY..... October 2010

- 17-1 Drug Testing Program
- 17-2 Project Safety
- 17-3 Accident Investigation and Reporting

Exhibit 17(A) – ODOT Safety Questionnaire

CHAPTER 18 – AFFIRMATIVE ACTION..... October 2010

- 18-1 Disadvantaged Business Enterprise (DBE) Program
 - (a) Commercially Useful Function (CUF)
- 18-2 Equal Employment Opportunity (EEO) Program
 - (a) EEO Reports
- 18-3 On-the-Job/Apprenticeship Training Requirements
 - (a) Apprentice vs Trainee
 - (b) Traditional OJT Requirements
- 18-4 Workforce Development Program (WDP) – OJT/Apprenticeship Training
 - (a) Pre-Construction Conference
 - (b) First Notification
 - (c) Second Notification
- 18-5 Reimbursable Federal OJT and Apprenticeship Training
 - (a) First Notification
- 18-6 Title VI / Environmental Justice

CHAPTER 19 – LABOR COMPLIANCE..... October 2010

- 19-1 General
 - (a) DBRA Prevailing Wage Rates
 - (b) BOLI Prevailing Wage Rates
 - (c) Projects Subject to Both DBRA and BOLI Wage Rates
- 19-2 Roles and Responsibilities
 - (a) All Prime Contractors and Subcontractors
 - (b) The Contractor
 - (c) The Project Manager
 - (d) ODOT Office of Civil Rights
- 19-3 Release of Public Records
- 19-4 Work Schedule
- 19-5 Certified Payrolls
 - (a) Contractor Reporting Requirements
 - (b) Review of Certified Payrolls by the Project Manager
 - (c) Base Wage and Zone Pay
 - (d) Fringe Benefits
 - (e) Apprentices, Trainees, and Reduced Wages/Fringe Benefits
 - (f) Overtime
- 19-6 Employee Wage Interviews
- 19-7 Labor Complaints and Investigations
- 19-8 PM's Labor Compliance Certification (Form 734-1734)
- 19-9 Prevailing Wage Fact Sheet for Truck Drivers

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

CHAPTER TITLE

LATEST UPDATE

19-10 "Site of the Work" Fact Sheet

CHAPTER 20 – CONSTRUCTION SURVEYING / MONUMENTATION.....June 2009

- 20-1 Construction Surveying by the Agency
- 20-2 Construction Surveying by the Contractor
- 20-3 Monumentation and Benchmarks

CHAPTER 21 – PERMITS.....June 2009

CHAPTER 22 – SOURCES OF MATERIALS..... October 2010

- 22-1 Notification of Source of Supply and Materials.
- 22-2 Prospective Source / Mandatory Source
- 22-3 Agency-Furnished Materials and Sources
- 22-4 Contractor-Furnished Materials and Sources
- 22-5 Buy America
- 22-6 Agency Inspection of Materials

CHAPTER 23 – QUANTITIES OF MATERIALS TO BE PRODUCED.....June 2009

CHAPTER 24 – WORK DONE BY UTILITIES AND RAILROADS..... October 2010

- 24-1 Relocation or Adjustment of Utilities or Railroad Facilities
- 24-2 Railroad Protective Services Guidelines
 - (a) Contractor Is Responsible for Excess Railroad Flagger Services Costs
 - (b) Contractor Is Not Responsible for Excess Railroad Flagger Services Costs
- 24-3 Billings for Work Done By Utilities or Railroads
- 24-4 Delays Caused by Utilities
- 24-5 Billing a Utility for Extra Agency Costs

CHAPTER 25 – PAYMENTS TO CONTRACTORS / RETAINAGE..... October 2010

- 25-1 Progress Estimates
- 25-2 Withholding Payment
- 25-3 Interest for Late Payment
- 25-4 Preparation of the Estimate for Payment
 - (A) Contract Change Orders (4000 Series)
 - (B) Adjustment Items (6000 Series)
 - (C) Materials on Hand (7000 Series)
 - (D) Extra Work Performed on Force Account Basis (800 Series)
 - (E) Orders for Force Work (92000 Series)
 - (F) Anticipated Items (94000 Series)
 - (G) Approved Increases/Decreases in Construction Authorization (98799-98795 Series)
 - (H) Additional Anticipated Items (98899)
 - (I) Contingencies (98999)
 - (J) Engineering (99999)
- 25-5 Retainage / Reduction of Retainage

**CHAPTER 26 – PROMPT PAYMENT / CLAIMS AGAINST
CONTRACTOR'S BOND..... October 2010**

- 26-1 ODOT Prompt Payment Policy

26-2 Claims Against Contractors Payment Bond

CHAPTER 27 – DISAGREEMENTS, DISPUTES, AND CLAIMS.....February 2010

- 27-1 Section 00199 Claims Process
 - (a) Notification Requirements
 - (b) Analyzing the Submitted Request
 - (c) Formal Claim Submittal
 - (d) Step 1 – Region Level Review
 - (e) Step 2 – Agency Level Review

CHAPTER 28 – USE OF PUBLICLY OWNED EQUIPMENT.....June 2009

CHAPTER 29 – RIGHT OF WAY, ACCESS, AND APPROACHES..... October 2010

- 29-1 Right of Way Obligations
- 29-2 Additional Right of Way
- 29-3 Road Approach, Driveway Construction

CHAPTER 30 – LOAD AND SPEED RESTRICTIONS ON CONSTRUCTION..... June 2009
VEHICLES

CHAPTER 31 – PROTECTION OF WORK/RESPONSIBILITY FOR..... October 2010
DAMAGES

- 31-1 General Responsibilities
- 31-2 Repair of Damage from Public Traffic
 - (a) If Agency has not accepted responsibility for the Work
 - (b) If Agency has accepted responsibility for the Work
- 31-3 Responsibility for Damage to Work Caused by Public Traffic
 - (a) Contractor’s Request for Relief of Responsibility, form 734-2768
 - (b) Repair of Work Damaged by Public Traffic
 - (c) Contractor’s Responsibility on Work for which Agency has Assumed Responsibility for Damage

CHAPTER 32 – PROTECTION OF CULTURAL RESOURCES.....June 2009

CHAPTER 33 – MATERIALS LEFT OVER OR PRODUCED FOR A 3rd PARTY.....June 2009

- 33-1 Materials Left Over
- 33-2 Materials Produced for a Third Party

CHAPTER 34 – CONTRACTOR PERFORMANCE EVALUATION..... October 2010

CHAPTER 35 – TERMINATION AND BREACH OF CONTRACT..... October 2010

- 35-1 Corrective Actions
 - (a) Verbal Discussion, Notices, or Reminders
 - (b) Suspending Work
 - (c) Written Notice
 - (d) Withholding Progress Payments
 - (e) Written Notice of Potential Breach of Contract
- 35-2 Breach of Contract
- 35-3 Termination of Contract

**OREGON DEPARTMENT OF TRANSPORTATION
CONSTRUCTION MANUAL**

CHAPTER TITLE

LATEST UPDATE

CHAPTER 36 – ACCEPTANCE OF PROJECT..... October 2010

CHAPTER 37 – SUBMITTAL OF FINAL PROJECT DOCUMENTATION..... October 2010

- 37-1 Compiling the Project Semi-Final Documentation
 - (a) Semi-Final Documentation Checklist, form 734-2706
 - (b) Semi-Final Documents
 - (c) Price Adjustments Folder (Quality & Quantity Price Adjustments)
 - (d) Test Summary Folder
 - (e) Project Quality Control Folder
 - (f) Quality Documentation Folder
 - (g) Quantity Documentation Folder
 - (h) Miscellaneous Semi-Final Documentation Folder(s)
 - (i) Scale Diary Folder
 - (j) Labor Compliance Folder(s)
 - (k) Miscellaneous Semi-Final Documents for PM Distribution
- 37-2 Review by Region Assurance Specialist (RAS)
- 37-3 Review by the Office of Civil Rights (OCR) Field Coordinator
- 37-4 Actions of the Contract Administration Unit (CAU)
- 37-5 Release of Subcontractor Retainage

**CHAPTER 38 – CONTRACTOR DISAGREEMENT WITH FINAL QUANTITIES.....June 2009
OR PAYMENT**

CHAPTER 39 – LANDSCAPE ESTABLISHMENT PERIODS.....January 2008

CHAPTER 40 – THIRD NOTIFICATION..... October 2010

**CHAPTER 41 – WARRANTIES, GUARANTEES, RESPONSIBILITY FOR.....June 2009
MATERIALS AND WORKMANSHIP**

- 41-1 Contractor Furnished Warranties
- 41-2 Manufacturer Warranties and Guarantees

CONSTRUCTION MANUAL INDEX..... October 2010