

Contract Administration Unit 101

Mike Dennee, CAU Group Coordinator



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Who can help me?

Mike Dennee: Started as a QCCS in the Hermiston PM office.

- Lead Worker for Contract Services Unit
 - Organizer of the Construction Manual.
 - Support Region Assurance Specialists (RAS)
 - Contract Payment System Manager
 - Interpretation of Specifications
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Who can help me?

Scott Aker-Contract Compliance Specialist/RAS team lead.

- Contract Close out/Final Documentation Reviews
 - RAS assignments
 - 2nd Notification
 - NFTMAG-Non Field Tested Materials Acceptance Guide
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Who can help me?

James Sealy-Contract Payments Specialist.

- Contract Payments System
 - Estimate Roll back
 - Zero Estimates
 - Liquidated Damages
 - Final Acceptance/Closing and FHWA Acceptance Letters
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Who can help me?

Kim Free-Contract Services Specialist.

- Force account reviews(EquipmentWatch, Classification codes, and Mod factors)
 - 1st and 3rd note Notifications
 - Change Order review and processing into CPS
 - Extra work orders and Orders for force work
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Who can help me?

Diana Foster-Labor Compliance Officer.

- Labor Compliance Specifications
 - Labor Claims Investigations
 - Liaison with BOLI and USDOL
 - Liaison with Office of Equity and Civil Rights
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Claims and Measurements & Payment

Gene Wilborn-Construction Claims Engineer

- Contractor Claims
- Measurement and Payment Tech Resource
- Liaison with DOJ

Adam Markel-Construction Contracts Engineer

- Contractor Claims
- CA/CEI Statement of work reviews
- Construction Project Professional



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 - Lab Services
 - Quality Assurance
 - Structure Services
- TRAINING & CERTIFICATION
 - Inspector Certification Program
 - Technician Certification Program
- PAVEMENT
 - Managing Pavement Conditions
 - Pavement Quality and Materials
- REFERENCES
 - Qualified Products
 - Construction Manuals
 - Resources

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- Contract payments;
- Contract change orders;
- Labor compliance;
- Document compliance;
- Measurement and payment;
- Contractor's claims or disputes.



Tools

- Buy America Exempted Items List
- Claims Against Contractor Bonds
- Closure & Delay Liquidated Damages Calculator
- Common CCO Templates
- CON-CAL (Reduction Computation) Construction Manual
- Construction Materials Testing Costs
- Oil Prices for Current/Newer Projects
- Project Status Reports Index
- Region Assurance Guide
- StatSpec – Version 3.10.5
- Subcontract Requirements

Resources

Build America Buy America Act

- Memo from the State Construction and Materials Engineer
- Blue Sheets
 - Materials Classification Guide
 - Current Qualified Products (QPL) List

Contact the Construction Section

800 Airport Road SE
 Salem, Oregon 97301
 Phone: ☎ 503-986-3000
 Fax: 503-986-3096
[Email the Construction Section](#)

Contract Administration Field Personnel
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Construction Manual - New look, easier to read



CHAPTER 12B QUALITY

The Contract documents specify the minimum requirements for the quality of Materials and Work to be furnished or performed under the Contract. The Resident Engineer (RE) must assure that the Materials incorporated and Work performed by the Contractor is in conformance with Contract requirements.

If the RE has questions about or problems determining the quality requirements, contact the Region Assurance Specialist (RAS) or the Contract Administration Unit (CAU) for assistance.

The RE must be continually observant to verify that necessary inspection, sampling, testing, and measurements are performed and that inspection reports, test results, calculations and other conformance documents are prepared promptly and verified by a second person.

As specified in Subsection 00165.70, the RE must not allow the Contractor to incorporate Materials into the Project without acceptable conformance documents. This condition may be temporarily waived only if the Material must be installed for immediate traffic safety, but no payment will be made for the value of the Materials, or the costs of incorporating them, until acceptable conformance documentation is received and/or testing is performed.

For each Project, the RE must become familiar with the quality compliance requirements for all of the Materials that are to be incorporated.



CHAPTER 12D QUANTITIES

12D-1 Measurement

General measurement guidelines are defined in Subsection 00190.10. These include the guidelines for measuring Work or Materials on the unit basis, length basis, area basis, weight basis, volume basis, time basis and lump sum basis. Specific measurement requirements may be contained in the individual Measurement Subsection of the Standard Specifications or Special Provisions.

Check Contract Change Orders (CCOs), Addenda, Special Provisions, Project-specific drawings, Standard Drawings, and Standard Specifications to assure that the correct measurement is used for each item.

Guidelines for measurement are:

A. Area, Linear, and Volume

These measurements should normally be supplemented with a field sketch. Each document must be validated to show that the Work was performed. A validation statement, such as "measured", "re-measured", "installed", or "constructed", validates the source document in addition to a signature and date.

Measurement of certain Pay Items is limited to the Neat Lines shown in the Plans (e.g., 0057.80(b), Constructing Premixed Polymer Concrete Overlay). For these items a change order is required to modify dimensions. There is sometimes an allowance for changes as directed by the Engineer (e.g., 00759.80, volume and area basis).

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Region Assurance Guide

Contract Time 2nd Note Liquidated Damages	What is RAS responsibility if Contract work is still occurring past the final 2nd Note date?	Verify that Liquidated Damages are being assessed <u>or</u> that a change order is in process to change the specified completion date and note on DRR. If unsure, list on DRR.	Assess correctly calculated Liquidated Damages if Contract work still occurring past 2nd Note date <u>or</u> rescind 2nd Note if work is being added to the Contract and process CCO to change the specified completion date. Ensure Weekly Statements of Contract Time Charges are being completed and sent to the Contractor; if a CCO to modify Contract Time is subsequently executed, issue revised WSCTC.	Best practice is to rescind and then reissue 2nd Note, rather than issuing 2nd Note based on a pending CCO to revise the specified completion date. Contact CAU for additional guidance.	06/04/19
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Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Last Updated
Scale Certification	What is the RAS responsibility in regard to scale certifications that are not done annually?	Verify most current certification is included in the Project documentation.	When an ODA certification is provided to the scale owner, ensure it is included with the Project documentation.	ODA strives to do annual inspections, but may not achieve this exactly at 12 month intervals. Specification states that when ODA issues a certification, then the scale will provide the document to ODOT. License allows operation; certification is in regard to accuracy of the scale.	12/03/19
Schedules	What is the RAS responsibility in regard to Project schedules?	No responsibility.	Full responsibility.		06/04/19
Seeding	What is the RAS responsibility if seed types listed on the certifications/seed tags do not match the seed types required by Special Provision 01030.13(f)?	List on DRR if contract requirements are not met.	Ensure contract requirements are met. If not, requires CCO.		09/18/19

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Memorandums

Forms

AA SHTOWare Project™ – APOST

HB4139 Technical Advisory Committee

Contract Payment System

Access your account or request access to the Contract Payment System.

Labor Rates

[Wage Rates from state Bureau of Labor and Industries and federal Davis-Bacon](#)

Guides

- [Contract Closeout Contacts](#)
- [Document Review Report Escalation Process Guide](#)
- [Flagging Overruns – Best Practices](#)
- [Guidance for Relief of Responsibility](#)
- [Trucking Matrix](#)
- [Manual of Field Test Procedures](#)
- [Non-Field-Tested Materials Guide](#)
- [Semi-Final Process Flow Chart](#)

Alternative Contracts Resources

[CM/GC Contract Administration Manual](#)

- [RACI Chart](#)
- [Process Map for NTP](#)

[Design-Build Contract Administration Manual](#)

- [D-B Design Review Process Map](#)


[Alternative Contracting Program Information and Contacts](#)

Other

- [Construction Projects Active Report](#)
- [LPIF Template \(Post Award\)](#)
- [Traffic Blue Sheets](#)
- [Traffic Green Sheets](#)

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Memorandums



Department of Transportation
 Contract Administration
 800 Airport Road SE
 Salem, Oregon 97301
 Phone: 503-986-3000
 Fax: 503-986-3096

CA005

CAU Position Paper on delivering/transmitting Second Notification (January 2024)

This paper discusses the following process:

- The method and manner of transmitting Second Notification related to the electronic document management system, the DocExpress® platform

Problem:

Since the introduction of electronic document management in Section 00170.08 as the required method of submitting documents on ODOT Projects, there appears to be inconsistency regarding the method of delivery to assure proper and timely notice of Second Notification.

Process Explanation:

As required in Section 00170.08, the RE is to issue Second Notification through the electronic document management system, Doc Express®. Ideally, the RE approves and transmits Second Notification to the Contractor on the same day the Contractor meets the requirements for issuance of Second Notification. In Doc Express®, since the submittal and approval steps occur within the Z00A-Agency Submittal Drawer, Second Notification shall be considered delivered to the Contractor once published to the Z07-Contract Documents Drawer. The transitioning process for submitting, approving, publishing, and processing Second Notification in the Doc Express® Document Directory lies entirely with the RE or RE office staff.

For cases when the Agency delayed issuing Final Second Notification, calculate the 45 Calendar Day deadline from the date of RE signature (date of approval on DocExpress) and promptly transmit to the Contractor (by publishing through DocExpress), the same day.


While Section 00170.08 also provides the Engineer the authority to permit paper documents, the RE should only provide Second Notification via paper documents as an additional measure to submittal through the electronic document management system, DocExpress®. If the RE elects to deliver Second Notification via paper documents *in addition* to the electronic document management system, DocExpress®, the method of delivery should be in accordance with the requirements of the Contract. To this end, section 00150.30 requires that paper copies of written notices be transmitted in one of three methods:

- In person
- US mail (first class or priority mail)
- overnight delivery service of a private industry carrier

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Odds and Ends

- Public Record Requests
- Overruns and Increases
- AASHTOWare
- StatSpec
- Buy America and Build America, Buy America Act
- HB 3332
- Contract Payments System (CPS)
- EquipmentWatch®



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Contract Administration Field Personnel
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Contract Administration Unit: Staff Directory

Name/Email	Phone Number	Mailing Address	Links for email addresses
Greg Stellmach, PE Contract Administration Engineer	503-986-3012 503-979-3407	800 Airport Rd SE Salem OR 97301	greg.f.stellmach@odot.oregon.gov
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Mary Saba RAS - Region 1	503-621-2047	3700 SE 92nd Portland, OR 97266	mary.g.saba@odot.oregon.gov
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Gene Thomey RAS - Region 3 & 4	503-428-3218	100 Antelope Rd White City, OR 97503	farrell.thomey@odot.oregon.gov
DJ Smith RAS - Region 5	503-931-3399	1390 SE 1st Ave Ontario, OR 97914	donnie.j.smith@odot.oregon.gov
Rob Peters RAS (Retired Temporary)	541-890-6199	100 Antelope Rd White City, OR 97503	robert.w.peters@odot.oregon.gov

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<p>DJ Smith RAS - Region 5 & 1 (503) 931-3399</p>	<p>Katie Miller RAS - Region 2 (541) 430-2386</p>	<p>Art Nunez RAS - Region 2 & 4 (503)983-6471</p>
<p>Lajuana Kelley RAS - Region 3 (503) 428-4510</p>	<p>Gene Thomey RAS - Region 3 & 4 (503) 428-3218</p>	<p>Justin Cary RAS – Region 2 (971)-209-6417</p>
<p>Mary Saba RAS - Region 1 (503) 621-2047</p>	<p>Merry Sylvia RAS - Region 1 (503) 781-9317</p>	<p>Tony Nguyen Region 1 & 4 (971) 375-8480</p>



Got Questions?

Ask your Local RAS

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Questions?

Mike Dennee, CAU Group Coordinator



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