DOCUMENT REVIEW REPORT (DRR) SUPPORTING DOCUMENTATION: RESIDENT ENGINEER EXCEPTION EXPLANATION

Presented by
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QCCS Workshop
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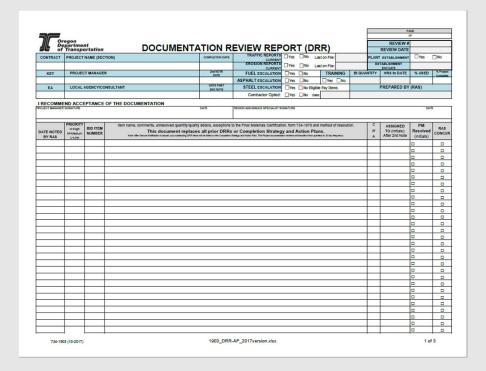


What is a DRR RE Exception Explanation and why are they necessary?



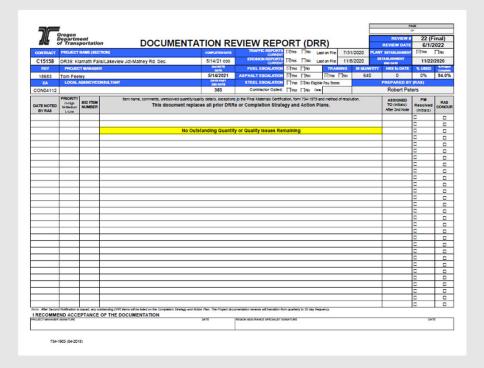
First we need to understand what a DRR is and what it represents.

- Document Review Report (Form 734-1903)
 - Between 1st and 2nd Notification, the Region Assurance Specialist (RAS) will perform periodic project documentation reviews on the project.
 - During each review any unresolved quantity or quality details are noted on the DRR and are generally expected to be resolved by the time the next review is completed.
 - At the time of 2nd Notification, the DRR is referred to as a Completion Strategy and Action Plan with the intent to get any outstanding items resolved so that, the Final DRR can be issued.



The Final DRR

- The Final DRR is issued by the RAS after 2nd notification has been issued and all outstanding Quantity and/or Quality issues that were previously identified on the Action Plan have been resolved.
- The Final DRR will specifically state that, "No outstanding issues remain".
- However, there are circumstances in which materials are incorporated without having all the required Quantity or Quality documentation necessary for acceptance.
- These instances must be documented by a DRR Resident Engineer Exception Explanation.



How do we determine if a CCO or Exception is even necessary?



Construction Materials and Work fall into one of the following categories:

- 1. When Specified by the Contract, specified Materials and Work that are in close conformance with, or Exceed the Contract requirements, will be paid at the full price plus a premium price adjustment (bonus)
- 2. Materials and Work that are in close conformance with the Contract requirements are paid at the full price.
- 3. Materials or Work that are not in close conformance with the requirements, but are considered suitable for the intended purpose, may be approved for use with an appropriate adjustment (reduction) in price. The RE must consult with the Professional of Record (POR) for the Work when determining whether the Materials or Work is suitable for the intended purpose.
- 4. Materials or Work that are not in close conformance with the Contract requirements, and are not considered suitable for the intended purpose, shall be rejected and not incorporated into the finished Work unless the defects are corrected in a manner acceptable to the RE.

Reference: Construction Manual - Chapter 12C



A CCO or Exception is NOT required when...

- There are no changes to the Contract
- The Standard price adjustments listed in Section 12C-2 are being applied (These are processed as a 6000 series payment CPS)

Examples:

Concal, StatSpec, Adjustments on some failing materials (i.e. Tack, Asphalt Binder, etc.)

Lump Sum adjustments with estimated quantities found in the Special Provisions



A CCO is required when any of the following apply:

- There are changes to the requirements, specifications, or design.
- There are changes in testing requirements.
- Money is due to ODOT (not covered by a standard price adjustment listed in Section 12C-2 of the Construction Manual).
- Money is due to the Contractor (not covered by a standard price adjustment listed in Section 12C-2 of the Construction Manual).
- When there is a zero net cost and a change is made to the contract.
- Accepting a reduced quality product, also known as "Non Standard Adjustment"

 Allowing Non-Specification material to remain in place.

Examples:

- Concrete strength less than 85% (Requires an adjustment and concurrence from the EOR allowing the material to remain in place may have to make an adjustment for shortened life of the material over and above the adjustment for strength)
- When accepting 3000 PSI concrete in place of 4000 PSI
- Use of non-Oregon Certified Permanent seeding.

An Exception Explanation is used when...



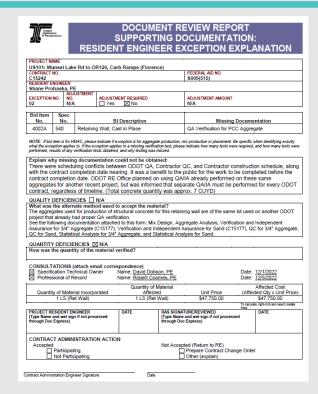
Acceptance of the materials is done by an alternate means

- Examples for Quality Deficiencies
 - ➤ Missing QC Tests Requires a Standard adjustment for missed test (6000 series CPS)
 - Missing Quality Compliance Certification
 - ➤ Missing Lab Inspection Report
 - ➤ Missing ODOT QA Verification Test (Requires concurrence from QAE)

- **Examples for Quantity Deficiencies**
 - ➤ Missing Check Weights
 - ➤ Missing Tare Weights
 - ➤ Missing Scale Certification
 - ➤ Missing Weigh Back for Tack

Heading Section

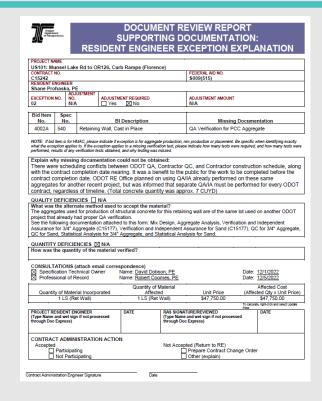
- Ensure the correct project information is entered
- ➤ Identify the appropriate Resident Engineer
- Exception Number
 - Sequential number based on total number of exceptions for a given project.
- ➤ Adjustment Information
 - ✓ Applicable only if the Adjustment Required Check Boxes are marked "yes".
 - ✓ Identify the specific CPS 6000 Series Adjustment number. For Example:
 - Exception is for Bid Item 4002A
 - ☐ CPS Adjustment number = 6402A
 - ✓ Adjustment Amount
 - Enter the total adjustment amount that was calculated and entered into CPS



Bid Item Information

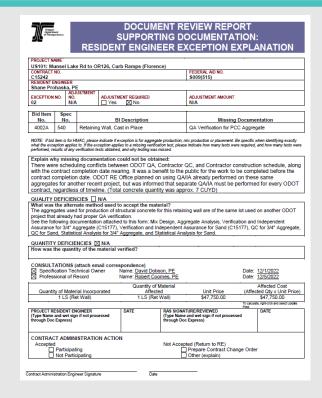
- ➤ Identify the "Affected Bid Items"
- Identify the applicable specification number from the Schedule of Items or applicable CCO.
- ➤ Identify the applicable Item

 Description from the Schedule of Items or applicable CCO.
- Explain what specific documentation is missing.



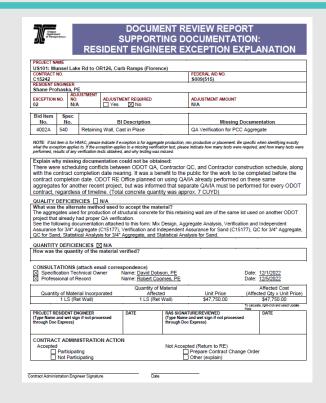
The RE Explanation

- Describe why the documentation could not be obtained
- ➤ Be as detailed as possible
- Try to paint a picture as to the circumstances that surround the deficiency.
- Include any efforts made in attempting to obtain the documentation



Specific Deficiency

- ➤ Typically will be Quality or Quantity, not both.
- ➤ Use the N/A box for the non-applicable scenario.
- For Quality, this section describes the alternate means of Acceptance.
- For Quantity, this section describes how the quantity of material was verified.
- ➤ Be specific and detailed. Show how the RE is accepting the material or verifying the measured quantities in lieu of the missing documentation.
- Attach as much supporting data to justify the decision as possible.



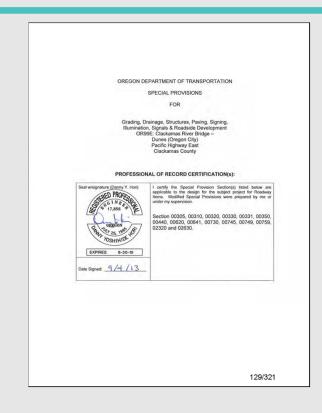
Consultations – Specification Technical Owner

- Need to include email concurrence
 - ➤ Required for all Exceptions
- Technical Resource List
 - Organized numerically by Section number.
- ODOT Specification Web Page
 - Found under the "Discipline Specific Contact" section.
 - https://www.oregon.gov/odot/Business/Pages/Standard Specifications
 .aspx

				TECHNIC	AL RESOURC	E LIST		
ı	UPDATED 01-30-23		TECHNICAL	STAKEHO (Include in correspondence wi				
Section	Section Title	Primary Responsible Unit	Resource Position	Resource Name	Phone Number	Measurement and Payment Resource	Stakeholder Position	Stakeholder Name
00520	Driven Piles	Geotechnical Engineering	Senior Bridge Geotechnical Engineer	Susan Ortiz	(503) 986-3377	Measurement Payment		
00530	Steel Reinforcement for Concrete	Bridge Engineering	Prestressed Concrete Standards Engineer	Tanarat Potisuk	(503) 986-3342	Measurement Payment	Structure Services Engineer	David Dobson
00532	Rebar Continuity	Bridge Engineering	Senior Bridge Preservation Engineer	Fred Gomez	(503) 856-6449	Measurement Payment	BDM Standards Engineer	Rebecca Burrow
00535	Post-Installed Anchor System	Bridge Engineering	Prestressed Concrete Standards Engineer	Tanarat Potisuk	(503) 986-3342	Measurement Payment	Structure Services Engineer	David Dobson
00536	Internal Shear Anchors	Bridge Engineering	Prestressed Concrete Standards Engineer	Tanarat Potisuk	(503) 986-3342	Measurement Payment	-	
00538	Crack Injecting Existing Bridges	Bridge Engineering	Prestressed Concrete Standards Engineer	Tanarat Potisuk	(503) 986-3342	Measurement Payment		
00539	Concrete and Crack Sealing	Structure Services	Structural Materials Engineer	David Dobson	(503) 986-6628	Measurement Payment		
00540	Structural Concrete	Bridge Engineering	BDM Standards Engineer	Rebecca Burrow	(503) 951-9333	Measurement Payment Measurement	Structure Services Engineer Quality Assurance	<u>David Dobson</u>
						Payment	Engineer	Larry IIq
00541	Ultra High Performance Concrete	Bridge Engineering	Prestressed Concrete Standards Engineer	Tanarat Potisuk	(503) 986-3342	Measurement Payment		
00542	Concrete Repair	Bridge Engineering	Structural Design Engineer	Mats Halvardson	(503) 986-3325	Measurement Payment		
00543	Architectural Treatment	Bridge Engineering	BDM Standards Engineer	Rebecca Burrow	(503) 951-9333	Measurement Payment		
00545	Reinforced Concrete Bridge End Panels	Bridge Engineering	BDM Standards Engineer	Rebecca Burrow	(503) 951-9333	Measurement Payment		
00550	Precast Prestressed Concrete Members	Bridge Engineering	Prestressed Concrete Standards Engineer	Tanarat Potisuk	(503) 986-3342	Measurement Payment	Structure Services Engineer	<u>David Dobson</u>
00555	Post-Tensioning	Structure Services	Structural Materials Engineer	David Dobson	(503) 986-6628	Measurement Payment	Prestressed Concrete Standards Engineer	Tanarat Potisuk
00556	Multi-Layer Polymer Concrete Overlays	Structure Services	Structural Materials Engineer	David Dobson	(503) 986-6628	Measurement Payment	Quality Assurance Engineer	Larry IIq
00557	Pre Mixed Polymer Concrete Overlays	Structure Services	Structural Materials Engineer	David Dobson	(503) 986-6628	Measurement Payment	BDM Standards Engineer	Rebecca Burrow
00559	Structural Concrete Overlays	Structure Services	Structure Quality Engineer	David Dobson	(503) 986-6628	Measurement Payment	Quality Assurance Engineer	<u>Larry IIq</u>
50308	Olderan Consider Overlays	Ondetail Services	Outcome admity Engineer		(555) 550-0020	Measurement Payment	BDM Standards Engineer	Rebecca Burrow

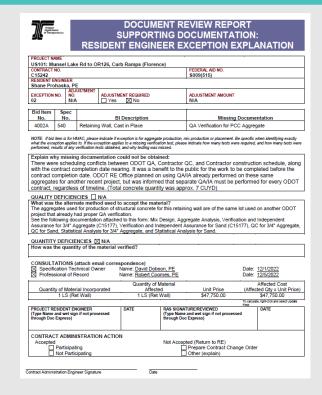
Consultations – Professional of Record

- Need to include email concurrence
 - ➤ Required for all Exceptions except the following:
 - Exceptions for Measurement only need concurrence from the CAU Technical Resource
 - Section 00190 of the General Specifications
 - 0.80 Subsections of the Technical Specifications (00205 - 03020).
 - Exceptions for Payment only need concurrence from the CAU Technical Resource
 - 0.90 Subsections of the Technical Specifications (00205 - 03020)



Affected Cost

- Not to be confused with the "Adjustment Amount" previously covered in the Heading Section
- The Intent is to show the "Potential"
 Affected Cost if it is determined that the
 work or materials represented by the
 Exception will be designated as "Not
 Participating" for Federal Funding.
- ➤ Quantity of Material Incorporated
 - Generally the entire bid item(s) the Exception pertains to.
- > Quantity of Material Affected
 - Represents only the portion of work or materials the missing documentation pertains to.



Affected Cost – Cont.

- ➤ Quantity of Material Affected
 - For Bid Items measured on the Unit, Length, Area, Weight, Volume, or Time Basis the affected material should be limited to only what the missing documentation represents.
 - ☐ For Lump Sum Basis items, it may be the entire Bid Item.
- ➤ Unit Price
 - Based on the Schedule of Items in the Special Provisions or the Pay Item in the CCO for the applicable Bid Item the Exception represents.
- ➤ Affected Cost
 - ➤ The "Quantity of Material Affected" multiplied by the "Unit Price"



T or De	egon partment Transporta	tion	CONTRACT	CHANG	E ORDER		(Page 2)
ROJECT NAM	E (SECTION)					CONTRACT NO.	CCO NO.
US101: M	unsel Lake	Rd to OR126, Curb Ramps (Florence)				C15242	2
PAY ITEM	SUB JOB	DESCRIPTION		UNIT	UNIT PRICE	EST. QTY.	AMOUNT
4002A	011	Retaining Wall, Cast in Place		LS	\$47,750.00	1.00	\$47,750.00
4002B	011	Doloto BIO350 Bot Wall Mod Gray		10	\$9,400,00	1.00	\$9,400,00

Required Signatures

- ➤ Project Resident Engineer
 - ☐ Typically captured with "Approved by Project RE" transition step in Doc Express
 - ☐ If Wet signed the "Approved by Project RE" transition should be skipped to avoid conflicting signature dates.
- ➤ RAS (Region Assurance Specialist)
 - Doc Express requires "Accepted by RAS" transition to capture RAS Signature.
- ➤ Contract Administration Engineer
 - ➤ Doc Express requires "Approved by

PROJECT RESIDENT ENGINEER (Type Name and wet sign if not processed through Doc Express)	DATE	RAS SIGNATURE/REVII (Type Name and wet sig through Doc Express)	d DATE				
CONTRACT ADMINISTRATION AC Accepted Participating Not Participating	rion	Not Accepted (Return to RE) Prepare Contract Change Order Other (explain)					
ontract Administration Engineer Signature		Date					
	700A - A	gency Submittal					
. Tol			Туре				
ocument Title #### Exception##	BI0580 Exception01	cument Title Example					
#### Exception##	DIUGOU ExceptionUI		Exception Form Number Last Updated				
ubmitted by RE Office	Submitted to Drawer	Z00A - Agency Submittal	734-2704	19-Mar-21			
rder Document Transition Step	Transition By	Transition To		Publish To			
1 Submitted*	RE Office	In Review (Markup)					
2 In Review (Markup)	RE Office	Reviewed by RE Office (New Document	Option)				
2 In Review (Markup) 3 Reviewed by RE Office (New Document Option)	RE Office Project RE	Reviewed by RE Office (New Document Approved by Project RE*	Option)				
			Option)				
3 Reviewed by RE Office (New Document Option)	Project RE	Approved by Project RE*					
Reviewed by RE Office (New Document Option) Approved by Project RE*	Project RE RAS Contract Admin (Approved by Project RE* Accepted by RAS*					
Reviewed by RE Office (New Document Option) Approved by Project RE* Accepted by RAS*	Project RE RAS Contract Admin (Approved by Project RE* Accepted by RAS* Reviewed/Accepted by CAU (Markup an					
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3 Reviewed by RE Office (New Document Option) 4 Approved by Project RE* 5 Accepted by RAS* 6 Reviewed/Accepted by CAU (Markup and New Docul 7 Approved by CAE/SCME* 8 Ready to Publish	Project RE RAS Contract Admin (ment CAE/SCME Contract Admin (Contract Admin (Contract Admin (Approved by Project RE* Accepted by RAS* Reviewed/Accepted by CAU (Markup an Approved by CAE/SCME* Ready to Publish Publish*					