

## FOREWORD

This is the January, 2017 edition of the ODOT Construction Manual for the Oregon Department of Transportation (ODOT). This version replaces all earlier versions of the Construction Manual.

Interested persons may [order binder and tabs](#) for this Manual. Hard copies of the Construction Manual are no longer available for purchase. The current Construction Manual is available online at:

<http://www.oregon.gov/ODOT/HWY/CONSTRUCTION/pages/cm.aspx>

The Construction Manual describes or references the practices needed to administer Contracts under the Oregon Standard Specifications for Construction. Nothing in this Manual changes any provision or Specification included in the Contract, or any applicable Laws, ordinances, or regulations.

This Manual references the 2015 Oregon Standard Specifications, but there may be active construction Projects that must be administered under the requirements of the 2008 Oregon Standard Specifications. Administer each Contract according to its requirements.

This Manual describes many Contract administration practices that the Agency must follow to assure construction Contracts are administered in a consistent and uniform manner statewide. Practices described in this Manual are the accepted policies and procedures of the Agency. The Project Manager must adhere to these described practices unless concurrence of the Construction Section has been received to follow a different practice.

The Project Manager and the Project staff must be familiar with the applicable requirements of the Oregon Standard Specifications for Construction, which this Manual references, and the Contract for each of their Projects. They must also be familiar with the manuals, technical reference manuals, or instructions which apply to other portions of the work not covered in this Manual.

The Project Manager's Checklist, which is included in this Manual, is a short listing of many of the events and happenings associated with an ODOT construction Project. Because the Checklist includes only abbreviated discussions of the items listed, the reader must also become familiar with the discussions in this Manual.

## **FOR-1            CONVENTIONS**

### **(a)    Grammar**

This Manual is generally written in the imperative mode. When sentences in this Manual use the imperative mode, the subject is implied.

This Manual uses the terms “Area”, “Tech Center” or “Region” to describe duties, responsibilities, actions, etc., that must be fulfilled by the Area Manager, Tech Center Manager, or Region Manager. Since delegation of responsibilities may vary by Region or Area, the Project Manager must work with the Area Manager to determine who the Project Manager should contact in different instances.

This Manual uses the pronoun “it” when referring to the Contractor, an agency, etc., since the Contractor or agency is an organization rather than a person.

This Manual generally uses the term “Project Manager” when discussing the Agency’s Project personnel. This term is meant to include the Assistant Project Manager, Inspector, and other Project personnel to whom the Project Manager has delegated responsibility or authority.

When a Local Agency or Consultant administers an ODOT construction Contract, the term “Project Manager” shall generally refer to that Local Agency or Consultant, except for delegated authorities. The Agency will assign an ODOT Project Manager or Local Agency Liaison to provide guidance and assistance and to provide a link to the Agency. [Refer to [Chapter 2 – Project Funding / Contract Administration Responsibility](#)]

### **(b)    Reference to Sections and Subsections**

Reference to a Section of the 2015 Oregon Standard Specifications includes all applicable requirements of the Section. When referring to a Subsection, only the number of the Subsection is used; the word “Subsection” is implied.

### **(c)    Capitalization of Terms**

Capitalized terms, other than titles, abbreviations, and grammatical usage, indicate that they have been given a defined meaning in Section 00110.10 of the Oregon Standard Specifications for Construction, or in the text accompanying the term.

### **(d)    Marked Text Revisions**

A vertical brown line made on the right side of the chapter indicates that the sentence, exhibit or form has been modified from the previous posted version. See example →

**(e) Abbreviations**

Following are the meanings of abbreviations used in this Manual. Other abbreviations and meanings of abbreviations referenced in this Manual may be in the individual Sections of the Standard Specifications to which they apply.

AGC	-	Association of General Contractors
AM	-	Area Manager
ATAR	-	Apprentice/Trainee Approval Request
BDU	-	Bridge Delivery Unit
BOLI	-	Bureau of Labor and Industries
CAE	-	Contract Administration Engineer
CAU	-	Contract Administration Unit
CCB	-	Construction Contractors Board
CCO	-	Contract Change Order
CCU	-	ODOT Procurement Office – Construction Contracts Unit
CE	-	Construction Engineering
CFR	-	Code of Federal Regulations
CM/GC	-	Construction Manager/General Contractor
CMO	-	Certificate of Materials Origin
CPPROEST	-	Progress Estimate and Cost Report
CPS	-	Contract Payment System
CRS	-	Civil Rights Specialist
CUF	-	Commercially Useful Function
CWA	-	Clean Water Act
CWHSSA	-	Contract Work Hour & Safety Standards Act
DAS	-	Department of Administrative Services
DBE	-	Disadvantaged Business Enterprise
DBRA	-	Davis Bacon and Related Acts
DOJ	-	Department of Justice
DRR	-	Documentation Review Report
DSL	-	Division of State Lands
EA	-	Expenditure Account
EEO	-	Equal Employment Opportunity
EIS	-	Environmental Impact Statement
EJ	-	Environmental Justice
ESCP	-	Erosion and Sediment Control Plan
EWO	-	Extra Work Order
FHWA	-	Federal Highway Administration
HPO	-	Highway Program Office
JATC	-	Joint Apprenticeship and Training Committee
LAL	-	Local Agency Liaison
LCO	-	Labor Compliance Officer
LEP	-	Limited English Proficiency
MCTD	-	Motor Carrier Transportation Division
MEAUR	-	Monthly Employment and Apprenticeship Utilization Report

**OREGON DEPARTMENT OF TRANSPORTATION  
CONSTRUCTION MANUAL**

---

MEUR	-	Monthly Employment Utilization Report
MOH	-	Materials on Hand
MOU	-	Memorandum of Understanding
NOIA	-	Notice of Intent to Award
NPDES	-	National Pollutant Discharge Elimination System
NTP	-	Notice to Proceed
OAR	-	Oregon Administrative Rule
OBDP	-	Oregon Bridge Delivery Partners
OCR	-	ODOT Office of Civil Rights
ODOT	-	Oregon Department of Transportation
OJT	-	On-the-Job Training
OPL	-	ODOT Office of Pre-Letting
OPO	-	ODOT Procurement Office – Construction
OR-OSHA	-	Oregon Occupational Safety and Health Division
ORS	-	Oregon Revised Statutes
OTC	-	Oregon Transportation Commission
OTIA III	-	Oregon Transportation Improvement Act
PCP	-	Pollution Control Plan
PDLT	-	Project Delivery Leadership Team
PM	-	Project Manager
POR	-	Professional of Record
QCCS	-	Quality Control Compliance Specialist
PS&E	-	Plans, Specifications, and Estimate Submittal
RAS	-	Region Assurance Specialist
REC	-	Region Environmental Coordinator
ROW	-	Right-of-Way
SC&ME	-	State Construction & Materials Engineer
SFO	-	State Force Order
TCD	-	Traffic Control Devices
TCM	-	Traffic Control Measures
TCP	-	Traffic Control Plan
TCS	-	Traffic Control Supervisor
TERO	-	Tribal Employment Rights Organization
TIC	-	Oregon Travel Information Council
TOD	-	Tourist Oriented Directional
TP&DT	-	Temporary Protection & Direction of Traffic
US-DOL	-	U.S. Department of Labor
WDP	-	Workforce Development Program

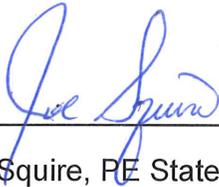
## **FOR-2 REVISIONS TO THE MANUAL**

The ODOT Construction Section, under the State Construction & Materials Engineer, publishes this Manual, and all updates to this Manual, and welcomes any comments and suggestions for revisions, corrections, or additions.

Comments or suggestions may be submitted to the ODOT Construction Section, Contract Administration Unit at the following:

[ODOT.Contractsvs@odot.state.or.us](mailto:ODOT.Contractsvs@odot.state.or.us).

503-986-3000



---

Joe Squire, PE State Construction & Materials Engineer