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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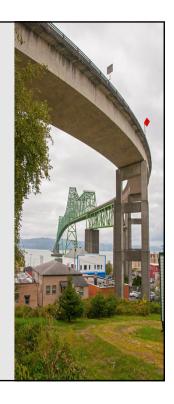
Claims and Measurements & Payment

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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CAU Webpage Contract Administration Contact the Construction Home The Contract Administration Unit is responsible for uniform administration of all Oregon Department of Transportation construction contracts including: • Contract payments; • Contract change orders; Construction Events and Conferences Section SERVICES 800 Airport Road SE Salem, Oregon 97301 Phone: \$\instrumething \text{503-986-3000} \] Fax: 503-986-3096 Email the Construction Section Labor compliance; Document compliance; Measurement and payment; Contractor's claims or disputes. Contract Administration Lab Services Quality Assurance Contract Administration Field Personnel Tools Structure Services Visit this page for more service resources Buy America Exempted Items List Claims Against Contractor Bonds Closure & Delay Liquidated Damages Calculator TRAINING & CERTIFICATION Closure & Delay Liquidated Damages 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 StatfSpec - Version 3, 10, 5 Subcontract Requirements Inspector Certification Program Technician Certification Program Managing Pavement Conditions Pavement Quality and Materials Resources REFERENCES Build America Buy America Act Memo from the State Construction and Materials Engineer Construction Manuals Materials Classification Guide Resources Current Qualified Products (QPL) List

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

Genard measurement guidelines are defined in Subsection 00190.10. Thes 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., 00557.80(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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CAU Webpage

Contract Administration

Construction Home

Events and Conferences

SERVICES

Lab Services

Quality Assurance

Structure Services

TRAINING & CERTIFICATION

Inspector Certification Program

Technician Certification Program

Managing Pavement Conditions

Pavement Quality and Materials

REFERENCES

Construction Manuals Resources

The Contract Administration Unit is responsible for uniform administration of all Oregon Department of Transportation construction contracts including:

- 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

- Closure & Delay Liquidated Damages
 Common COO 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

- Materials Classification Guide Current Qualified Products (QPL) List

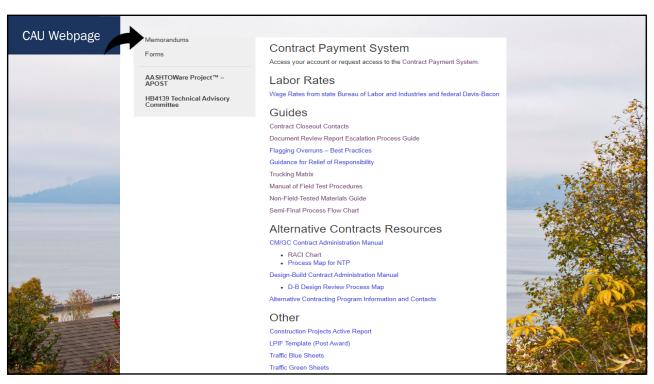
Contact the Construction Section

800 Airport Road SE Salem, Oregon 97301
Phone: 2 503-986-3000
Fax: 503-986-3096 Email the Construction Section

Contract Administration Field Personnel

Visit this page for more service resources

		that a change order is in process to change the specified completion date and note on DRR. If unsure, list on DRR.	or. 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.	date. Contact CAU for additional guidance.	
Subject(s)	Question	RAS Responsibilities	RE Responsibilities	Notes	Las
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.	1
Schedules	What is the RAS responsibility in regard to Project schedules?	No responsibility.	Full responsibility.		(



Memorandums



CAU Position Paper on delivering/transmitting Second Notification

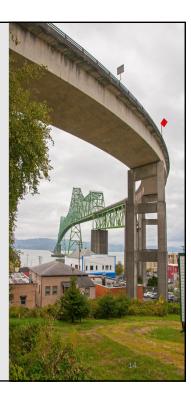
This paper discusses the following process:

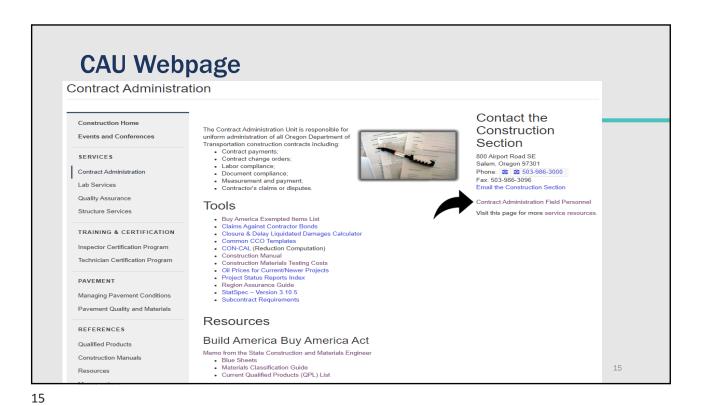
- In person
 US mail (first class or priority mail)
 overnight delivery service of a private industry carrier

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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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