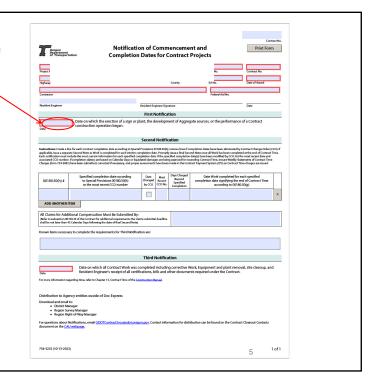
Contract Administration Workshop

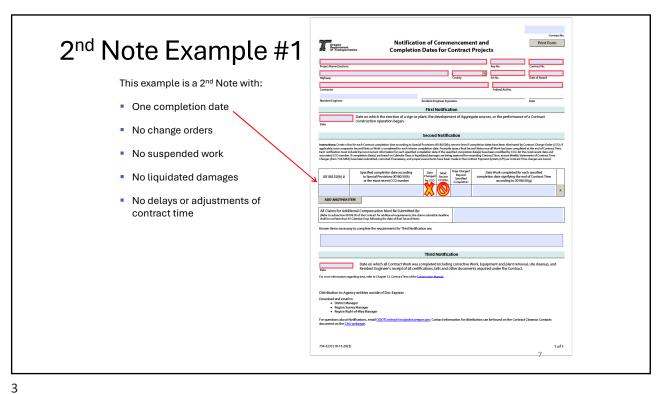
March 2025

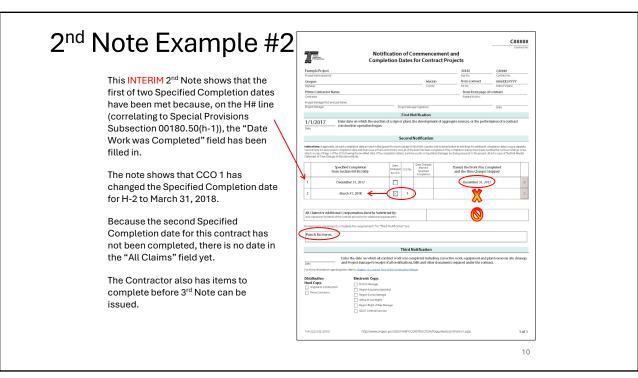
1

1st Note Example

- Record the date of 1st Note in the appropriate field.
- The note must be signed and dated or transitioned by the RE in Doc Express, and should be completed and distributed as soon as possible after the Contractor begins Work.
- Submit the original to the Doc Express, prior to uploading the first month's progress estimate, with a copy to the Contractor and others as noted in the distribution list on the form.







2nd Note Example #2

This FINAL 2nd Note shows that the second of two Specified Completion dates for this contract have been met because, on the H# line (correlating to Special Provisions Subsection 00180.50(h-2)), the "Date Work was Completed" field has been filled in.

In fact, the Contractor completed the H-2 work six days early.

Because all work has now been completed for this contract, a date has been entered in the "All Claims" field. This date is always 45 days from the "RE signature"

This note also shows that the Contractor has completed all items necessary for 3rd Note to be issued.



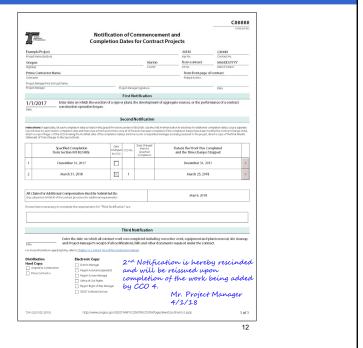
11

5

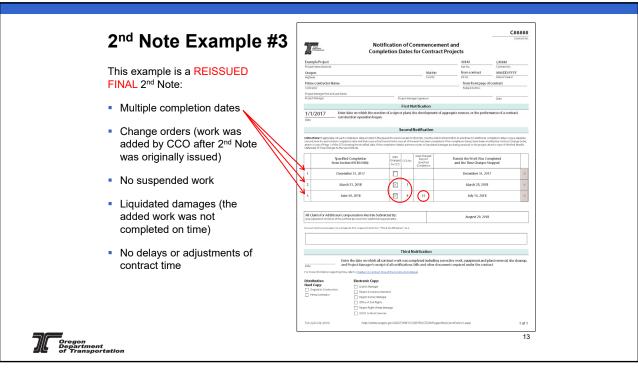
2nd Note Rescinded

This is an example of a RESCINDED 2nd Note.

- Using the final 2nd Note from Example #2, it is determined that work will be added after 2nd Note was issued.
- The RE will rescind 2nd Note and notify the Contractor.
- Update all claims date.



Oregon Department of Transportation



7

2nd Note Errors

So, 2nd Note has been issued, but an error is discovered. What do you do?

If, after issuance, an error is found on $2^{\rm nd}$ Note, the note will need to be reissued to correct the error.

In this case, the RE will sign and date, with the current date, the corrected and reissued $2^{\rm nd}$ Note and redistribute as indicated.

IMPORTANT NOTE:

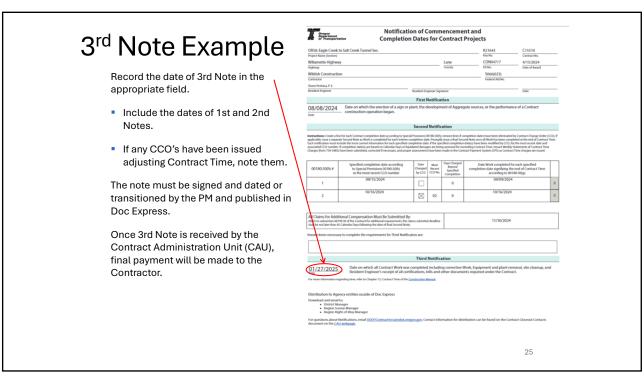
The "All Claims" date does <u>not</u> change due to error correction!

The $\underline{\text{only}}$ time the "All Claims" date changes is when 2^{nd} Note has been rescinded and then reissued.

22

Notification of Commencement and Oregon Department Completion Dates for Contract Projects 3rd Note Example The Re must issue 3rd Note when all of the following items have been satisfactorily First Notification performed: All On-Site construction and other Work required under the Contract is completed, including punch list Work; All construction Equipment is removed; and All required certifications, warranties, guarantees, bills, forms, and other documents are received from the Contractor. \boxtimes All Labor Compliance and OECR required documentation received and accepted. Do not withhold 3rd Note for anticipated billings from Force Account Work or because of outstanding claims submitted under § 00180.60, 00195, or 00199. Third Notification The date of 3rd Note is significant because the Date on which all Contract Work was completed including corrective Work, Equipment and plant remo Resident Engineer's receipt of all certifications, bills and other documents required under the Contract. Agency must pay interest, at the rate specified by statute, starting 30 Calendar Days after the date of 3rd Note, on any monies still owed the Contractor, including retainage. Any such interest is not eligible for Federal-Aid participation.

9



TIPS

- Distribute all Notifications to the list at the bottom on the
- Copy(Publish) the Notification to the **Contract Documents** Drawer the same day signed(transitioned) by the RE.
- For questions email CAU! It is better to ask questions than to try and get forgiveness.

Third Notification

Date on which all Contract Work was completed including corrective Work, Equipment and plant removal, site cleanup, and Resident Engineer's receipt of all certifications, bills and other documents required under the Contract.

For more information regarding time, refer to Chapter 13, Contract Time of the Construction Manual.

Distribution to Agency entities ouside of Doc Express

Download and email to:

• District Manager

- Region Survey Manager
 Region Right-of-Way Manager

 $For questions about Notifications, email \\ \underline{ODOTContractSvcs@odot.oregon.gov}. Contact information for distribution can be found on the Contract Closeout Contacts for the Contract Closeout Contact Closeout Contacts for the Contract Closeout Contact Closeout Closeout Contact Closeout Closeou$

11

Orders (CCO, EWO, FO)

CCO Tips for CAS

- QCCS or CAS need better access to CCOs before they are final.
- Overrun VS. Increase. Where to count or update that total.
- Escalation/De-escalation: Pay items noted in the special provisions as included in escalation/De-escalation with original pay items numbers listed must have escalation/De-escalation included in the CCOs. If not, another CCO is required to add the new pay items to the specification.

13

Increase vs Overrun on the Total Construction **Authorization** Increase and Overruns are listed on the PPPR 0.000 98799 INCREASE AUTHORIZATION 6/6/24 8.269 Bid Item not started or not opened \$0.00 \$0.00 Totals for Approved Increase or Decrease \$900 000 00 \$0.00 An increase will already be \$10,214,773.29 \$9,531,823.96 \$12,376.63 Sub Totals : included in the Total 98999 CONTINGENCIES Bid Item not started or not opened 0.000 \$321,012.07 **Construction Authorization** amount on the report. Sub Totals : \$10,535,785.36 \$9,531,823.96 \$7,765,504.47 \$12,376.63 ENGINEERING 99999 ENGINEERING Bid Item not started or not opened An Overrun is not included in 0.000 \$907,304.29 0.000 \$32,190.69 the Total Construction nd Totals for Contract No C15445 - 13: \$11,799,900.54 \$10,795,939.14 \$8,672,808.76 \$44,567.32 Authorization amount and can be factored into the total when considering the Total \$11,799,900.54 \$10,795,939.14 91.498 73.50% Corrected Estimate + the CCO amount. 84.67% 69.06% 91.49%