

## RAS Topic List

GOAL: Assuring that Contract administration is performed according to established ODOT policies and procedures

### **What does the RE/PM need to keep on file and does the RAS need to see flagger certifications or driver's licenses for flaggers?**

- RAS is not required to see certifications or driver's license.
- Inspector to visually verify certification. Refer to CM Chapter 12D and SS 00225.31.

**What is the RAS responsibility in regard to General Daily Progress Reports (GDPR)?**

- No responsibility.
- Ensure Inspector's certification number and signature (prepared by) are on the form.



**What is the RAS responsibility in regard to temporary pay items?**

- Verify paynotes exist for what RE/PM office paid on estimate.
- Ensure item is on QPL and QPL#, quantity, and location are listed on paynote.



**What is RAS responsibility in regard to a paynote prepared with an invalid method of calculation?**

- List on DRR.
- Ensure measurement breakdown included with paynote for each line measured.



**What is the RAS responsibility in regard to incorrect naming conventions using in Doc Express projects?**

- Use best judgement. Involve the RE when it's a consistent problem. Paynotes must be correctly named.
- Rename incorrectly named documents or require Contractor to correct naming.



**Can RAS accept a document submitted to Doc Express by someone other than the document preparer?**

- Documents are acceptable if RAS can verify document was submitted by the preparer or was wet signed by the preparer. If cannot verify, list on DRR.
- Ensure document is submitted by preparer or wet signed by the preparer.



**What is RAS responsibility in regard to ADA Curb Ramp Inspection forms?**

- Verify form is complete as part of paynote review and is included with paynote.
- Ensure form is completed and included with paynote and that the form is sent to ADA group.



**Certifications of: Inspectors/QCCS/QC  
Techs/Flaggers/TCS/ESCM**

- RAS not required to see these certifications.
- Inspector to visually verify certification.



**What is RAS responsibility if Contract work is  
still occurring past the final completion date?**

- Verify that Liquidated Damages are being assessed or 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 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.



**Should a lump sum (LS) breakdown be included as supporting documentation for partial LS payment?**

- Verify LS breakdown included with first paynote if LS item is paid in more than one payment and LS breakdown is referenced on any subsequent paynotes for that bid item. If not, note on DRR.
- Ensure LS items are paid correctly and included with the first paynote if LS item is paid in more than one payment and LS breakdown is referenced on any subsequent paynotes for that bid item.



**What is the RAS responsibility in regard to release of retainage?**

- Ensure Quantity and Quality are complete and checkbox for “RAS Confirms Quantity and Quality Doc. Complete” is checked in CPS.
- Ensure Quantity, Quality and Labor documentation is complete. Upload estimate when applicable.



### What is the RAS responsibility in regard to preparation of semi-final documentation on a paper project (non-Doc Express)?

- Perform final review of paper projects before submittal to Salem and verify semi-final documentation is in the correct order per Form 734-2706 and verify all required documentation is included.
- Ensure semi-final documentation is in the correct order per Form 734-2706 and ensure all required documentation is included. NO exposed prongs on pads.



### What is the RAS responsibility in regard to verification and IA comparison?

- Confirm that the comparison occurs.
- Perform IA/Verification comparison.
- *New form has been developed; staff can start using it at any time, but it will be required after April 6, 2020.*

