

THE RAS

Presented by

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RAS Purpose (The Why)

- Through the Federal-Aid Highway Program, FHWA provides on average 90% of the funding for State highway construction projects in the State of Oregon.
- 23 CFR 1.9 (Title 23) describes the limitation on Federal participation as follows:
 - “Federal-Aid funds shall not participate in any cost which is not incurred in conformity with applicable Federal and State law, the regulations in this title, and policies and procedures prescribed by the Administrator.”

RAS Purpose (The Why) continued

- The Federal-Aid Highway Program is a Federally-funded, State-administered program. It is ODOT's duty to administer all Federal-Aid projects in full compliance with all Federal and State laws and adhere to the ODOT Construction Manual and the Contract Plans and Specifications. Just as the RAS reviews the construction project documentation, an FHWA auditor will do the same periodically.
- The consequences of being non-compliant with our own contractual requirements could potentially lead to a project or part of a project being federally non-participating.

RAS Duties (The What)

- Manage the overall ODOT construction contract administration program for quality and statewide consistency.
- Develop, administer and continuously improve statewide ODOT construction contract administration processes so that the Agency receives good value for contracted work.
- Ensure that Federal-Aid contracts comply with FHWA requirements and receive federal reimbursement.
- Ensure that all ODOT contracts meet State of Oregon legal requirements.
- Review payments to the Contractor.
- Assist in preventing construction claims against the Agency.



RAS DUTIES (The How)

- Provide ongoing, quarterly review of the processes and procedures used for construction project documentation using statewide standards and review procedures.
- Provide coaching and assistance to PM in following best practices and guidelines identified by the Contract Administration Engineer (CAE).
- Provide coaching and assistance to PM staff in resolving contract administration issues consistent with statewide processes and guidelines.
- Provide final project documentation review and recommend corrective actions to PM, or recommend acceptance of the project documentation by the CAE.
- Work with all members of the CAU toward statewide consistency in contract administration processes, guidelines and issue resolution.

How Many Reviews?

RAS estimates the experience level of the PM office and support staff based on past projects and conversations the PM's crew.

- Is the PM office experienced in administering ODOT projects?
- Is the project to be administered by a local agency or consultant?
- What type of project is it? (Design-Build, outsourced, traditional design-bid-build contract, etc.)
- What has been the past performance of the PM and the office staff regarding contract administration and documentation processing and organization?
- Does the PM office have the appropriate, qualified staff available to administer the contract, such as a QCCS and quality/quantity/contract payments person (typically CAS)?

Reviewing Quantity (Paynotes)

All Paynotes MUST Contain:

- Project identification (project name and contract number)
- Identification of bid item (bid item name and number)
- Validation that the item was installed, performed, re-measured, field-measured, furnished, completed or received
- Location of installation (station, plan sheet number, sketch, etc.)
- Signed and dated by the inspector
- Checked, signed and dated by a second reviewer
- Is the item measured and paid for in accordance with the contract specifications?

Reviewing Quantity (Paynotes) Continued

All Paynotes MUST Contain:

- Are there Lump Sum breakdowns on file for lump sum payments?
- Is the breakdown being followed?
- Are the calculations shown? Are they accurate and logical?
- Is the correct calculation used for the application?
- Have all material receipts (tickets) been totaled?
- Are there two tapes or two matching totals?
- Verify that the paynotes are in the correct units (Each, Lump Sum, Ton, etc.)
- If a Contract Change Order (CCO) has multiple pay items (4000a, 4000b, 4000c...), there should be separate paynote(s) for each pay item requiring payment.

Quantity (Price Adjustment)

- For standard price adjustments, has the predetermined price adjustment been followed? (e.g., geotextile, ConCal, StatSpec)
- For non-standard price adjustments:
 - Appropriate, accurate, easy-to-follow method
 - RAS and/or Contract Administration Unit contacted prior to the adjustment being assessed
- For adjustments to Lump Sum items, adjustment calculation is based on an estimated quantity listed in the Special Provisions
- When appropriate, have liquidated damages been assessed?

Quantity (Materials on Hand)

- Did the Contractor submit a written request for Materials on Hand?
- Is there a permit of entry submitted?
- Has the appropriate quality documentation been received?
- Are the request and invoice at least 10% less than the bid item to reserve for installation cost?
- Have deductions been made to the MOH quantity as the material is installed and paid for under the bid item?

Quantity (Misc.)

- Original documents are required for the records. Any copies shall be identified as such.
- Changes should be crossed out and initialed – NO WHITE OUT and no erasures.
- If errors were found and changes made to the original preparer's quantities by the checker, the original preparer needs to review and confirm the correction by signing and dating the document.

Quantity (Overruns)

Quantity overruns bid items as defined in the Standard Specifications require a cost justification form to be completed and submitted with the quantity documentation paynote.

Standard Specifications	2018	2021
• Temporary Removable Tape	00225.93(g)	00225.90(c)
• Temporary Non-Removable Tape	00225.93(h)	00225.90(d)
• Temporary Non-Reflective Tape	00225.93(i)	00225.90(e)
• Temporary Striping	00225.93(j)	00225.90(f)
• Temporary Pavement Bars	00225.93(l)	00225.90(h)
• Bar Removal	00225.93(o)	00225.90(k)
• Flaggers	00225.98(a)	00223.90(a)
• Traffic Control Supervisor	00225.98(b)	00223.90(b)
• Pilot Cars	00225.99	00223.90(d)
• Pedestrian Transport Vehicle	----	0223.90(e)
• Watering Limited to 125%	00340.91	00340.91
• BPA Safety Watchers (boilerplate)	00225.98(a)	00223.90(h)
• Railroad Flagger (boilerplate)	00225.98(b)	00223.90(g)
• Tow Truck (boilerplate)	----	00223.90(i)
• Extra for Hand-Dug Guardrail Post Holes	00810.90(j)	00810.90(j)

Quantity Past Issues

Training

- Totals are not brought forward and included in the next payment
- Verify that an approved trainee request form has been received prior to payment being made
- Payment can be made for hours up to 150% of the training goal (bid quantity)
- If the Contractor fails to meet the training goal, a disincentive applies. See Special Provisions.

Temporary Signs

- Each sign is calculated separately and rounded to at least the nearest 0.1 ft² per Section 00190.10(c)
- Make sure Pilot Car signs. are not paid for. These are part of the Pilot Car bid item.



Quantity Past Issues (continued)

Temporary Striping / Temporary Tape / Temporary Pavement Bars/ Bar Removal

- All quantities over the bid item quantity must have a cost justification form included to justify using the bid item unit price. This is submitted with the quantity paynotes.
- [Refer to Chapter 12D – Quantity, Section 12D-2 - Measurement of the Construction Manual]

Quantity Past Issues

General Excavation

- If a DTM is used for quantities, make sure Confidence Points are being collected as they will need to be included with the final quantity documents. Calculation sheets should include the signature and date showing who prepared them and when.
- If X-Sections are used along with Earthwork for final quantities, include the input data, output data and signatures of who entered the data as well as who checked the data entries. Original field notes (x-sections) should be submitted

Watering

- Include watering truck calculation (A truck weight or volume measurement can be used, but must be included.)
- Watering may also be paid by an approved meter (SS340.80).
- A cost justification is needed if the paid-to-date quantity is more than 25% per of the bid quantity.



Quantity Past Issues (continued)

Flagger / Pilot Cars

- Any quantities over the original bid quantity must have a cost justification form included to justify using the bid item unit price

Aggregate Base / Shoulders / Asphalt

- The weigh memos must include all the appropriate information as per 00190.20
- Two matching totals from two separate sources.
- Scale Certification for each scale used to weigh materials must be available and valid.
 - Check weights, if required, for all scales used
 - Daily truck tare weights if required?



Quantity Past Issues

TP&DT/TCS

- When the bid schedule does not include an item for a TCS DAILY Traffic Control Inspection Reports are required and must be included with payment for TP & DT.
- If paying TCS as per above requirements, missing daily Traffic Control Inspection Reports will require a Contract Change Order with an appropriate adjustment before the project can be finalized.
- When the bid schedule includes an item for a TCS, the daily report is your payment support for “Traffic Control Supervisor”. Please make sure the Contractor has been providing the required reports. If these have not been received, you can withhold payment on the bid item until they are in compliance.

Permanent Striping

- If the specifications call for a Warranty and Retroreflectivity, it will usually limit payment to 75%-90% until these documents are received.



Quantity Past Issues (continued)

Tack Coat

- Requires a weigh back (DO NOT PAY INVOICE AMOUNT)
- Weigh backs must be done beginning and end of shift.
(Gross weight day1- Tare day 2= total placed on Day1)
- Weigh back may be performed once after the last placement IF the tack truck is assigned specifically for your project. (Pay invoice and subtract last day's weigh back at the end of the shift.)

Topsoil and Bark Mulch

- IF working on 2018 Standard Spec project, both topsoil and bark mulch are to be measured for payment in the haul vehicle (NOT AS PLACED).
- IF working on 2021 Standard Spec project, both topsoil and bark mulch are to be measured for payment in place.

QUESTIONS

Determining Quality Requirements

Quality requirements are based on the order of precedence of the following documents as listed under Standard Spec Sec. 00150.10:

- Contract Change Orders
- Special Provisions
- Stamped Agency-prepared drawings specifically applicable to the Project and bearing the Project title
- Reviewed and accepted, stamped Working Drawings
- 3D Engineered Models and supplemental Agency-prepared line, grade, and Cross Section data applicable to the Project
- Standard Drawings

Determining Quality Requirements (continued)

Quality requirements are based on the order of precedence of the following documents as listed under Standard Spec Sec. 00150.10:

- Approved unstamped Working Drawings and 3D Construction Models
- Standard Specifications
- All other Contract Documents not listed above (for example)
 - Nonfield-Tested Materials Acceptance Guide (NTMAG)
 - Manual of Field Test Procedures (MFTP)
 - ODOT's Qualified Products List (QPL)

Quality Review

- Verify that the test summaries (A, B & C Sheets) and the quality documentation are up to date
 - For every entry in the test summary there needs to be a matching document.
 - For every document on file there needs to be a matching entry in the test summary.
 - Use the “A” Sheet to list the nonfield-tested materials (such as pipe, paint, reinforcement, etc.).
 - Use the “B” Sheet is for field tested materials (such as asphalt, aggregate, concrete, earthwork, etc.)
 - Use the “C” (formerly B-QA) Sheet for concrete materials.

Quality Review

- FIRs must match the pay note/documentation they accompany.
 - All applicable boxes on FIR the must be checked
 - The quantity accepted needs to be enough to cover the quantity paid to date.
 - If an ODOT Materials Labs “I” report is issued; complete the FIR portions at the bottom of the report.
- CMO must list the actual materials sources (i.e. Cascade Steel) and not suppliers or brokers (i.e. Dixon Steel or Farwest Steel).
- CMO should also include the name of any enhancements (galvanizing).

CMO listing foreign steel must to include a cost of the materials. This quantity needs to be included on the Foreign Steel Summary. As supporting documentation, all copies of CMO with foreign steel are to be attached to the Foreign Steel Summary as a part of the Semi-Final Submittal.



Quality Review (continued)

- Concrete data sheets:
 - Make sure all due 28-day breaks are reported.
 - (3) cylinders need to be broken at 28-days
 - If only two (2) cylinders are broken, an adjustment needs to be made for the missing tests.
- Materials accepted on the small quantity basis needs to specify the method of acceptance:
 - Test results or quality compliance certifications
 - Prior use and acceptance on a previous project, or
 - Verification of workmanship and method used (primarily earthwork)

See Field Tested Materials Small Quantity Guideline in MFTP.

Quality Review

- QPL items with “A” approved products needs no other documentation to be included
- If the QPL item is a “Q” qualified product, it may require testing and/or certifications.
- Failing and/or missing tests need the appropriate adjustments assessed.
 - Copies of the adjustments should be placed with the documentation under the appropriate bid item.

QPL numbers must be listed on the associate paynote(s) and entered into the Contractor Payment System (CPS)

DRR

- A “DRAFT” DRR is issued at the end of review listing comments, deficiencies and notes
- DRAFT DRR is discussed with the PM and applicable personnel
 - RAS usually allow a week or two for the crew to review and resolve any of the deficiencies listed prior to summiting the final version.
- Remember that the DRR is just a tool to help the PM and crew and not a way to criticize or call out the work of the PM office

QUESTIONS

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