

CHAPTER 2 CONTRACT ADMINISTRATION

2.00 PROJECT ORGANIZATION

2.01 AUTHORITY OF ENGINEER

2.02 RESPONSIBILITY OF PROJECT ENGINEER

2.03 DELEGATION OF RESPONSIBILITY

2.10 PRECONSTRUCTION

2.11 PRECONSTRUCTION CONFERENCE

- Discussion Items
- Scheduling the Meeting
- List of Discussion Topics
- Administrative Details
- Project Details
- Utilities and Law Enforcement Attendance

2.12 HAUL ROADS

- Designation Policy
- Establishment of Haul Road
- Pre-Use Survey
- Haul Road Maintenance -- Restoration
- Fugitive Dust
- Winter Suspension of Haul Road Use
- Revocation
- Haul Road Reimbursement Procedure
- Control of Fugitive Dust on Local Roads that are not Designated Haul Roads

2.13 STREAM CROSSINGS

- Permanent Structures - "Iowa Department of Natural Resources Notification of Completion of Construction" (DNR Form 37)
- Temporary Stream Crossings

2.14 WATER REGISTRATION AND PERMIT

2.15 WORKING & SHOP DRAWING - SUBMITTAL AND REVIEW

2.20 CONTRACT ADMINISTRATION

- Forms & Reports - Prepared by Contractor
- Forms & Reports - Initiated by Contractor, Prepared by Project Engineer

2.21 OCCUPATIONAL SAFETY AND HEALTH

2.22 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

2.23 TRAINING PROGRAMS

2.24 DAVIS-BACON WAGE REQUIREMENTS

- "Certified Transcript of Labor Payroll"
- Project Engineer's Involvement
- Supplemental Wage Rates

2.25 SUBCONTRACTS

- Subcontract Request And Approval
- Subcontractor - Disadvantaged Business Enterprise (DBE)
- Subcontractor - Traffic Control
- Prompt Payment to Subcontractors

2.26 USE OF EXCESS PROPERTY OR HIGHWAY RIGHT-OF-WAY

- Contractor's Use of Excess Property
- Contractor's Use of Borrow Pits for Temporary Plant Sites
- Obtaining a Lease Agreement
- Contractor's Use of Highway Right-of-Way

2.27 "CONTRACT QUANTITY AGREEMENT" - FORM 830230

2.28 RELEASE OF RETAINED FUNDS

2.29 CONTRACTOR REQUIRED FINAL DOCUMENTATION

- Statement of Materials and Labor
- Contractor's Statement of Sales or Use Tax

2.30 CONSTRUCTION PERIOD

2.31 ADMINISTRATION OF THE CONTRACT PERIOD

- Contract Types
- Working Day
- Calendar Day
- Controlling Item of Work
- Special Considerations

2.32 NOTICE TO PROCEED (FORM 830237)

2.33 WEEKLY REPORT OF WORKING DAYS (FORM 830238)

- Preparation of Form 830238
- Preparation of Incentive/Disincentive Form
- Multiple Sites on a Contract

2.34 LIQUIDATED DAMAGES & EXTENSION OF CONTRACT TIME

2.35 EQUIPMENT RENTAL RATES

- Rental Rate Blue Book
- Invoiced Rental Costs
- Equipment Time Charges
- Chargeable Project Costs
- Force Account Sheets (Form 181213)

2.36 CHANGE ORDERS (FORM 830240)

- Policy for Change Orders
- Change Order Classification and Authorization
- Checklist for Change Orders
- Preparation of Change Order (Form 830240)
- Value Engineering

2.37 PROJECT ACCEPTANCE AND AUTHORIZATION FOR FINAL PAYMENT

- Project Acceptance (Form 830435)
- Authorization For Final Payment (Form 830436)

2.38 CONTRACTOR EVALUATION REPORT (FORM 830430)

2.40 PROJECT REVIEW AND AUDITS

2.41 RESERVED FOR FUTURE USE

2.42 PROJECT ENGINEER'S PRE-AUDIT

- Project Related Emphasis Areas

2.43 DISTRICT OFFICE AUDIT

- Audit of Final Pay Estimate (Form 830301)

2.44 MANUAL OF OFFICE PROCEDURES

2.45 FORMS FOR FINAL PAYMENT PACKET

2.50 CONTRACTOR PAYMENTS AND PRICE ADJUSTMENTS

2.51 PAYMENT FOR MATERIAL ALLOWANCE

- Pre-conditions for Material Allowances
- Stockpile Documentation Work Sheet
- Voucher Entries
- Miscellaneous

2.52 PAYMENT FOR UNEXPECTED CLASS 12 ROCK EXCAVATION

Approval for Work

2.53 PRICE ADJUSTMENT GUIDE FOR REASONABLY CLOSE CONFORMING, REASONABLY ACCEPTABLE, AND DEFICIENT WORK

Guide Schedules for Price Adjustments

2.54 PRICE ADJUSTMENT CHANGE ORDERS

2.55 FINAL PAYMENT TO CONTRACTOR

Payment Terminology
Recommended Guidelines
Interest Payment Information (Form 830235)

2.56 FUEL ADJUSTMENT

Fuel Adjustment Calculation
Fuel Adjustment Payment

2.60 CONSTRUCTION FORMS

2.70 RELEASE OF TEMPORARY EASEMENT (Right of Way Form 636-069)

2.71 BRIDGE INVENTORY REPORT

2.72 PREPARATION OF "AS-BUILT" PLANS

Types of Work
Right of Way
Land Section Corner Ties
As-Built Plans Checklists

2.73 RELOCATION OF WATER STOP BOXES

2.74 PRECONSTRUCTION PROJECT AGREEMENTS