

## STATEWIDE CRITICAL REQUIREMENTS-FISCAL YEAR 2013/2014

### Quality Assessment Category Number 16A Claims

1. Is Project CEI staff aware of and acting on the need to evaluate the completeness of the Contractor's claim package upon receipt? When an incomplete claim package is received, is CEI staff aware of and acting on the need to notify the Contractor that the package is incomplete and request any additional documentation required? Verify this by discussion with CEI project staff and a review of claim files and Daily Reports of Construction. [CPAM 7.5 and Spec 5-12]
2. Is Project CEI staff aware of and acting on the need to evaluate the merit and value of a Contractor's claim after receiving a complete submission by reviewing the claim file records and preparing an Entitlement Analysis and an Engineer's Estimate. Verify this by discussion with CEI project staff and a review of claim files and Daily Reports of Construction. [CPAM 7.5]
3. Is District Construction staff aware of and acting on the need to provide a written response to the Contractor for all claims on contracts of \$3,000,000 or less within 90 days of receipt of the Contractor's certified claim package, and within 120 days on contracts greater in original contract amount than \$3,000,000. Is Project CEI staff aware of these time constraints and providing recommendations to District Construction staff in time to meet them? Verify this by discussion with CEI staff and a review of claim files and Daily Reports of Construction. [Spec 5-12]