

DISTRICT 2 CONSTRUCTION QC/QA PLAN

QUALITY ASSESSMENT GUIDE

EFFECTIVE DATE: April 17, 1998
Revised as of 12/21/10

SUPPLEMENTAL AGREEMENTS AND UNILATERAL PAYMENTS

(ADMINISTRATIVE)

Number 19		CRITERIA USED
1.	Is the CEI staff aware that the Supplemental Agreements (SA) and Unilateral Payments (UP) shall be used for one of eight reasons listed in CPAM?	CPAM 7.3.5.1
2.	Is the CEI staff aware of the three reasons to use Unilateral Payments listed in CPAM?	CPAM 7.3.5.2
3.	All SAs and UPs have an Engineer ' s Estimate and an Entitlement Analysis?	CPAM 7.3.6
4.	Is the CEI staff aware that for all significant changes causing an increase or decrease in the unit cost of a pay item must have certification of availability of funds obtained from the Comptroller's Office prior to directing the contractor to perform the work when the change results in an increase in the cost of the project?	CPAM 7.3.6.1
5.	Is the CEI staff aware that the Director of the Office of Construction approves extension of the construction limits on any project?	CPAM 7.3.6.2
6.	Is the CEI staff aware that all changes to the contract plans or specifications must be documented with a completely executed SA, UP or Work Order (WO) with prior certification of Availability of funds from the Comptroller's Office?	CPAM 7.3.6.3
7.	Is the CEI staff aware that approval of all changes to contract specifications must be obtained from the Director of the Office of Construction prior to implementation on District and State LET contracts?	CPAM 7.3.6.3
8.	Is the CEI staff aware that the Department's legal staff shall review all SAs and UPs?	CPAM 7.3.9
9.	The CEI staff has documentation in the form of Encumbrance Input Form No. 350-020-01 certifying availability of funds prior to obtaining the District Secretary's or his designee's signature?	CPAM 7.3.10 DELETED
10.	Is there documentation on file delegating authority to sign SAs and Ups?	CPAM 7.3.14(2) DELETED
11.	When additional time is granted and an updated schedule is not requested, is there documentation to support the decision?	CPAM 7.3.15