

**DISTRICT 2 CONSTRUCTION QC/QA PLAN
QUALITY ASSESSMENT GUIDE**

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

**CONTINGENCY SUPPLEMENTAL AGREEMENTS AND WORK ORDERS/FIELD
SUPPLEMENTAL AGREEMENTS**

(ADMINISTRATIVE)

Number 20	CRITERIA USED
1. Is the CEI staff aware of the requirement that the Field Supplemental Agreements/Work Orders shall not be written to include normal over runs of existing contract items for work at established unit prices?	CPAM 7.4.5(A)
2. Is the CEI staff aware that Field Supplemental Agreements (FSA) are funded through an Initial Contingency Amount Pay Item and Work Orders (WO) are funded through a Contingency Supplemental Agreement?	CPAM 7.4.6 DELETED
3. Is the CEI staff assuring that the Contingency SA is not executed prior to the Comptroller's Office certifying the availability of funds via the CFM system?	CPAM 7.4.8.1
4. Is the CEI staff aware that no additional terms or disclaimers concerning costs of additional work shall be accepted from the contractor on all Contingency SA forms?	CPAM 7.4.8.1
5. Is the CEI staff aware that no additional contract time can accrue or be granted on a Contingency Supplemental Agreement?	CPAM 7.4.8.4
6. Is the CEI staff aware of and enforcing the requirement that the contractor can not begin additional work until such time that the WO for the additional work is completely executed?	CPAM 7.4.9.1
7. Is the CEI staff aware of the requirement that a WO must not be dated prior to the date of the Contingency SA authorizing commitment of the funds?	CPAM 7.4.9.2
8. Is the CEI staff aware of the documentation requirements for the WO and are there attachments that address the following: a. What work was done? b. Why the work was necessary? c. Is the contractor due any entitlement and are they referenced to the contract requirements? d. Why the costs and time extensions were considered reasonable?	CPAM 7.4.9.3

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Contingency SA, etc.

9. ~~Is the CEI staff aware of the requirement that additional contract time for performing additional work may be granted on a FSA?~~ CPAM 7.4.9.4
DELETED
10. Is the CEI staff aware that the Director of the Office of Construction shall approve all changes to the contract specifications and extension of the physical limits of the project? CPAM 7.4.9.5