



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

October 20, 2011

This Memo Has Expired

****REVISED****

DCE MEMORANDUM NO. 12-11

(FHWA Approved: 10/20/2011)

TO: DISTRICT CONSTRUCTION ENGINEERS

FROM: David A. Sadler, P.E., Director, Office of Construction

A handwritten signature in black ink, appearing to read "David A. Sadler, P.E.", written over the printed name.

COPIES: Bob Burluson (FTBA), Chris Richter (FHWA), Brian Blanchard, Chad Thompson, Heather Dean, Rafiq Darji

SUBJECT: PAYMENT OF STREAMLINE CONTRACTS VIA ELECTRONIC ESTIMATES DISBURSEMENT (EED) SYSTEM AND SCHEDULE OF VALUES SUBMITTAL REQUIREMENTS ON FUTURE STREAMLINE LUMP SUM CONTRACTS

In order to process contractor payments of Streamline Lump Sum and Plan Quantity Contracts via the Electronic Estimates Disbursement (EED) system a change to the governing specifications for these contracts is required. For all active Streamline Lump Sum and Plan Quantity Contracts Section 9 shall be modified as shown below:

Paragraph 1 of Subarticle 9-5.1 is deleted and the following substituted:

9-5.1 General: The Engineer will make partial payments based on the estimated amount of work that the Contractor completes during the month (including delivery of certain materials, as specified herein below). The Department will base the amount of such payments on certified monthly invoices submitted by the Contractor for progress payments each month, less any retainage withheld.

Subarticle 9-11 is added as follows:

9-11 Submittals.

9-11.1 Payment to the Contractor: Upon receipt of the invoice and approval by the Engineer, payment will be made, less an amount retained or withheld per provisions

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included in the Contract. The monthly payments will be approximate only and will be subject to reduction for overpayments or increase for underpayments on preceding payments to the Contractor and to correction in the subsequent estimates and the final estimate and payment process.

For all active Streamline Lump Sum and Plan Quantity contracts upon which Final Acceptance has not been issued and the District desires to process future contractor payments via EED, once the above referenced specification change has been processed, District Construction Office staff shall modify the SiteManager Estimate Approval level to activate the EED system as the method of payment.

District Construction Office staff shall review all active construction contracts to ensure each contract containing the Streamline Plan Quantity and Streamline Lump Sum specifications is coded correctly in SiteManager (i.e. Contract Type - *CONST STREAMLINE*). The attached list developed by the State Construction Office identifies those active SiteManager contracts which include the Streamline Plan Quantity or Streamline Lump Sum specifications and are coded incorrectly as either a *CONST CONTRACT* or *CONST LUMP SUM* SiteManager Contract. This list may be used by District Construction Office Final Estimates staff to assist with identifying a comprehensive list of Streamline contracts.

A specification revision will be issued for all Streamline Plan Quantity contracts Let after July 2012. This specification issue has been corrected for all Streamline Lump Sum contracts Let after January 2012 and governed by the January 2012 specifications workbook (SP0090103SLLS <ftp://ftp.dot.state.fl.us/LTS/CO/Specifications/WorkBook/Jan2012/SP0090103SLLS.pdf>).

However, the requirement for the submittal of a Schedule of Values (Section 9-11.2) should not be included in these contracts as these contracts are smaller in value and of lower risk. This requirement will be removed from Section 9-11 as part of the July 2012 specifications workbook. Section 9-11 of all Streamline Lump Sum contracts Let after January 2012 but prior to July 2012 as governed by the January 2012 specifications workbook shall be amended as follow:

SECTION 9-11 is deleted and replaced with the following new Article:

9-11 Submittals.

9-11.1 Submittal Instructions: *The Contractor will prepare and certify a monthly invoice for each project in the Contract. Submit the invoice to the Engineer. The Engineer will not pay for any item of work until the invoice is approved.*

9-11.2 Contractor's Invoice: *The Contractor must make a request for payment by submitting a certified monthly invoice, no later than 12 O'clock noon, Monday, after the estimate cut-off date or as directed by the Engineer, based on the amount of work done or completed. The Contractor's invoice must consist of the following:*

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(a) Contract Number, Financial Project Identification Number, Invoice Number, Invoice Date and the period that the invoice represents.

(b) The basis for arriving at the amount of the progress invoice including approximate quantities of work completed, less payments previously made and less an amount previously retained or withheld.

9-11.3 Payment to the Contractor: *Upon receipt of the invoice and approval by the Engineer, payment will be made, less an amount retained or withheld per provisions included in the Contract. The monthly payments will be approximate only and will be subject to reduction for overpayments or increase for underpayments on preceding payments to the Contractor and to correction in the subsequent estimates and the final estimate and payment process.*

This memorandum serves as blanket approval to process a \$0.00 specification change as outlined herein and should be attached to the Work Order or Supplemental Agreement used to document the change.

If you have any questions, please call David Chason at 850-414-4171, Alan Autry at 850-414-4195 or Doug Martin at 850-414-4144

DS/ah



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

ANANTH PRASAD, P.E.
SECRETARY

August 08, 2011

MEMORANDUM

TO: Doug Martin, Construction Systems Engineer
Stefanie Maxwell, Specialty Engineer

FROM: David A. Sadler, Director, Office of Construction

COPIES: Wynette Williams, Administrative Assistant

SUBJECT: DELEGATION OF SIGNATURE AUTHORITY

This is to delegate signature authority for documents (excluding personnel actions) to you for when I am out of the office or on travel status from this date through July 11, 2012.

Ms. Williams is also delegated authority for administrative type actions.

Please insure that my office receives a copy of all correspondence signed by you for these dates.

DS/ww