



Florida Department of Transportation

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CONSTRUCTION BULLETIN NO. 01-02

This Bulletin has Expired

TO: DISTRICT CONSTRUCTION ENGINEERS
FROM: 
Greg Sanders, State Construction Engineer
COPIES: Bill Albaugh, Kim Smith, Robin Naitove, Steve Ferst, FHWA
**SUBJECT: CONSTRUCTION PROJECT ADMINISTRATION MANUAL (CPAM)
CHANGES**

Following are changes to the CPAM effective the date of this Bulletin.

Chapter 4, Section 2, Construction Contract Time Extension Procedure

The first paragraph under Article 4.2.4.1(3) is deleted and the following substituted:

The Resident Engineer will notify the Contractor of the District's decision by U.S. mail or electronic mail.

Chapter 4, Section 3, Supplemental Agreements and Unilateral Payments

The second paragraph under Article 4.3.14 (2) is deleted and following substituted:

The Secretary of Transportation appoints the District Secretaries, and, at the District Secretaries' discretion, the District Directors of Operations, District Construction Engineers, and Operations/Resident Engineers as their designees for approval of *Summary Record of Negotiations/Engineer Cost Estimate Form documents*, execution of *Supplemental Agreement Form* documents, and execution of *Unilateral Payment Form* documents as follows:

- a. All documents may be approved and executed by the Operations/Resident Engineer for contract changes up to \$100,000.00;
- b. All documents may be approved and executed by the District Construction Engineer for contract changes more than \$100,000.00 but less than \$ 500,000.00; and
- c. All documents may be approved and executed by the Director of Operations for contract changes more than \$ 500,000.00.
- d. The District Construction Engineer, for contract changes greater than \$ 500,000.00, may execute the *Supplemental Agreement* and *Unilateral Payment documents* after the Director of Operations has approved the *Summary Record of Negotiations/Engineer Cost Estimate Form*.

Documentation of delegation of authority by the District Secretary shall be on file.

Chapter 4, Section 6, Change Orders

This chapter is deleted.

Chapter 4, Section 7, Contingency Supplemental Agreements and Work Orders (Unforeseen Additional Work)

All references to “Unforeseen” are deleted.

Article 4.7.5 is deleted and following substituted:

4.7.5 Identifying the need for a Contingency Supplemental Agreement, Work Order and Field Supplemental Agreement

Field Supplemental Agreements are funded through an **Initial Contingency Amount Pay Item (999-25 or 2999-25)**, where as, *Work Orders* are funded through a *Contingency Supplemental Agreement*.

A *Field Supplemental Agreement/Work Orders (Form No. 700-010-80)* may be used to document additional work or contract changes in accordance with *Section 4.3.5.1 of the CPAM* with the following restrictions:

- A *Field Supplemental Agreement/Work Order* shall not be written to include normal overruns of existing contract items of work at established contract unit prices shown in the contract documents.
- A *Field Supplemental Agreement/Work Order* shall not be used to settle claims.
- A *Field Supplemental Agreement/Work Order* may be used as documentation for payment for use of a Regional Disputes Review Board.

The terms of the *Field Supplemental Agreement/Work Order* shall provide for full and complete settlement of all issues described therein.

Prior authorization from the State Construction Engineer shall be obtained before implementing any extension of physical limits of the project or any changes to contract specifications on all contracts (including District let contracts).

FHWA concurrence for project limit extensions or contract specification changes will be obtained by the Project Engineer on FHWA oversight projects.

The third and fourth sentences of Article 4.7.7.1 is deleted and following substituted:

A *Contingency Supplemental Agreement* shall be executed for the Department by the District Secretary. The District Secretary may delegate execution authority to the District Director of Operations, District Construction Engineer and Operations/Resident Engineer. Documentation of delegation of authority by the District Secretary shall be on file.

Chapter 6, Section 2, Maintenance of Traffic (MOT) Team

This chapter is deleted and hence the requirement of independent review of traffic control on construction projects is no longer required. However, the project personnel are still required to perform the required inspection under Chapter 6, Section 1, Maintenance of Traffic.

GX/pc