



## Florida Department of Transportation

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

KEVIN J. THIBAUT, P.E.  
SECRETARY

July 31, 2019

**This Memo has expired**

### CONSTRUCTION BULLETIN 19-02

*(FHWA Approved: 7/31/2019)*

**TO: DISTRICT CONSTRUCTION ENGINEERS**

**FROM:** Dan Hurtado, P.E., Director, Office of Construction

DocuSigned by:

*Dan Hurtado*

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**COPIES:** Will Watts, Ananth Prasad, Chad Thompson, Nick Finch

**SUBJECT: EXECUTING AND PROCESSING SUPPLEMENTAL AGREEMENTS  
AND UNILATERAL PAYMENT DOCUMENTS**

Construction Project Administration Manual (CPAM) Section 7.3.13 provides District level responsibilities for executing and processing Supplemental Agreements and Unilateral Payments for contract changes based on specific dollar amounts. Effective immediately, the following changes will be implemented to CPAM 7.3.13 (2)

(2) Only the Secretary of Transportation can delegate authority for approval and execution of *Supplemental Agreements* and *Unilateral Payments*. That authority is delegated as follows:

- a. For contract changes up to \$150,000, all *Supplemental Agreement* and *Unilateral Payment documents* shall be approved by the Resident Engineer and shall be executed by the District Construction Engineer;
- b. For contract changes more than \$150,000 and up to \$500,000, all *Supplemental Agreement and Unilateral Payment* documents shall be approved and executed by the District Construction Engineer; and
- c. For contract changes more than \$500,000 and up to \$1,000,000, all *Supplemental Agreement and Unilateral Payment* documents shall be approved and executed by the District Director of Transportation Operations, except as follows, the District Construction Engineer may execute these *Supplemental Agreement* and *Unilateral Payment* Documents after the Director of Operations has approved a draft copy of that *Supplemental Agreement* or *Unilateral Payment* showing the language and terms being used. A copy of that *Supplemental Agreement* or *Unilateral Payment* shall be sent to the Director, Office of Construction; and

- d. For contract changes more than \$1,000,000.00, all ***Supplemental Agreement*** and ***Unilateral Payment*** documents shall be approved and executed by the Director of Transportation Operations, except as follows, the District Construction Engineer may execute these ***Supplemental Agreement*** and ***Unilateral Payment*** documents after the Director of Transportation Operations has approved a draft copy of that ***Supplemental Agreement*** or ***Unilateral Payment*** showing the language and terms to be used. For contract changes more than \$1,000,000 the District Construction Engineer or Director of Transportation Operations, as appropriate, may execute these documents after the Director, Office of Construction has approved a draft copy of the document showing the language and terms to be used. Director, Office of Construction approval may be obtained via e-mail provided all electronic correspondence documenting said approval is maintained in the contract change file.

The State Construction Office will continue to review and process any Supplemental Agreements or Unilateral Payments already submitted based on the previous dollar amount thresholds.

Should you have any questions, please contact Larry Ritchie at 850-414-4168.

DH/lr