

# Construction Project Administration Manual (CPAM)

Topic No. 700-000-000

CONSTRUCTION  
PROJECT  
ADMINISTRATION MANUAL



Florida Department of Transportation  
State Construction Office

PRESENTED BY:

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DISTRICT TWO - GAINESVILLE OPERATIONS

CONSTRUCTION MANAGER



# TRAINING OBJECTIVE

**This course will provide an introduction to the written instructions found in CPAM for administering an FDOT project**



## WHAT IS CPAM?

**FDOT Procedure 700-000-000 (13 Sections, 811 pages)**



**Instruction Manual for administering FDOT Construction contracts and describes requirements and procedures for Final Estimate preparation associated with those contracts.**

**This should be the first document consulted to address any question that may arise.**

## Why Have a CPAM? — it's the law!

Chapter 20.23, F.S. – Authorizing the creation of the Department of Transportation. Paragraph 4(A) directs the Department to establish procedures and standards (among other things). CPAM is one of these procedures.



Chapter 334.048(3), F.S. – Requiring FDOT to establish management, accountability and monitoring systems to evaluate whether Department's goals are being accomplished.

This means this manual is **REQUIRED** to be used on any FDOT construction project



## WHAT CPAM is not?



**CPAM IS NOT A CONSTRUCTION CONTRACT DOCUMENT**

## CPAM Audience

This Manual is intended to be used by Department and Consultant Construction Inspectors, Project Engineers, Resident Engineers, and other Department and Consultant personnel involved in the administration of construction contracts.

**It is NOT written to contractors and is not part of any FDOT construction contract. It is designed to be used with the contract documents but does NOT supersede the requirements.**



# PURPOSE OF CPAM

## CPAM provides:

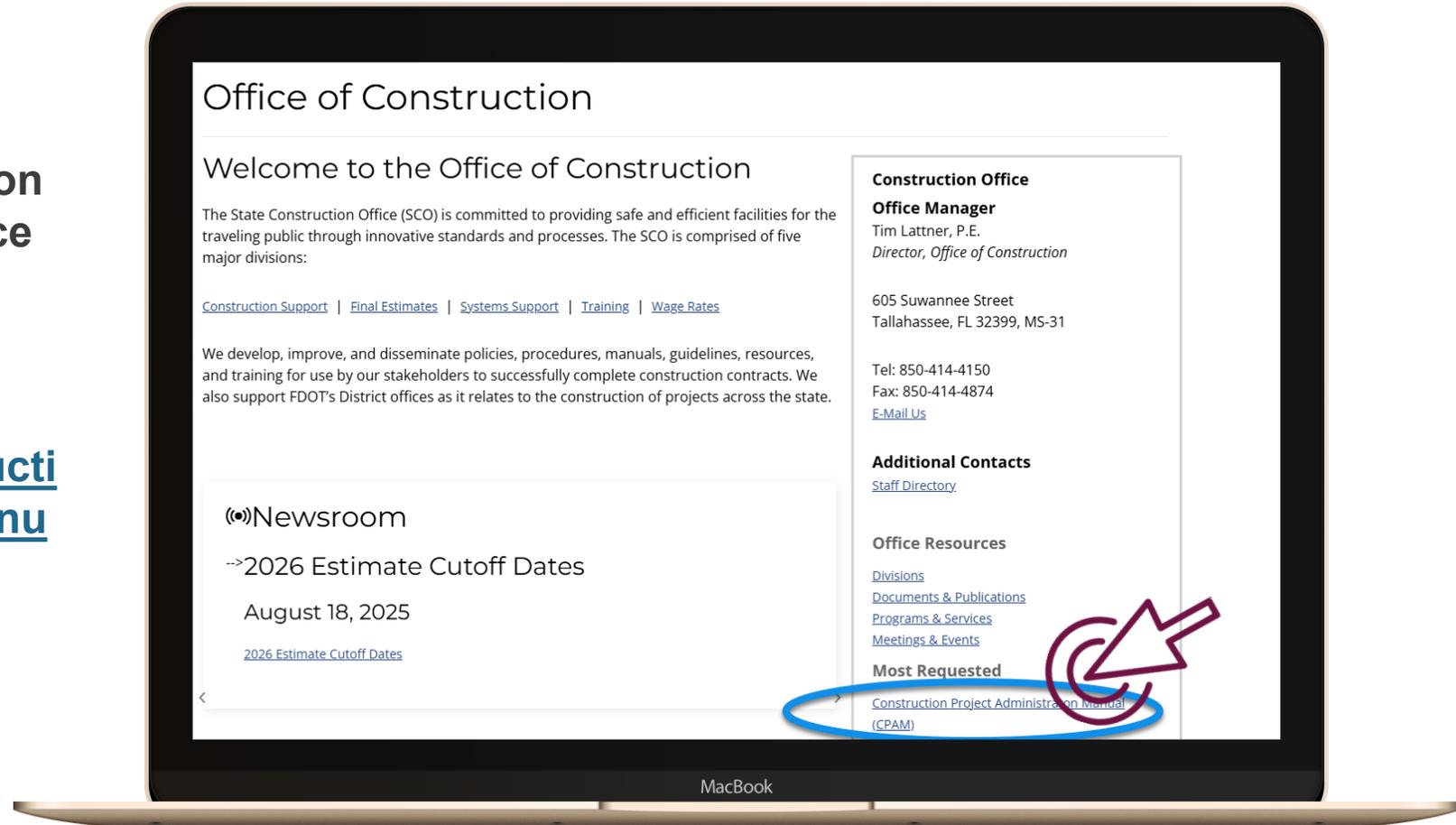
- **Instructions to Department representatives for administering:**
  - Items mandated in Florida Statutes (F.S.)
  - Rules and/or contract specifications and for the successful completion of construction contracts
  - Documenting final quantities and preparing final estimates
- **Consistency in carrying out Department policies**
- **Fair and equal administration of all contracts**



# How to access CPAM

CPAM can be found online on the State Construction Office website under: **Documents and Publications**

<http://www.fdot.gov/construction/manuals/cpam/CPAMManual.shtm>

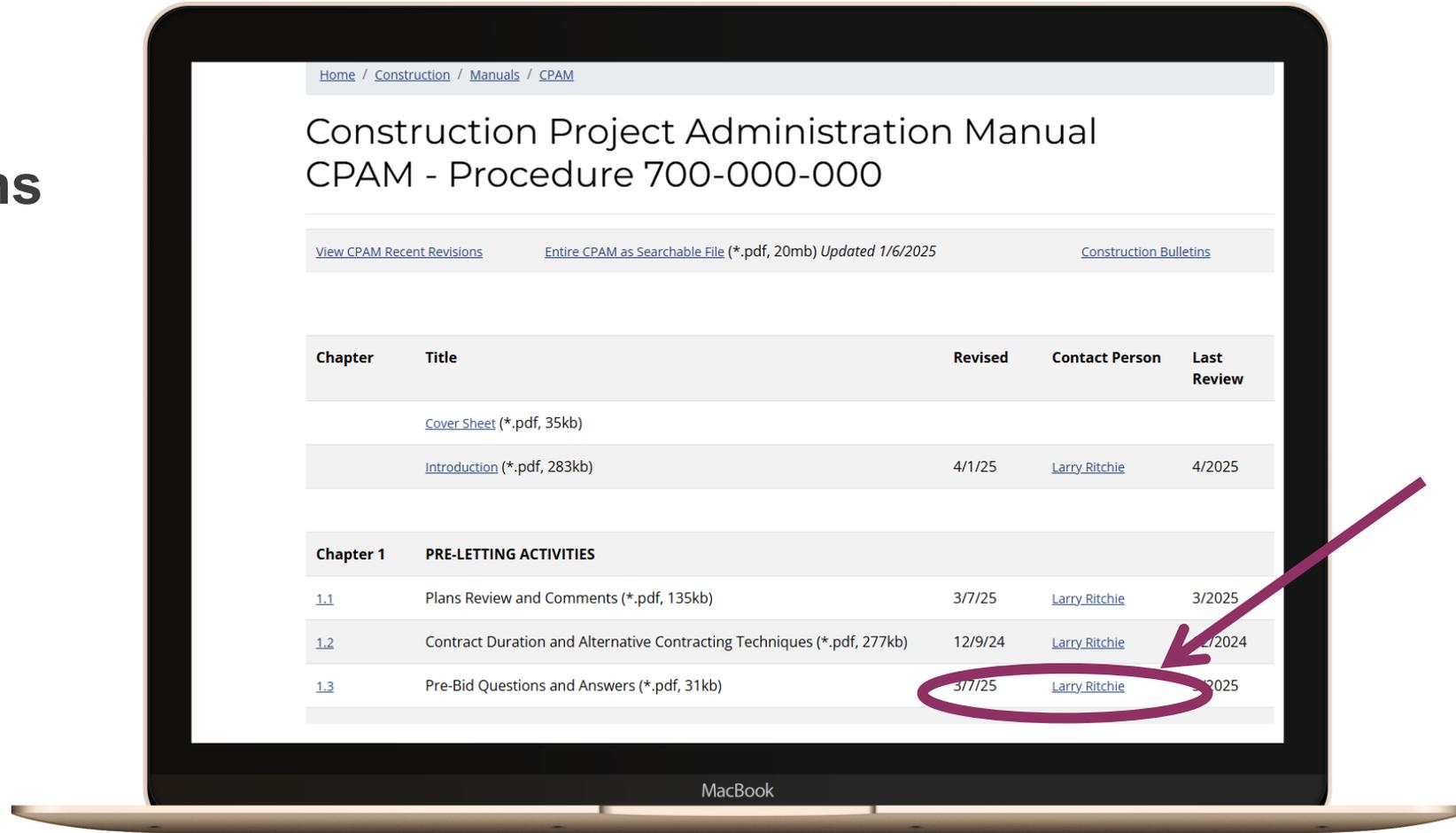


# ONLINE CPAM

Organized into sections

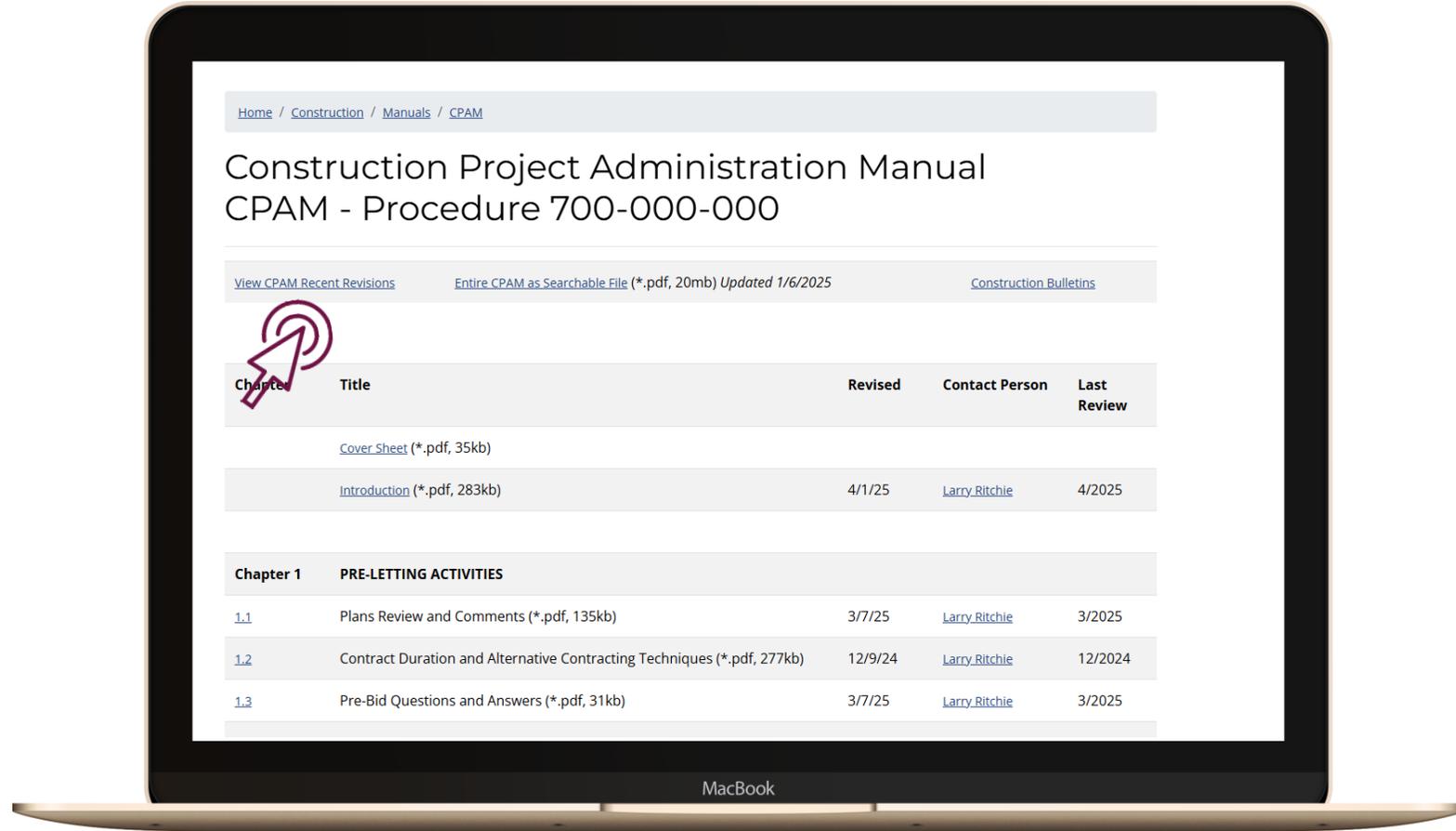
Contact person is identified adjacent to each section

Sections updated frequently



# ONLINE CPAM

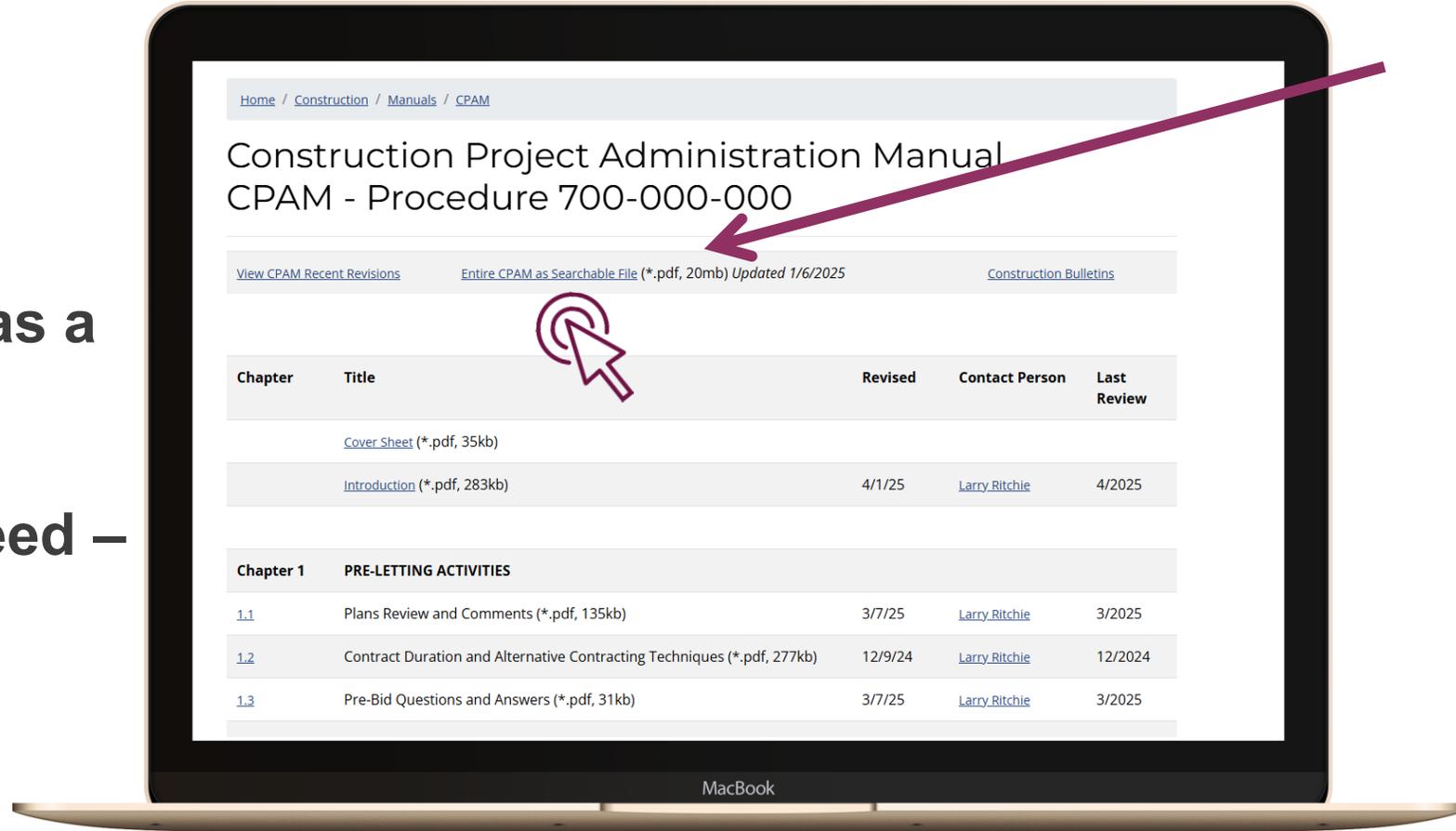
You can always view recent revisions by clicking on the **View Recent Revisions** link



# ONLINE CPAM

CPAM is also published as a **Single Searchable File!**

You can find what you need – **Quickly!**



# CPAM organization

- I. Introduction
- II. Pre-Construction (Sections 1, 2, 3)
- III. Construction Administration (Sections 4-11)
- IV. Project Closeout (Section 12-13)



# CPAM CHAPTERS

**Each chapter is broken out into sections (including but not limited to):**

- ◇ Purpose
- ◇ Authority (typically a Florida Statute)
- ◇ References
- ◇ Definitions
- ◇ General – guidance and responsibilities written to Resident/Project level, District Level or State Level depending on section
- ◇ Addendums
  - ◇ Guidance Documents (form letters) / Flow Charts / Checklists



# INTRODUCTION

- CPAM Purpose/Scope
- Thorough glossary of definitions used throughout CPAM
- Revisions and Additions Processing
- Explains Guidance Documents, Construction Memos, etc...
- List of each District's CPAM coordinator



# CHAPTER 1: PRE-LETTING ACTIVITIES

## Section 1.1 Plans Review and Comments

- This section provides the opportunity for the District Construction Office to become involved in the design element of project development.
  - Phases of plans review
    - Phase I Review (Roadway) – 30%
    - Phase II Review (Roadway) and Bridge Plan Reviews (Constructability Review) – 60%
    - Phase III Review (Constructability/Biddability Review) – 90%
    - Phase IV Review - 100% Plans (Ensure all prior comments are resolved)
  - Phase Review Checklist – Guidance Document 1-1-A
  - Roadway and Bridge emphasis



# CHAPTER 1: PRE-LETTING ACTIVITIES

## Section 1.1 Plans Review and Comments

### WHY IT IS IMPORTANT TO YOU?

Common yet impactful conflicts/ ambiguities/ issues can be caught and rectified.

PA review of plans is **CRUCIAL** to success of the project.



### What to look for:

- ✓ Plan Notes (Not dictate means & methods, clear/concise, not conflicting with Specifications and plan details)
- ✓ Special Provisions/TSPs – override plans/specs
- ✓ Biddability – all pay items included? Pay item notes necessary? Adequate subsurface investigation?
- ✓ Constructability – compatible with MOT plan? Utilities addressed? Material delivery methods? Lane closure times adequate?

# CHAPTER 1: PRE-LETTING ACTIVITIES

## Section 1.1 Plans Review and Comments

Topic No. 700-000-000  
 Construction Project Administration Manual  
 Pre-Letting Activities

Effective: July 1, 2002  
 Revised Date: March 7, 2025

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**Guidance Document 1-1-A**

**PHASE REVIEW CHECKLISTS**

FINANCIAL PROJECT ID NO.: \_\_\_\_\_

Review Phase: I II III IV

NAME OF REVIEWER: \_\_\_\_\_

DATE: \_\_\_\_\_

**1. CLEARING/GRUBBING/EXCAVATION**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
1-1.	Delineation of limits of grubbing, clearing and landscaping.			
1-2.	Sites for temporary fill and topsoil storage. Laydown area on same side of road as fill area. Room for storage of excavated muck to be used as muck blanket. Indication of dump sites.			
1-3.	Measurement of borrow. Percentage shrinkage used satisfactorily.			
1-4.	Underground obstructions clearly marked.			
1-5.	Stabilization limits clearly shown.			

**Suggested Changes: (to be completed for items checked "NOT OK")**

Item No.	Description of Change

Designer's Comments	
---------------------	--



# CHAPTER 1: PRE-LETTING ACTIVITIES

## Section 1.2 Contract Duration and Alternative Contracting Techniques

- Initiating Specification/Alternative Contracting Techniques
  - ✓ Flexible Start Time
  - ✓ Lane Closure Restrictions/Special Events
  - ✓ CPM Schedule
  - ✓ Compressed Time or Time Priority
  - ✓ Incentive/Disincentive (Project or Milestone)
  - ✓ No Excuse Bonus
  - ✓ Time plus Money (A+B) – typically used with I/D
  - ✓ Lane/Detour Rental
  - ✓ Liquidated Savings
  - ✓ Damage Recovery and ITS Damage Recovery
  - ✓ Special Notices/Directions to Contractor



# CHAPTER 1: PRE-LETTING ACTIVITIES

## Section 1.3 Pre-Bid Questions and Answers

- Effort to improve the quality and interpretation of the contract plans by providing clarification for bidding. Bid Q&As are **NOT** to correct errors in the contract. Errors need to be addressed by addendum or revision and may affect letting month.

- Portal for all pre-bid questions and/or clarification requests <https://bqa.fdot.gov/home>
- District Construction Office is responsible for administration of the Pre-Bid Question and Answer website on the District level
- DCO staff responsible for receiving, coordinating, developing, and then reviewing and approving all proposed responses and all subsequent revisions to previously posted responses. Don't just rely on EORs answer.



- **Q&A BECOMES PART OF CONTRACT DOCUMENTS - USE IT TO YOUR ADVANTAGE**

# CHAPTER 2: OFFICE PREPARATION

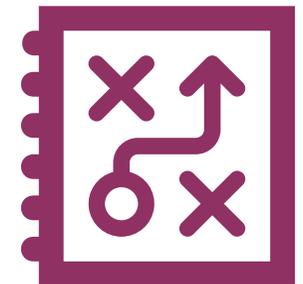
## Section 2.1 Project Scheduling

- Contractor's Schedule Review Requirements
- Schedule Revision/Monthly Update Requirements
- Withholding Progress Payments for Unacceptable Schedules



## Section 2.2 Final Estimates Pre-Planning

- Plan for documenting final pay quantities
- Be familiar with specifications, methods of measurement and payment for each item on project
- Pre-work/ pre-removal items identified – coordinate with DFEO for FE kickoff meeting
- Plan Quantity / Field Measured / Contractor's Certification



# CHAPTER 3: PRECONSTRUCTION ACTIVITIES

## Section 3.1 Preconstruction Conference

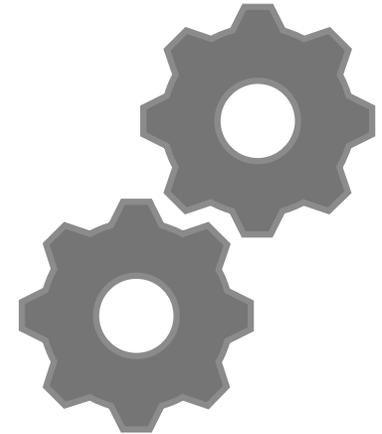
- All affected parties should be invited
- Scheduling the Conference
  - After receipt of Notice of Award and prior to any work beginning
- Up-front planning prior to Conference
  - Contractor's required information prior to conference (EEO documents, SWPPP, MOT plan, Utilities, etc.)
- Agenda & Minutes required
  - Guidance Document 3-1-A
- Pre-pave meeting, utility meeting, EEO/DBE meeting set-up/ coordination



# CHAPTER 3: PRECONSTRUCTION ACTIVITIES

## Section 3.2 Quality Assurance And Quality Control of Field Construction Operations

- Explains the Quality Assurance (QA) and Quality Control (QC) process for construction operations
- Training Requirements
  - MUST have completed training directly related to the operation being inspected
- Documentation
  - Become familiar with Contract Documents
  - Know what is required and how the finished product is evaluated
  - Know how payment will be made
- Preparation for Inspection
  - Pre-Operations Meeting (use critical guide list based on work being done)
  - Record-keeping preparation
  - Equipment Preparation
- Documenting the Inspection
  - Daily Work Report – inspectors main deliverable
- Understand the provisions for suspending work



# CHAPTER 3: PRECONSTRUCTION ACTIVITIES

## Section 3.3 Contractor's Quality Control Plan

### Why have it?

- Compliance with FHWA 23 CFR 637
  
- Standard Specification 105
  - Precast Materials
  - Embankment
  - Asphalt
  - Concrete
  - Steel (rebar, strands, beams, commercial inspection)
  
- Section describes the review and approval process of the Contractor's Quality Control Plan (QCP)
  - Checklist for items to be included in the QC Plan
  - Describes process for suspending Contractor work due to inadequate QC Operations



# CHAPTER 3: PRECONSTRUCTION ACTIVITIES

## Section 3.4 Dispute Review Board

- Guidance for the development and use of Dispute Review Board (DRB)
- Project Specific and Regional DRBs are used based on the project
  - Member Selection
  - Three Party Agreement
  - Meeting
  - Use of the DRB
  - Payment
- Request for Hearing
- Preparation for Hearing
- Recommendation of the Board and Acceptance/Rejection



# CHAPTER 3: PRECONSTRUCTION ACTIVITIES

## Section 3.5 Final Estimates Quality Review

- To provide consistent and quality practices statewide, section provides guidelines for checking and monitoring Final Estimates Process
  - Quality Assurance Reviews (QAR) – Performed by Resident office or CCEI staff
  - Quality Control Reviews (QC)- Performed by District Final Estimates Office (DFEO)
    - Used to determine effectiveness of Districts QC Plan
- Process Reviews - Performed by State Final Estimates Office (SFEO)
  - Address findings during the progress of the project; clarifies procedures when necessary
- Provides Final Estimates Guidelist
- Defines frequency of reviews



# CHAPTER 4: Consultant CEI Management

## Section 4.1 Administration of Consultant CEI Contracts

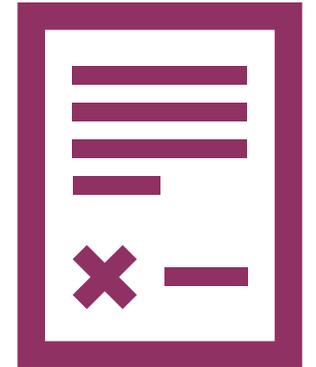
- Role of Consultant CEI
  - The authority of the CCEI's lead person, such as the Senior Project Engineer, and the Project Administrator shall be identical to the Department's Resident Engineer and Project Administrator respectively and shall be interpreted as such. Work through specific expectations for roles at pre-services meeting.
  
- Describes Pre-Service Phase through Final Evaluation



# CHAPTER 4: Consultant CEI Management

## Section 4.2 Consultant CEI Accountability

- Establishes procedures for the assignment of responsibility for CEI errors, omissions, or contractual breaches.
- Corrective actions for deficiencies
  - Consultant contract termination



## CHAPTER 5: PROJECT DOCUMENTATION

- **Project Diary**
- **Contractor Vehicle Registration**
- **Subletting of Contract**
- **Contract Wage Requirements**
- **Equipment Rental**
- **Utility Work**
- **Federal Aid Project Requirements**
- **Control of Materials**
- **Process Review of Construction Engineering & Inspection**
- **Verification Inspection & Testing**
  - W/ Flowchart
- **Final Estimates Documents**
- **Final As-Build Plans Process**
- **Plan Summary Boxes**
- **Field Records and Contractor's Certifications**
- **Final Measurements**
- **Earthwork Notes & Documentation**



# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.1 Project Diary

### ■ Daily Work Reports (Technicians)

- Lists items to be included each day
- One report per inspector, per day
- Be detailed and accurate – Can be looked at years later to help settle disputes

### ■ Diary (Project Administrators/Project Oversight)

- Used to review and approve DWR each day
- Ensure all operations are covered
- Don't just blanket approve DWRs in AASHTOWare Project Application (PrC)– do your own QC!



# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.5 Equipment Rental

- **Notification to PA in writing of intent to use rental equipment via Form No. 700-010-11**
- Technician **MUST** note any rental equipment on DWR under equipment and personnel
  - Does not include delivery equipment used by material suppliers when included in the cost of the material
  - With or Without an operator
  - Not a substitute for subcontractor agreements
- **PA will cross check any Notices of Rental Agreement with DWR for equipment/operator information**



# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.6 Utility Work

- **Monitoring, documenting and managing the installation and/or adjustments of utilities within construction projects**
- **When Utility Work is performed by the Contractor (UWHCA)**
  - Technician will oversee the work – coordinate with Utility Agency inspection
  - Technician will indicate the date work began and ended on a DWR and detailed notes regarding potential or found conflicting facilities
- **When Utility Work is performed by the Others**
  - **Required to follow FDOT Standards (Utility Work Schedules)**
    - Requirements different for Design-Bid-Build and Design-Build contracts
    - A Utility Permit is required, there are exceptions to this rule
    - An executed UWS is required – consult the Contractor
  - **Technician will document that the Utility Agency is performing work on the project and identify the location on his/her DWR.**
    - Utilities required to follow Utility Accommodation Manual & Permit

If conflict arises that impacts operations, escalate immediately. This is one of the most common problems in construction projects.



# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.8 Control of Materials

- **Buy America – steel or iron**
  
- **Methods of Acceptance**
  - Certification/ visual inspection/ sampling & testing
  
- **Defective Materials**
  - Review Article 6-4 of the Standard Specifications
  - Provide detailed notes on your DWR as to the deficiency
  - Materials Acceptance Resolution (MAR) in Materials Acceptance and Certification (MAC)
  - Engineering Analysis Report (EAR) guidance
    - flowchart



# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.11 Final Estimates Documents

- **This procedure covers responsibilities and methods for processing progress estimates and final estimates for payment to the Contractor**
  - Follow established cutoff dates and timetable associated with them
  - Preparation of Estimate
  - Retainage
  - Liquidated Damages
- **Provides guidance on the necessary Forms, Affidavits, and Records**
  - NTP, Construction Diary, Monthly Certifications, Final Plans, etc.
- **Documenting contract changes**
- **Partial payments**
- **Explanations of Overruns and Underruns**
- **Offer of Final Payment**



# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.12 Final As-Built Plans Process

- **A complete set of original digitally signed Contract Plans shall be maintained as the Final “As-Built” Plans for each project**
  - Includes all revisions, both design and construction, notes, etc.
- **Changes after Contract Award must be documented on the Final As-Built Signature Sheet(s) along with the digital /electronic signature**
- **Digital Signing, Sealing and Certifying for As-Built Plans**
- **Change to the Construction Contract**
  - All plan revisions must be incorporated into the Contract by change order
  - Minor revisions can be incorporated via Work Order, Section 7.4
  - Major changes require a Supplemental Agreement, Section 7.3
- **Marking Conventions have changed – make sure you review this Section to maintain compliance**
- **Examples of minimum requirements and Final “As-Built” Plans Flowchart available**



# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.12 As-Built Data Collection – NOT IN CPAM YET

- On Contracts let on or after January 1st, 2026, Pay Items, location, quantities, and APL numbers must be posted on Daily Work Reports (DWRs) in AASHTOWare Project (PrC) each day
- “Approved Product List (APL)”**
  - The PA is responsible for ensuring all APL data is entered into the Materials Acceptance and Certification (MAC) System (projects let prior to January 1, 2026) **or** AASHTOWare PrC (projects let on or after January 1, 2026) and the information is complete and accurate. It is required that APL data be entered at the time of installation. For projects let on or after January 1, 2026, APL data will be entered by the Inspector on the Daily Work Report (DWR)...

Item Posting Num	Contractor	Station/Location	Quantity Posted
1	F593598732 - ROADS, INC. OF NWF	30°26'12.4"N 84°16'31.1"W	8.000

**Contractor** \* ▾  
ROADS, INC. OF NWF (Prime) ▾

**Quantity Posted** ▾

**Location** ▾

**Station From** ▾

**Station From Plus** ▾

**Offset Type** ▾

**Offset Distance** ▾

**Station To** ▾

**Station To Plus** ▾

**Offset Type** ▾

**Offset Distance** ▾

**APL Items**  
1

**Attachments**  
0

**Units**  
SF

**Agency Views**  
None

**Measured** ▾

**Material Set** ▾

**Plan Sheet Page Number** ▾

**As Built Quantity** ▾

**Comments** ▾  
1 Detectable Warning installed in the location shown

CHAPTER 5: PROJECT DOCUM...



# CHAPTER 5: PROJECT DOCUMENTATION

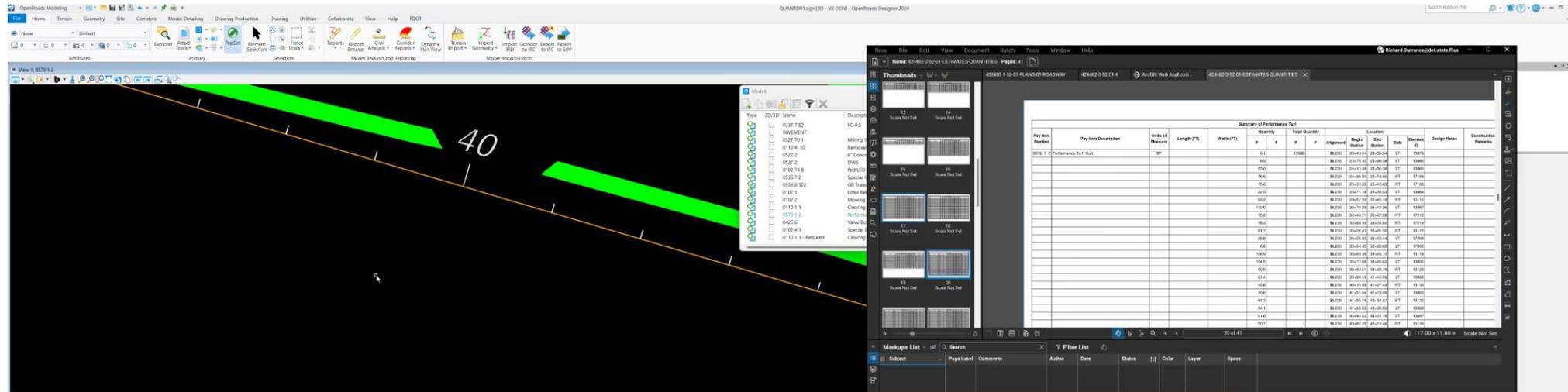
## Section 5.13 Plan Summary Boxes / Estimated Quantities Report

- The Plan Summary Boxes provide a method of documenting and substantiating final pay item quantities shown in Final Estimates.
- The Estimated Quantities Report was created to replace Plan Summary Boxes for NexGen Plans development. This is a standalone report that provides pay item information previously found in the Plan Summary Boxes and on plan sheets.
- The EOR is to provide quantities for the pay items shown in the Plan Summary Boxes/EQR Tables with .DGN or .DWG files for reference to support all quantities.
- All backup documentation for each pay item within a Summary Box will be submitted with the Final Signed & Seal As-Built Plans.
- The original EQR and any revisions will be uploaded into EDMS. It is not required to update EQR to create a “Final” Estimated Quantities Report or to Sign & Seal.
- Form 700-050-10, Pay Item Summary and Certification will be submitted with the Final Estimate Documentation.



# CHAPTER 5: PROJECT DOCUMENTATION

## DGN FILE SHAPES



Florida Department of Transportation

Summary of Pavement													
Pay Item Number	Pay Item Description	Units of Measure	Quantity		Total Quantity		Location					Design Notes	Construction Remarks
			P	F	P	F	Alignment	Begin Station	End Station	Location Description	Side		
								BROADWAY					
			437.86					CL-BROADWAY	498+67.90	502+45.05		LT/RT	244540
0337 7 82	Asphalt Concrete Friction Course, Traffic C, FC-9.5, PG 76-22	TN	48.71		707.19			SR972	207+21.07	210+40.49		RT	228781
			20.39					SR972	207+21.07	209+37.04		RT	228418
			14.7					SR972	207+21.07	210+40.49		RT	228816
			101.39					SR972	207+21.07	210+40.49		RT	228612
			12.84					SR972	208+18.04	210+40.49		RT	228811
			47.46					SR972	208+99.08	210+40.49		LT	228607
			22.26					SR972	208+99.08	210+40.49		LT	228776
			4.94					SR972	210+11.11	210+40.49		RT	228854
			0.03					SR972	210+38.33	210+40.49		RT	228358
			0.06					SR972	210+38.33	210+40.49		RT	228348
			30.03					CL-BROADWAY	495+16.15	495+97.56		LT/RT	287738
			35.68					CL-BROADWAY	495+97.55	498+67.90		RT	291808
			27					CL-BROADWAY	495+97.55	498+67.90		LT	291803
			74.16					CL-BROADWAY	495+97.55	498+67.90		RT	291633
			57.37					CL-BROADWAY	495+97.55	498+67.90		LT	291628
			210.17					CL-BROADWAY	498+67.90	502+45.05		LT/RT	244534
0350 30 13	Concrete Pavement For Roundabout Apron, 12 Depth	SY	245.54		245.54			CL-BROADWAY	499+63.98	500+47.29		RT	216161
0526 1 1	Pavers, Architectural, Roadway	SY	245.54		245.54			CL-BROADWAY	499+63.98	500+47.29		RT	216161
...													
...													
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# CHAPTER 5: PROJECT DOCUMENTATION

## Section 5.15 Final Measurements

- **Requirements and techniques for Final Measured, Plan Quantity, and Lump Sum documentation**
- **Final Measured**
  - Area Measurement Pay Items
  - Linear Measurement Pay Items
  - Volumetric Measurement Pay Items
  - Per Each Measurement Pay Items
- **Lump Sum with estimated quantity**
  - Adjusted if significant increase/decrease in quantity



# CHAPTER 6: CONTRACT PAYMENTS

## Section 6.1 Unpaid Bills Processing

- **Certification Disbursement of Previous Periodic Payments to Subcontractors, Form No. 700-010-38**
- **Notice of Non-payment from 1<sup>st</sup> Tier Subcontractor or Supplier**
  - Send a letter as shown in Guidance Documents to the Prime and inform DFEO
  - Does not apply to second, third, etc. tier subcontractors
- **Processing for Falsification of Payment to Certification**
- **“Good Cause” must be determined – consult with Resident Engineer**



# CHAPTER 6: CONTRACT PAYMENTS

## Section 6.2 Alternative Contracts

**Additional guidance for computing payments and preparing documentation for contracts/special provisions listed below.**

- Lane Rental Fees
- Damage Recovery (in addition to Lane Rental Fees)
- A+B Bidding
- No Excuse Bonus
- Liquidated Savings Contracts
- Design-Build
- Lump Sum
- Incentive/Disincentive
- Push-Button



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.2 Time Extensions

<b>Two Main Groups:</b>	
<b>7.2.4 Weather/Holiday/Special Event Related (relies on DWR)</b>	<b>7.2.5 Other Reasons</b>
<ul style="list-style-type: none"> <li>▪ <b>DWR MUST support the weather event</b></li> <li>▪ <b>DWR MUST support the duration of the weather event</b></li> <li>▪ <b>DWR MUST support the duration of recovery days due to weather</b></li> <li>▪ <b>DWR MUST itemize the Controlling Items of Work affected</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Additional Work</b></li> <li>▪ <b>Delay</b></li> <li>▪ <b>Added by Supplemental Agreement, work order, time extension letter</b></li> </ul>

# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.2 Time Extensions (continued)

### Weather Days (7.2.4)

- **Controlling Items of Work** must be delayed 50% or more of the day
- Based on Work Plan or CPM Schedule
  - Contractor does NOT have to mobilize/show up – let's discuss
  - Judgment calls sometimes required (e.g. FC-5 paving during colder temps)
- Work has started on the project
- Weather Letter
- The PA is directly responsible for accurately documenting weather data for each project (I.e. contractor does not need to request weather days but communication on weekly progress meeting is helpful)

### Holidays and Special Event Days (7.2.7)

- Request to waive Temporary Suspension of Work must be submitted 10 days in advance for review and written approval
- **Controlling Items of Work** must be delayed 50% or more of the day
- Based on Work Plan or CPM Schedule



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.2 Time Extensions (continued)

### Time Extensions for Extra Work or Delay

- Compliance with Specification Section 5-12 and 8-7
- The critical path must be negatively affected
  - Extra Work – time impact is likely to be negotiated as part of SA for additional work
  - Delay - Contractor must submit initial time extension request within 10 days of the commencement of the delay and final time extension request within 30 days of the elimination of delay
  - Determination of time extension will likely require CPM analysis
  - Contract Time reduction – Supplemental Agreement or Work Order
- Sample Letters at the end of Section 7.2
- Contract authority for granting time – Contract Modifications presentation
- Contractor's Time Extension Request, Form No. 700-010-56
- Federal-Aid participation – Delegated or PODI



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.3 Supplemental Agreements And Unilateral Payments

**A Supplemental Agreement (SA) is used for the following:**

- Clarify Plans/ Specifications
- Used for Extra or Unforeseen Work
- Used to settle Disputes or Claims (must be used to resolve certified claims)
- Quantity Overruns (used to adjust pay item quantities)
- Project Limit Extensions (must meet threshold)
- Price adjustment for increase (125%) or decrease (75%) of Major Item of Work
  - Increase applies to quantity above 125%
  - Decrease applies to entire pay-item quantity
  
- **Federal Aid participation representative samples**
- **Requires Certification of Funds from Comptroller**
- **Detailed DWR is VITAL to settle disputes /claims**



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.3 Supplemental Agreements And Unilateral Payments

**A Unilateral Payment is used for the following:**

- The Contractor agrees to perform work at a cost but refuses to execute SA timely
- The Contractor and the Department cannot agree on cost, refusing to execute SA
- Department's discretion



# CHAPTER 7: CONTRACT MODIFICATIONS

Daily Record of Extra Work Site Source Record **Form No. 700-050-58**

**Best Practice to resolve disputes**



**Complete in duplicate and give one copy to the Contractor at the end of each day**

Labor

Equipment

Material

700-050-58  
CONSTRUCTION  
06/17

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DAILY RECORD OF EXTRA WORK  
SITE SOURCE RECORD**

Date \_\_\_\_\_

Financial Project ID No. \_\_\_\_\_

Road No. \_\_\_\_\_ Work Order No. \_\_\_\_\_

NOTE: Report Prime, Sub, and Subordinate Sub work effort on separate sheets.  
 Prime       Subcontractor       Subordinate Subcontractor

Description of Work Done this Date:  
 \_\_\_\_\_

LABOR			
NO.	POSITION	TOTAL HOURS	RATE

EQUIPMENT			
NO. UNITS	KIND	TOTAL HOURS	RATE

MATERIAL USED		
QUANTITY	KIND	RATE

Inspector \_\_\_\_\_ Signature \_\_\_\_\_

Foreman \_\_\_\_\_ Signature \_\_\_\_\_

NOTE: This record to be made in duplicate, one copy to be retained by the Contractor and one copy attached to the Cost Estimate for Increase, Decrease or Alteration in the Work (Form 700-050-59) for each Work Order.

# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.3 Supplemental Agreements and Unilateral Payments

- **Funds must be encumbered prior to a Notice to Proceed for work is given to the Contractor- SA does not need to be executed**
  
- **HB 1681 - No need for SA on quantity overruns**
  - Original Contract Amount of \$5 million or less – 2.5% Allowable Unencumbered Overruns Amount (still good practice to encumber prior to exceeding contract amount)
  - Original Contract Amount over \$5 million requires encumbrance of funds necessary to cover overruns of that work that would cause the contract to overrun
  - Requires diligent “book-keeping”



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.3 Supplemental Agreements and Unilateral Payments

### ■ Supporting documentation for SA's and Unilateral Payments

- Entitlement Analysis and Engineer's Estimate
  - see Guidance Document 7-3-A
- Daily Work Reports
- Letters
- Statewide Averages / Invoices / Quotes
- Blue Book Rental Rate sheet(s)
- Certified Payrolls for labor rates
- Letter indicating Contractor's Labor Burden percentage
- Project Schedule
- Contract documents



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.4 Contingency Supplemental Agreements and Work Orders

- **Initial Contingency Amount Pay Item set up prior to NTP**
  - Allows for “contingencies”, i.e., unforeseen work/ added work to be added via work order because this funding is already established and encumbered
  - Initial Contingency Amount Pay Item (999-25)
  
- **Contingency Supplemental Agreement (CSA)**
  - Replenishes the initial contingency
    - Typically when 50% of initial contingency is authorized for payment
  - Contingency SA Amount Pay Item (9992-21)
  - Maximum amount based on initial contingency limiting amount
    - Typically \$50,000 or \$150,000 based on contract value above or below \$5M
  - Certification of Funds Availability
  - No additional contract time can be added by CSA



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.4 Contingency Supplemental Agreements and Work Orders

- **Work Orders**
  - Used to document additional work or changes with some restrictions.
  - Used for Specification changes, Regional DRB payment and
  - Time Extensions
  - DCE Memo implementation
  - Document Plan Revisions
  - Restrictions
    - Don't use for normal overruns at contract unit prices
    - Don't use for settlement of certified claims (can be used for NOIs – ensure you document)
    - Don't use to reconcile previous unilateral payment
    - Don't use to add pay items to project
    - Project limit extension...maybe



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.4 Contingency Supplemental Agreements and Work Orders

- **Work Orders**
  - Justification similar to Supplemental Agreement
    - Description and Reason
    - Entitlement Analysis and Engineer's Estimate
  - Be sure you have enough remaining funds before executing a WO. Diligent record keeping is a must!
  - Reason code must be the appropriate one
    - i.e. DCE Memos
    - Declared Emergencies
  - Negative Work Orders - document deletion of work on a LS project or LS item in bid project
    - Negative monthly estimate
  - Can be executed at project level



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.5 Construction Contract Claims

- Recognition
- Claims involving a Utility
- Documentation
- Claim File
- Analysis of Claim Package
- Entitlement Analysis
- Extent of Compensation
- Claim Settlement
- Claim Denial/Appeal
- SCOC – Not In CPAM

Guidance Documents and Sample Letters at the end of section 7.5



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.6 Outlines Contracting for Governor Declared Emergencies

- Emergency Contracts
  - H-Contract – used in emergency to perform recovery work
  - Form 375-040-61, SA, Unilateral Payment, Work Order
  
- Governor Declared Emergencies -
  - Damage to project (pre/post inspection)
  - Time Extensions/Modification of a No Excuse Completion/Milestone/Incentive contract due to declared emergency
  - Compensation for idle labor/equipment due to shutdown related to declared emergency



# CHAPTER 7: CONTRACT MODIFICATIONS

## Section 7.7 Payment and Recovery of Property Damage Costs

- **Repair Costs associated with damage to existing property or newly installed materials caused by known or unknown third parties**
  - Articles 4-4, 7-11, 7-14 of Standard Specifications identify determination of cost
  - Third party damages are not FHWA participating
  
- **Recovery of Property Damage Claims**
  - Initiated by the Resident Engineer / Operations Center Engineer
  - General Counsel Procedure 225-085-002 outlines the process for Submission and Recovery of Property Damage Claims



## CHAPTER 8: ADMINISTRATIVE REQUIREMENTS

- **Environmental Permit Compliance**
- **Operation Within Railroad Right-of-Way**
- Shop & Erection Drawing Process
- Contract Delinquency
- Contract Default
- Contractor Non-Responsibility For Construction Contract
- State Arbitration Board
- Contract Termination
- Noise & Vibration Abatement
- Contractor-Initiated Submittals
- **Locally Funded Agreements**
- Pipe Inspection, Evaluation & Repair
- Value Added Features

# CHAPTER 8: ADMINISTRATIVE REQUIREMENTS

## Section 8.2 Environmental Permit Compliance

- To ensure effective compliance within all areas of environmental concern during construction projects
- Early coordination with District Environmental Administrator and staff.....KNOW the permit requirements!
- Accurately document non-compliance issues in detail on the DWR
- Use CPPR to obtain compliance if necessary



# CHAPTER 8: ADMINISTRATIVE REQUIREMENTS

## Section 8.3 Operation Within or encroaching the Railroad Right Of Way

- Advanced notification for work within rail ROW and to announce flagman services no longer needed. Should be corresponding plan notes to contractor for flagger needs
- Liability insurance – Verify secured law. Section 7-13 of Standard Specifications. Needed to schedule flaggers
- Reporting
  - Rail operations & flagman services on DWR – weekly to Rail office
  - Notice of Utility Construction Work, Form No. 700-010-48 (Work by railroad forces & their contractors on reimbursable terms)



# CHAPTER 8: ADMINISTRATIVE REQUIREMENTS

## Section 8.10 Noise and Vibration Abatement

- Involvement by Technician, PA and RE
  - Technician uses Inspection QA Guidelist
  - Early coordination and plan of action to adhere to Section 108 of the Standard Specifications
    - Weekly noise report submittals
    - Vibration monitoring - advanced discussions and monitoring placement
- 
- ✓ REVIEW YOUR CONTRACT
  - ✓ Be aware of local ordinances
  - ✓ Know time limitations in the project and the nature of activities that might generate noise and/or vibration
  - ✓ Discuss complaints with your PA
  - ✓ Document the nature of the complaint, name/address of person complaining, area affected by the problem and type of operation generating noise and/or vibration on your DWR



# CHAPTER 8: ADMINISTRATIVE REQUIREMENTS

## Section 8.11 Contractor Initiated Submittals

- Request for Information (RFI)
- Request for Modification (RFM)
- Request for Correction (RFC)
- Cost Savings Initiative Proposal (CSIP)
- Voluntary Acceleration (VA) by the Contractor



# CHAPTER 8: ADMINISTRATIVE REQUIREMENTS

## Section 8.12 Locally Funded Agreements

- Legally binding agreements, between the department and one or more parties.
- Have your local agency sign off on quantities
  - ✓ REVIEW YOUR CONTRACT
  - ✓ Review contingency
  - ✓ Work for under LFA has its own FM number and funding source
  - ✓ Not easy to overrun or execute work orders on.



# CHAPTER 8: ADMINISTRATIVE REQUIREMENTS

## Section 8.13 Pipe Inspection, Evaluation And Repair

- Standard procedures for consistent review of all post-installation pipe inspections
- PA is responsible for report evaluation, and this section provides clear areas of non-compliance or defects to look for
  - Contractor to provide certification statement that laser profiling and measurement technology is in compliance with Department's calibration criteria
  - Contractor to provide Department with video images that are clear, easy to review and correctly identified
  - Repair guidance for cracks, joints, defects
    - Pipe Repair Matrix on state construction website contains acceptable repair methods



# CHAPTER 9: Maintenance of traffic

## Section 9.1 Maintenance Of Traffic

Establishes a uniform standard for inspection and review of Maintenance of Traffic (MOT) operations used in Construction Projects



# CHAPTER 9: maintenance of traffic

## Section 9.1 Maintenance Of Traffic

### ■ Departments Traffic Control Plan is in Plans set – STUDY IT PRIOR TO NTP

- ✓ At Pre-Con, Contractor must furnish a letter stating he will be utilizing the Department's plan or substituting an alternate TCP
- ✓ Discuss at the Pre-Con
  - Selection of Traffic Control Plan
  - Traffic Safety
  - Work Site Traffic Supervisor (WTS) responsibilities
  - Contractor's work notification to the Engineer
  - Changes to the TCP
  - Independent Channelizing Device Supplier
  - Sign installations and removal/covering of existing signs
  - Installation and removal of pavement markings
  - Crash reporting
  - Night Work
  - Motorist Awareness System
  - Flaggers
  - Work zone clearances
  - Inactive Work Zones
  - Portable, changeable message boards
  - Proper use of Traffic Control Law Enforcement Officers
  - Proper use of Speed Control Law Enforcement Officers
  - Pedestrian and ADA accommodations – including proper closure of sidewalks in a construction area

## CHAPTER 9: maintenance of traffic

### Section 9.3 Work Zone Traffic Incident Evaluation and Reporting

- Any traffic crash occurring in the Work Zone must be reported to the PA
- Form No. 700-010-64, Engineers MOT Evaluation at Crash Site, is completed by the PA or delegate
- If MOT devices may have contributed to the crash, Contractor must make the necessary changes
- Proposed changes to Traffic Control Plans must be approved by both PA and RE



## CHAPTER 10: STRUCTURES

- Piles
- Prestressed/ Precast Concrete Components
- Concrete Construction
- Paint & Asbestos Removal, Handling & Disposal
- Drilled Shafts
- Underwater Bridge Construction Inspection
- Post Tensioned Bridges
- Auger Cast Piles
- Structural Steel & Miscellaneous Metal Components
- Bridge Construction Issues that Must Involve Office of Construction Staff
- General Structures Construction Issues
- Foundations on Design-Build Projects



# CHAPTER 11: Asphalt

## Section 11.1 Asphalt LOT Documentation

- Guidelines for asphalt LOT documentation related to the daily measurement and documentation of bituminous quantities

## Section 11.2 Asphalt Mix Temperature Control

- This Section provides a uniform procedure for acceptance of asphalt mix, based on temperature, for both the Plant and Paving Technician on projects

## Section 11.3 Categorizing Asphalt and Other Base Courses

- This describes how asphalt and base courses are categorized; i.e. Superpave types, tonnage pay items, square yard pay items, cubic yard pay item, friction courses, composite base, optional base (limerock)



# CHAPTER 11: Asphalt

## Section 11.4 Adjustments

- This establishes uniform instructions for keeping accurate records of final Asphalt Pay Items that include Composite Pay Factor (CPF) adjustments, thickness and spread rate and Bituminous adjustments.
- Very important to work with CSS, DFEO, PA, and inspectors prior to operations

## Section 11.5 Testing and Correcting Asphalt Pavement Surface Deficiencies

- This Section provides a procedure for ensuring the last structural layer meets applicable straightedge requirements before friction course application

## Section 11.6 Document Multi-Fin Projects in One Contract

- How to calculate and document quantities of the same pay item that appear on multiple FM numbers under one contract for DBB, DB, and lump sum projects



# CHAPTER 11: Asphalt

## Section 11.7 Asphalt Construction Information for CQC

- Department's role when reviewing contractor CQC, waste asphalt quantities, and processing Resolution Reports for Asphalt Concrete, Gradation, and Density Cores

## Section 11.9 Salvage of Materials

- The documentation requirements for excess or salvaged material delivered to the project and delivered to a Maintenance yard



# CHAPTER 12: Project Closeout

## Section 12.1 Project Closeout

### ■ PARTIAL ACCEPTANCE

- Section 5-10 of Standard Specifications
- Contractor will not be responsible for the maintenance of sections accepted work

### ■ FINAL INSPECTION (per Section 5-10 of Standard Specifications)

- Include maintaining unit / agency
- If bridge structures are included, coordinate with the District Structures Maintenance Engineer
- A list of remedial work will be furnished to the Contractor and must be completed before final acceptance

### ■ FINAL ACCEPTANCE

- Constructability Grade – Coordinate with Design PM throughout project



# CHAPTER 13: performance ratings

## Section 13.1 Contractor's Past Performance Rating

- Key Items – 9 Categories
- Maximum Capacity Rating – Admin Rule 14-12 F.A.C.
- Provide a copy of criteria to the Contractor at the Pre-con
- Interim performance ratings
- Explains the use of DWL and DL
- Communication is key (Discuss use of VW)
- DCE has the final say if appealed by the contractor- No DRB

*Sample letters and Flow Chart at the end of section*



# CHAPTER 13: Performance ratings

## Section 13.2 Constructability Grades

### Collaborate with design partners

#### ■ Consultant Designed Projects

- Professional Services Consultant Work Performance Evaluation, Procedure No. 375-030-007
- Constructability Evaluation, Form No. 375-030-08Z

#### ■ In-House Designs

- Constructability Evaluation, Form No. 375-030-08Z

#### ■ Design-Build Projects – Upload in coordination with District Office/ CO

- Professional Services Consultant Work Performance Evaluation, Procedure No. 375-030-007
- Design-Build Performance Evaluation Form No. 700-011-30

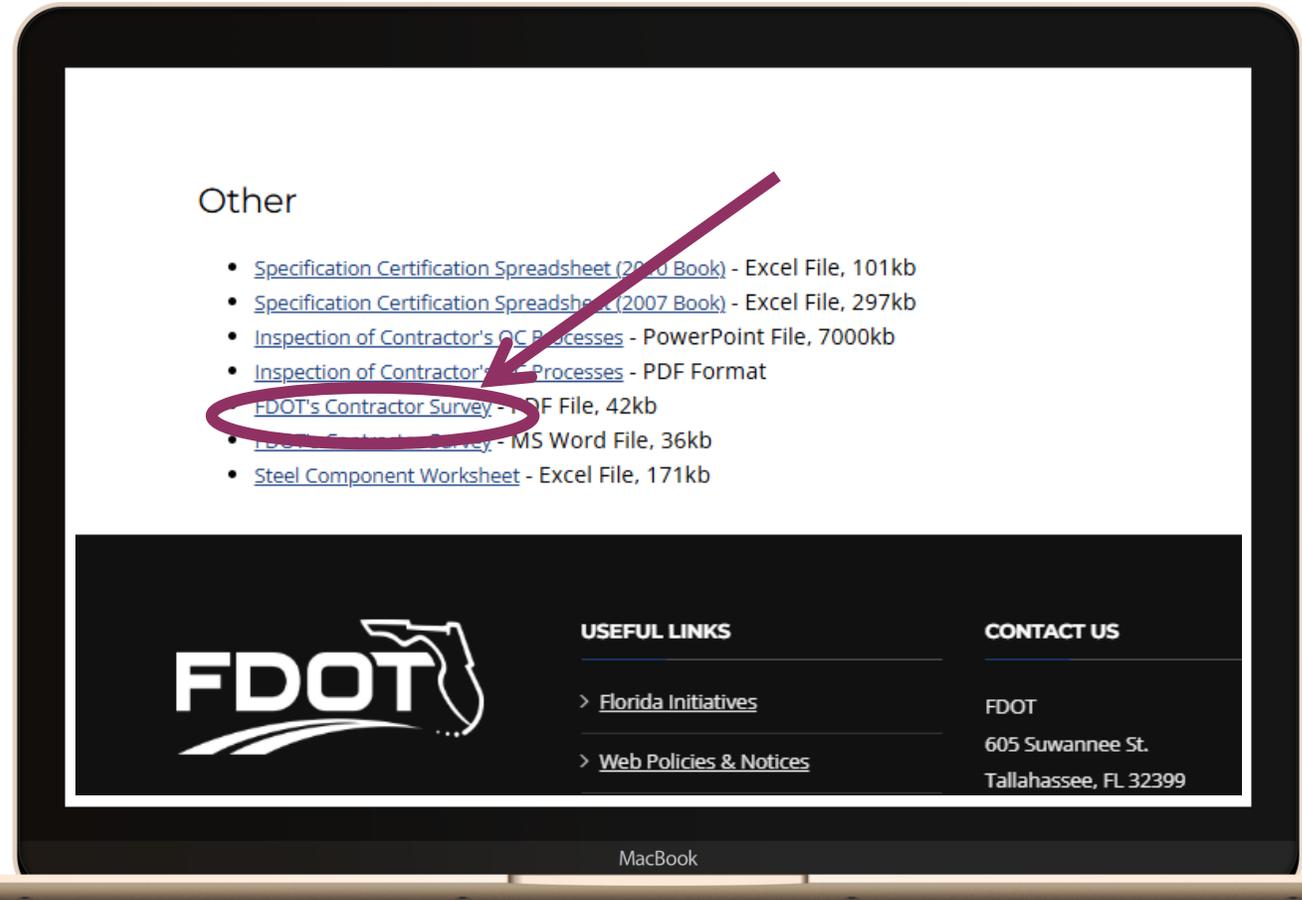


# CHAPTER 13: Performance ratings

## Section 13.3 Contractor Survey

Project Administrator will mail a copy of the Contractor Survey with the Final Acceptance Letter **ON ALL CONSTRUCTION PROJECTS!**

<https://www.fdot.gov/construction/download/downloadpage.shtm>





**THANK YOU!**