

CONTRACT ADMINISTRATION PROJECT GUIDE

START PROJECT DEVELOPMENT PERIOD

- 1** Work with your local Agency Liaison to make sure the project agreement is completed and accepted.
- 2** Assure the project design addresses all the project's elements & matters of concern. Refer to Section 36, Acceptance of Project.
- 3** Identify potential additional anticipated work items to include in the Project Authorization. Refer to Section 5 Project Authorization.

GO TO PHASE 1 PRE-CONTRACT PERIOD

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- 4** Prepare the project site for review by prospective bidders. Assure that logs and reports are available for review. Refer to Section 6, Examination of Project Site or Data by Bidders.
- 5** If an addendum may be issued, consult with others. The AM must request addendum issuance. Refer to Section 6, Examination of Project Site or Data by Bidders.
- 6** After bid opening, develop the project CE budget. Refer to Section 5 Project Authorization.
- 7** Review for potential unbalanced bid items. Refer to Section 7, Evaluation for Unbalanced Bids.
- 8** Survey project area & ready it for Contractor. Refer to Section 20, Construction Surveying/ Monumentation.
- 9** Assure that staffing & other resources are adequate to properly administer contract. Refer to Section 1, Odot Organization.
- 10** At complete contract execution, contact the Construction CA Unit for further instruction. Refer to Section 8, Award & Execution of Contract and Section 5, Project Authorization.

GO TO PHASE 2-1 FROM CONTRACT BEGIN TO 1ST NOTE.

PHASE 2-1 CONTRACT BEGIN TO 1ST NOTE

- 11** Establish key contact person's identity.
- 12** Work with CAE to arrange a Partnering Workshop if necessary. Refer to Section 11, Before On-Site Work Can Begin.
- 13** Establish & maintain communication with Project Superintendent. Refer to Section 9, Responsibilities of PM & Section 10, Superintendence by Contractor.
- 14** Set up appropriate project files. Refer to Section 12, Project Records.
- 15** Share needed quality documentation info w/Contractor. Identify info needed to justify quantities of work performed. Identify times for RAS to review project documentation. Refer to Section 12-B, Quality & Section 12-D, Quantities.

- 16 Hold Pre-Construction Conference within 30 days of Notice to Proceed or as agreed. Assure acceptable schedules & plans are submitted. Develop lump sum pmt schedules. Refer to Section 11, Before On-Site work can begin.
- 17 Assure subcontracts or requests are submitted and consented to before the affected work starts. Refer to Section 14, Subcontracts.
- 18 Approval of training programs & trainee(s). Preparation of payment justification source document. Refer to Section 18, Affirmative Action Programs.
- 19 Issue Weekly Statements of Contract Time Charges when stated in the contract. Refer to Section 13, Contract Time.
- 20 Share survey info or perform surveying as needed. Refer to Section 20, Construction Surveying/Monumentation.
- 21 Issue First Notification when project work starts. Refer to Section 13, Contract Time.

GO TO PHASE 2 FROM 1ST NOTE TO 2ND NOTE

PHASE 2-2 1ST NOTE TO 2ND NOTE

- 22 Assure that the following are accomplished:
 - a. Daily project information is recorded on the Daily Progress Report or in the Project Manager's Diary. Refer to Section 12-A/Daily Reports/Diaries.
 - b. Erosion Control Reports are completed & the project is erosion and sediment control inspections are conducted. Refer to Section 12-A/Daily Reports/Diaries.
 - c. Daily TP & DT Reports are completed. Refer to Section 12-A/Daily Reports/Diaries.
 - d. Before materials are produced Manager material quantities are calculated & agreed upon. Refer to Section 23, Quantities of Materials to be Produced.
 - e. Required inspection will be conducted on materials manufactured away from the project site. Refer to Section 9, Responsibilities of Project Manager and Section 22, Sources of Materials.
 - f. All permit requirements are obtained & complied with. Refer to Section 21, Permits.
 - g. All Required materials quality documentation is provided before being used & info is entered in the Test Summary. Refer to 00165.70 of the Contracts and Section 12-B, Quality.
 - h. Premium quality or non-specification material price adjustments are calculated & assessed. Refer to Section 12-C, Quality Price Adjustments.
 - i. Quantities of work performed are measured & source documents are prepared before payment is made. Enter payments continually throughout each pay period. Refer to Section 12-D, Quantities & Section 25, Payments to Contractors/Retainage.
 - j. All employee, subcontractor & appropriate operator payrolls are submitted. Refer to contract and Section 19, Labor Compliance.
 - k. Records showing OJT accomplishments are submitted when/if necessary. Refer to Section 18, Affirmative Action Programs.

l. Monthly Employment Utilization Reports are submitted when/if necessary. Refer to Section 18, Affirmative Action Programs.

m. Contract plan changes are recorded so they will be shown on the As-Constructed Plans submitted at the end of the project. Refer to Section 12-H, As-Constructed Plans.

n. Project change information is recorded & included in the PM's narrative Report submitted at project end. Refer to Section 37, Submittal of Final Project Documentation.

- 23** Obtain approvals & issue change orders before the affected work starts. Refer to Section 15, Change Orders.
- 24** If Extra Work to be performed on a force account basis is ordered, record daily info on a Daily Force Account Record. Refer to Section 12-G, Extra Work Performed on a Force Account Basis.
- 25** A Commercially Useful Function review is performed for each Disadvantaged Business Enterprise business involved. Refer to Section 18, Affirmative Action Programs.
- 26** Process payments for work performed or supplied materials throughout the end of each pay period. Refer to Section 25, Payments to Contractors/ Retainage & Section 12-F, Materials Stored or On Hand.
- 27** Resolve any payment situations. Refer to Section 19, Labor Compliance & Section 26, Prompt Payment / Claims against Contractor's Bond.
- 28** Monitor project costs. If necessary, obtain proper approval for the additional funding before allowing the additional work to be done. Refer to Section 5, Project Authorization.
- 29** Require updates to project schedules as required by Section 00180.41 of the contract. Refer to Section 11, Before On-Site work can begin.
- 30** If a release for retainage for a subcontractor is requested, comply w/Section 37, Submittal of Final Project Documentation.
- 31** When construction is 50-75% complete, confer with the Project Team to assure that project intent is being fulfilled & special concerns are being addressed. Refer to Section 36, Acceptance of Project.
- 32** Assess liquidated damages if contract work is not completed within specified contract time. If a specified completion date is stated, start issuing the Weekly Statement of Contract Time Charges when the specified completion date passes. Refer to Sections 00180.50 & 00180-55 of the contract, Section 13, Contract Time and Section 25, Payments to Contractors/Retainage.
- 33** If work is suspended w/approval issue orders to suspend and resume work & contract time adjustments through contract change order. Refer to Section 13, Contract Time.
- 34** If the Contractor requests adjustment of contract time, act on the request as described in Contract Time, Section 13 of this manual.
- 35** If there are work disagreements, resolve the disagreement according to Section 00199 of the contract. Refer to Section 27, Disagreements, Disputes and Claims.

- 36** If there are work delays beyond the contractors control, address the contract time and cost appropriately. Refer to Sections 00180.60 & 00199 of the contract; Section 13 Contract Time; Section 15, Change Orders/Force Account/Work by Public Forces; Section 24, Work done by Utilities and Railroads & Section 27, Disagreements, Disputes and Claims.
- 37** Assure that Project Documentation is reviewed as planned and required. Take action to correct deficiencies. Refer to Sections 12-B, Quality and Section 12-D, Quantities.
- 38** Assure proper, timely completion of contract work. Seek guidance as needed. Refer to Section 9, Responsibilities of PM.
- 39** Complete Prime Contractor Performance Evaluations as required, Refer to Section 34, Contractor Performance Evaluation.
- 40** When project work is nearly complete, PM will review, with input, to assure the project will function properly and no improper materials or construction are evident. Refer to Section 36, Acceptance of Project.
- 41** When contract work is determined to be complete, issue Second Notification. Refer to Section 13, Contract Time.

GO TO PHASE 3 SECOND NOTE TO PROJECT END.

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- 42** Insure method is developed to assure all cleanup and repair work is done. After being notified the project is complete, review & notify Contractor of remaining work. Refer to Section 36, Acceptance of Project.
- 43** Assure landscaping establishment work is properly accomplished. Refer to Section 39, Landscape Establishment Periods.
- 44** Compile all required final project documentation, assure the documentation is reviewed as required, and submit final documentation, w/recommendation of acceptance. Refer to Section 37, Submittal of Final Documentation.
- 45** When all on-site work is completed, the PM must initiated project acceptance recommendation for AM. Refer to Section 36, Acceptance or Project.
- 46** After all work & requirements are complete, Third Notification is issued, Refer to Section 40, Third Notification.
- 47** Resolve disagreements as specified in Section 00195.95. Refer to Section 38, Contractor Disagreement with Final Quantities or Payment.

END OF PROJECT