



Contract Administration Breakout Session



Project Documentation

- **Project Documentation**
 - **Project Daily Reports (Diaries)**
 - **Project Correspondence**
 - **Minutes to Project Meetings**



Role Changes

- **QC/QA**
- **Supplemental Agreement Approval**
- **Active Claims**
- **Final Claims**



Process Review Audits

- **Performed by the CCU Two Times Per Year**
- **One Project Is Selected From Each RE's Office for Each Review Cycle**
- **Checks Are Made Using HICAMS and CCU Files**
- **Purpose: Improve Compliance With Contract Documents and Business Processes**



Monthly Estimates

- **Submission Time**
- **Overrun / Underrun Amount**
- **Estimated Completion Date**
- **Anticipated Revised Completion Date**
- **Mobilization**
- **Prepayments**
- **Pay Factors**
 - **Asphalt Penalties**
 - **Seeding Incentives**



Monthly Estimates

- **Liquidated Damages**
 - **Notify Contractor Prior to Assessment**
 - **Provide Comments Regarding Assessment**
 - **Apply All Time Extensions**
 - **Standard Reports**
 - **Schedule of Assessment**
 - **Do Not Wait Until the End of the Project**
 - **Intermediate Completion Times**



Final Estimates

- **Preparation Begins When Construction Begins**
- **Designate a Set of Plans for Changes**
- **Ticket and Pay Record Books Should Be Checked and Verified in HiCAMS as Soon as Practicable**



Final Estimates Resident Engineer

- **100% Check**
- **Enter Acceptance Date in HiCAMS**
- **Verify Final Quantities**
- **Check Material Prepay Balances**
- **Price Adjustment Recommendations (PARs)**
- **Failing Samples**
- **Field Inspection Reports**
- **Failing Densities**



Final Estimates

Resident Engineer

- **DBE Payment Summary**
- **Forward Estimate in HiCAMS Prior to Sending to Division**



Final Estimates

Division Engineer

- **Status of Final Estimate Report**
- **Minimum 25% Quality Assurance Check**
- **Notification of Final Quantities and Apparent Liquidated Damages**
- **Forward Final Estimate in HiCAMS prior to Sending Assembly to CCU**



Final Estimates

- **Final Estimate Assembly**
 - Transmittal Letter
 - DBE Summary and Documentation
 - Contract Time Extension Report
 - Liquidated Damages Report
 - Contractual Overrun Calculation Sheets
 - As-Constructed Plans



Final Estimates

- **Final Estimate Assembly**
 - **Supporting Documentation**
 - Pay Record Books
 - Ticket Books
 - Computer Earthwork Computation Sheets
 - Supplemental Agreements (time granted)
 - Active Claim Forms
 - Project Diaries
- **Submission Time**



Design-Build Finals

- **As-Constructed Plans**
- **Supporting Documentation**
 - Letter
 - Pay Record Books
 - AC and Fuel Adjustment Calculations



Notification of Final Quantities

- **Notify Contractor After Division Check**
 - What's Stated in the Letter, Is What We Pay
- **Follow the Example Letter**
- **Attach Copy of Estimate to CCU Copy**



Pro Rata Calculations

- **Provide Calculations for Each Contract Time that has Overrun**
- **Supplemental Agreements that Grant Time**
- **Standard Report**



Contract Time Calculations

- **Contract Time and ICTs**
- **SAs**
- **Claims**
- **Pro Rata**
- **Winter Weather**
- **Standard Report**
- **Seasonal Limitations**
 - **Waive Damages, Do Not Extend Time**



Claims

- **Timely Resolution**
- **Active Claim Process**
- **Final Claim Process**
- **HiCAMs Upgrades**



Closeout Conferences

- **When to Schedule**
- **Purpose**
- **Attendance**
- **Desirable Results**
- **Total Resolution**
- **Partial Resolution**



Project Progress

- Letter of Concern



Project Guarantees

- **The Process**
- **Final Review**
- **Applicable Corrective Work**
- **Differences in Guarantees and Warranties**
- **HiCAMs upgrades**

Project Guarantees



HICAMS - [testcona]

File Edit Functions Inquiries References Admin Tools Window Help

Review Contract Details (C201537)

Contract: C201537 Contractor: APAC - ATLANTIC, INC. THOMPSON ARTHUR Status: Activated

Description (nickname): I-40/85 Resurfacing '06

General Routes/Counties Staff Goals Dates Financials Status Completion CCU Log M&T Status History

Nickname: I-40/85 Resurfacing '06 Bid Amount: \$4,173,734.46

Location: I-40/85 FROM MP-140.83 TO MP-145.66 Contract Type: Surfacing/Resurfacing

Contractor: 4315 - APAC - ATLANTIC, INC. THOMPSON ARTHUR DIV WBS: 38183.3.1

Fiscal Vendor #: 37746 Federal Aid Number: IMS-40-3(102)141

Physical Len: 4.83 Miles - English Spec Year: 2002

Comment:

Step By Step 100% State Funded

Railroad Insurance A Plus B

No Plan Blanket Consent

Seed Mulch Incentive

TIP

I-4713

Project Guarantee

Guarantee: 12 Months Expires: 11/07/2007

Provisions Fulfilled: 00/00/0000

By:

Activate Indicators Warranties

Ready



Records Retention

- **Submission of Records**