

CHAPTER 2 CONTRACT ADMINISTRATION

2.00	PROJECT ORGANIZATION-----	2-1
2.01	AUTHORITY OF ENGINEER -----	2-1
2.02	RESPONSIBILITY OF PROJECT ENGINEER -----	2-1
2.03	DELEGATION OF RESPONSIBILITY -----	2-1
2.10	PRECONSTRUCTION-----	2-2
2.11	PRECONSTRUCTION CONFERENCE -----	2-2
	Discussion Items -----	2-2
	Scheduling the Meeting-----	2-2
	List of Discussion Topics -----	2-3
	Administrative Details -----	2-3
	Project Details-----	2-5
	Utilities and Law Enforcement Attendance -----	2-5
2.12	HAUL ROADS -----	2-6
	Designation Policy -----	2-7
	Establishment of Haul Road-----	2-7
	Pre-Use Survey-----	2-9
	Haul Road Maintenance – Restoration -----	2-9
	Fugitive Dust -----	2-9
	Winter Suspension of Haul Road Use -----	2-10
	Revocation -----	2-11
	Haul Road Reimbursement Procedure -----	2-11
	Control of Fugitive Dust on Local Roads that are not Designated Haul Roads -----	2-12
2.13	STREAM CROSSINGS-----	2-12
	Permanent Structures - "Iowa Department of Natural Resources Notification of Completion of Construction" (DNR Form 37) -----	2-12
	Temporary Stream Crossings-----	2-13
2.14	WATER REGISTRATION AND PERMIT -----	2-13
2.15	WORKING & SHOP DRAWING – SUBMITTAL & REVIEW -----	2-13
2.20	CONTRACT ADMINISTRATION -----	2-15
	Forms & Reports - Prepared by Contractor -----	2-15
	Forms & Reports - Initiated by Contractor, Prepared by Project Engineer -----	2-15

2.21	OCCUPATIONAL SAFETY AND HEALTH -----	2-15
2.22	EQUAL EMPLOYMENT OPPORTUNITY (EEO) -----	2-16
2.23	TRAINING PROGRAMS -----	2-18
2.24	DAVIS-BACON WAGE REQUIREMENTS -----	2-19
	“Certified Transcript of Labor Payroll” -----	2-19
	Project Engineer’s Involvement -----	2-27
	Supplemental Wage Rates -----	2-30
2.25	SUBCONTRACTS -----	2-30
	Subcontract Request And Approval -----	2-30
	Subcontractor - Disadvantaged Business Enterprise (DBE) -----	2-33
	Subcontractor - Traffic Control -----	2-37
	Prompt Payment to Subcontractors -----	2-37
	Certification of Subcontractor Payment -----	2-37
2.26	USE OF EXCESS PROPERTY OR HIGHWAY RIGHT-OF-WAY -----	2-38
	Contractor’s Use of Excess Property -----	2-38
	Contractor’s Use of Borrow Pits for Temporary Plant Sites -----	2-38
	Obtaining a Lease Agreement -----	2-38
	Contractor’s Use of Highway Right-of-Way -----	2-39
2.27	“Contract Quantity Agreement” - FORM 830230 -----	2-39
2.28	RETAINED FUNDS -----	2-39
	Release of Retained Funds -----	2-40
2.29	CONTRACTOR REQUIRED FINAL DOCUMENTATION -----	2-41
	Statement of Materials and Labor -----	2-41
	Contractor’s Statement of Sales or Use Tax -----	2-41
2.30	CONSTRUCTION PERIOD -----	2-43
2.31	ADMINISTRATION OF THE CONTRACT PERIOD -----	2-43
	Contract Types -----	2-43
	Working Day -----	2-45
	Calendar Day -----	2-46
	Controlling Item of Work -----	2-46
	Special Considerations -----	2-49
2.32	NOTICE TO PROCEED (FORM 830237) -----	2-52
2.33	WEEKLY REPORT OF WORKING DAYS (FORM 830238) -----	2-53
	Preparation of Form 830238 -----	2-53

	Preparation of Incentive/Disincentive Form -----	2-55
	Multiple Sites on a Contract -----	2-55
2.34	LIQUIDATED DAMAGES & EXTENSION OF CONTRACT TIME-----	2-56
2.35	EQUIPMENT RENTAL RATES-----	2-57
	Rental Rate Blue Book-----	2-57
	Invoiced Rental Costs-----	2-58
	Equipment Time Charges -----	2-58
	Chargeable Project Costs-----	2-59
	Force Account Sheets (Form 181213)-----	2-60
2.36	CHANGE ORDERS (FORM 830240) -----	2-60
	Policy for Change Orders -----	2-61
	Change Order Classification and Authorization -----	2-63
	Checklist for Change Orders -----	2-66
	Preparation of Change Order (For 830240) -----	2-66
	Value Engineering -----	2-70
2.37	PROJECT ACCEPTANCE AND AUTHORIZATION FOR FINAL PAYMENT -----	2-71
	Project Acceptance (Form 830435) -----	2-71
	Authorization For Final Payment (Form 830436) -----	2-72
2.38	CONTRACTOR EVALUATION REPORT (FORM 830430) -----	2-73
2.40	PROJECT REVIEW AND AUDITS-----	2-75
2.41	RESERVED FOR FUTURE USE -----	2-75
2.42	PROJECT ENGINEER'S PRE-AUDIT -----	2-75
	Project Related Emphasis Areas-----	2-75
2.43	DISTRICT OFFICE AUDIT -----	2-76
	Audit of Final Pay Estimate (Form 830301) -----	2-76
2.44	MANUAL OF OFFICE PROCEDURES-----	2-76
2.45	FORMS FOR FINAL PAYMENT PACKET -----	2-76
2.50	CONTRACTOR PAYMENTS AND PRICE ADJUSTMENTS -----	2-78
2.51	PAYMENT FOR MATERIAL ALLOWANCES-----	2-78
	Pre-conditions for Material Allowances -----	2-78
	Stockpile Documentation Work Sheet -----	2-79
	Voucher Entries-----	2-79
	Miscellaneous -----	2-79
2.52	PAYMENT FOR UNEXPECTED CLASS 12 ROCK EXCAVATION -----	2-79

	Approval for Work -----	2-80
2.53	PRICE ADJUSTMENT GUIDE FOR REASONABLY CLOSE CONFORMING, REASONABLY ACCEPTABLE AND DEFICIENT WORK -----	2-80
	Guide Schedules for Price Adjustments -----	2-80
2.54	PRICE ADJUSTMENT CHANGE ORDERS -----	2-90
2.55	FINAL PAYMENT TO CONTRACTOR -----	2-90
	Payment Terminology -----	2-90
	Recommended Guidelines -----	2-91
	Interest Payment Information (Form 830235) -----	2-91
2.56	FUEL ADJUSTMENT -----	2-92
	Fuel Adjustment Calculation -----	2-92
	Instructions for Fuel Adjustment Calculation Spreadsheet (Form 105Apr09 or 105Oct10) -----	2-93
	Fuel Adjustment Payment -----	2-93
2.60	CONSTRUCTION FORMS -----	2-94
2.70	RELEASE OF TEMPORARY EASEMENT (Right of Way Form 636-069) -----	2-96
2.71	BRIDGE INVENTORY REPORT -----	2-96
2.72	PREPARATION OF "AS-BUILT" PLANS -----	2-97
	Types of Work -----	2-98
	Right of Way -----	2-99
	Land Section Corner Ties -----	2-100
	Tied Projects -----	2-100
	As-Built Plan Checklists -----	2-100
2.73	RELOCATION OF WATER STOP BOXES -----	2-100
2.74	PRECONSTRUCTION PROJECT AGREEMENTS -----	2-100