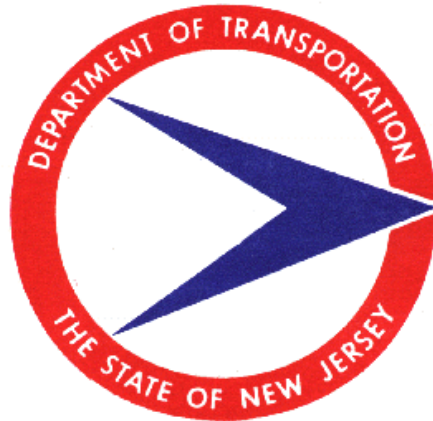


CONTRACT ADMINISTRATION



Procedures

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Contract Administration Procedures

Introduction

Contract Administration works with a TRNS•PORT Unit, an Engineering Documents Unit (EDU) and a Tort Litigation/Jurisdiction Unit.

Contract Administration is responsible for conducting Quality Assurance reviews of the estimates on all Capital Program projects at the Final Design phase, preparing the contract documents for advertising at the PS&E phase along with preparing Addenda for advertised projects.

The **TRNS•PORT Unit** is responsible for coordinating and implementing the TRNS•PORT software suite (BAMS/DSS, Expedite, CES, PES/LAS and Site Manager) and for posting project advertisements, special provisions, and Addenda on the Bid Express website. TRNS•PORT is also responsible for **Advanced Demolition and Asbestos Remediation** functions including preparing plans and specifications for Demolition of Buildings and Structures stand alone contracts, and Asbestos Surveys and Remediation plans.

The **Engineering Documents Unit** is responsible for providing plans and manuals for both in-house staff and the general public. EDU is also responsible for storing and archiving all construction plans and right of way plans.

The **Tort Litigation/Jurisdiction Unit** is the Department's liaison with the Attorney General's office. Staff is required to provide documents, interpretation and attend depositions as required.

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Contract Administration Procedures

By Construction Management

Final Design

Contract Administration participates in the reviewing of the Final Design Submission (FDS) Engineer's Estimate as well as other components of the FDS as they relate to the Engineer's Estimate in order to contribute to the Department's approval to proceed with the advertisement of the project's contract documents.

Tasks needed to be performed by Contract Administration:

1. Once the FDS package is distributed by the Project Manager (PM), the Contract Administration function personnel reviews the Designer's Engineer's Estimate including review for conformity to TRNS•PORT requirements. The Contract Administration function personnel ensure that the standard pay item prices and the supporting pricing documentation for all Lump Sum and Non-Standard Items appropriately reflect the size and complexity of the project. Review any other components of the FDS to ensure this. Provides their comments to the PM.
2. The Contract Administration function personnel prepares and sends the Job Training Request (on all Federal projects and State Projects over \$1M) to the Bureau of Contract Compliance requesting assignment of the number of applicable training positions and Trainee hours for the project so these values so they may be incorporated in the project's "Attachments to the Special Provisions" at advertisement.
3. The Contract Administration function personnel resolve comments with the PM/Designer, if needed.

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Contract Administration Procedures

Contract Administration

PS&E / Advertising

Contract Administration function personnel are responsible for processing the contract documents that have been submitted with the PS&E submission in order to provide for the advertisement of that project for construction.

Tasks needed to be performed by Contract Administration:

1. Project Manager will transmit the complete PS&E Submission documents received from the Designer to the Contract Administration Leader. This submission package will also include the Designer's Certification, the Department Certification, and the other required documents (Utility and ROW Clearance Letters, Environmental Re-Evaluation, Electronic Soil Boring Log (SLB), AC-1643 Construction Job Number Form, Multi-Year Funding, Project Summary Information for FHWA Authorization Form, etc.).
2. The Contract Administration function personnel review the PS&E Submission to ensure the correct documents are included and for completeness. The review of the Special Provisions includes but is not limited to the following: the list of attachments are correct, all of the blanks are filled in, the deadline for the contractor's questions are appropriate for the size of the project, the completion dates match the Construction Schedule and the latest BDCs are included. The review of the Construction Plans includes but is not limited to the following: all of the mylar sheets (Consultant Project) or prints (In-House Project) are included, all of the appropriate mylars are signed by the consultant's designer, the title on the Key Sheet matches the title on the Special Provisions and the description, unit and quantity of the items on the Estimate-Distribution of Quantities sheets matches the Engineer's Estimate.
3. The Contract Administration function personnel reviews the Engineer's Estimate submitted by the Designer for completeness, makes any final adjustments necessary and transfers the electronic Engineer's Estimate from CES to PES. E-mail the TRNS•PORT Unit and the Bureau of Program Coordination if a Federally Funded Project when completed. Contract Administration sends an e-mail to the Project Manager, Executive Regional Manager, Manager of Program Coordination, BCA Manager and the Director of Project Management's office indicating the amount of the Engineer's Estimate.
4. Contract Administration function personnel will contact the PM if there are any issues that need to be addressed before the advertisement of the project.
5. Contract Administration function personnel circulates the project's Key Sheet Mylar to the Director, Division of Project Management and the State Transportation

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Contract Administration Procedures

Engineer for signature. After fully executed, make 8 half scale copies and distribute to the individuals indicated on the Advertising checklist.

6. The Contract Administration function personnel prepare the Commission Action (AD-12) for Advertisement and initiates circulation for approval to the Bureau of Program Coordination.
7. Contract Administration function personnel initiates the request for FHWA Authorization to Advertise by sending the request to the Bureau of Program Coordination (This step only done when the project contains any Federal Funding for construction).
8. The Project Manager ensures that the Designer has submitted the Geotechnical Engineering Design Report and the Soil Boring Log (SBL) (in digital format). The Soil Boring Log and Geotechnical Engineering Design Report should be submitted in separate folders to:
 - Systems Operations-TRNS•PORT staff to upload for Bidders during Advertisement (Soil Boring Log Only)
 - The Geotechnical Engineering Design Unit for review and archiving in the Geotechnical Data Management System (GDMS).
 - The Engineering Documents Unit to permanently archive the Soil Boring Log and Geotechnical Engineering Design Report for each project.
9. Contract Administration function personnel sends the Geotechnical Engineering Design Report request to the Project Manager. The Project Manager will then obtain the Geotechnical Engineering Design Report from the Designer and forward it to the Engineering Documents Unit so that these documents are made available for Bidders to review during Advertisement.
10. Contract Administration function personnel completes and attaches the EEO Special Provisions, SBE or ESBE Goals, Training Special Provisions, Environmental Hazards Abatement Specifications, General Wage Rates, etc. to the Special Provisions that were prepared by the Designer. Latest copies of these attachments can be obtained from the sub-folder named "Special Provision Attachments" in the main Contract Administration Folder on the server.
11. The Contract Administration function personnel completes the plan distribution form and submits it to the TRNS•PORT Unit with the signed Key Sheet Mylar, the remaining Contract Mylars and the CD (Consultant Project) or prints (In-House project) of the Contract Plans and the electronic file of the Specifications for posting on the internet.
12. Once the Authorization for Advertisement is obtained, the Contract Administration function personnel prepares the Advertising Package memo and sends it to the

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Contract Administration Procedures

Bureau of Construction Services Procurement by e-mail no later than the Friday before the scheduled Advertising date.

13. Contract Administration then completes and sends the other two Advertising Package memos for the Regional Construction Engineer and the Director of Accounting and Auditing. If applicable, check with TRNS•PORT that the Demolition of Buildings & Asbestos Removal notification memo is also sent to the Regional Construction Engineer.

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Contract Administration Procedures

Contract Administration

Post - Advertisement

Once the project is advertised and prior to accepting bids, Contract Administration is also responsible for reviewing and processing any Addenda necessary to make changes to the contract documents. These changes may be required as a result of Contractor's inquiries or internal departmental needs.

Tasks needed to be performed by Contract Administration function personnel:

1. The Contract Administration Leader will receive inquiries concerning the contract documents from Contractors or Suppliers via the Contract Administration e-mail account. **Telephone or e-mail responses are not permitted.** All inquiries and responses will be documented via an Addendum. This method is to allow all bidders equal opportunity to receive the information so that no bidder has an advantage. The deadline for submitting inquiries will be 12:00 noon on the 3rd STATE BUSINESS DAY prior to the bid date for most projects. For complex projects an earlier deadline can be established (e.g., 5th STATE BUSINESS DAY, etc). (Requests for postponement of bids will not receive a response. The Department will issue an addendum postponing bids if warranted.)
2. The Contract Administration Leader will send all questions to the PM who will contact the Designer and the respective SME in order to develop the appropriate response.
3. If necessary, the Designer will prepare a Draft Addendum. Contract Administration function personnel will review the Addendum and make revisions if necessary.
4. **(The following is done only when the project contains any Federal Funding used for the construction of the project)**. On all Full Oversight projects, FHWA approval is required prior to distribution of the addendum. To obtain FHWA approval, the addendum will be sent to FHWA through the Bureau of Program Coordination.
5. If the Addendum requires a change in the Proposal, The TRNS•PORT Unit prepares the electronic Amendment file and Contract Administration function personnel send an e-mail to the Project Manager, Executive Regional Manager, Manager of Program Coordination, BCA Manager, the TRNS•PORT Unit and the Director of Project Management's office indicating the revised amount of the Engineer's Estimate. The TRNS•PORT Unit then reruns the proposal and notifies Program Coordination to update the funding in PES.
6. Once approved by the BCA Manager, the addendum is submitted to the TRNS•PORT Unit for posting on the internet.

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Contract Administration Procedures

7. On larger or unusual projects, if it's determined that a pre-bid meeting is necessary, the PM will make the arrangements for this meeting to be held. The Contract Administration function personnel will attend this meeting and participate as required.
8. On the day before bids, Contract Administration function personnel will e-mail the Bid Opening Letter to the Bureau of Construction Services Procurement.
9. The Contract Administration function personnel prepares and sends the DSS Contract Data Entry Worksheet to the TRNS•PORT Unit personnel for entry into the cost-pricing database.
10. On the day the project is bid, the Bureau of Construction Services Procurement opens, announces and tabulates all bids received. The TRNS•PORT Unit personnel will attend the opening of bids to record the unofficial bid amounts of all bidders on a Bid Opening form. The percentages of each bid above or below the Engineer's Estimate will also be indicated. This information is then distributed by the TRNS•PORT Unit personnel to CPM Senior Management, the Contract Administration Leader, and the BCA Manager for informational purposes only.

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Contract Administration Procedures

Contract Administration

Bid Analysis & Award

Contract Administration is responsible for analyzing the bid that has been submitted by the apparent low bidder and making a recommendation for the Department to either award or reject the bid.

Tasks needed to be performed by Contract Administration:

1. The Contract Administration function personnel will obtain from the TRNS•PORT Unit a copy of the bid proposals for the two apparent lowest bidders.
2. The Contract Administration function personnel will analyze all of the Contractor's bid prices for the items that make up the total bid price for these two bidders. All major items and those items that make up 80% of the differential between the total Engineer's Estimate and the Contractor's total bid amount shall be listed on the Bid Analysis Attachment Sheet. On projects containing Federal Funding, the Contract Administration function personnel will also analyze the bids to determine competitiveness in accordance with FHWA "Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation". A memo indicating the findings will be sent to the Bureau of Construction Services Procurement stating whether the project can be awarded under the State Administered/Alternate Procedures or if FHWA approval is required to advertise.
3. When the analysis is complete, the Contract Administration function personnel will then e-mail a memo of recommendation for award or rejection to the Project Manager (PM) for concurrence. After concurring, the PM will e-mail the recommendation to the Bureau of Construction Services Procurement.
4. Once the Commissioner officially awards the project to the Low Bidder, the Contract Administration function personnel sends the Designer's Original Quantity and Design Calculations to the Engineering Documents Unit for storage and future reference.

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