



**CONTRACT
ADMINISTRATION
LEVEL II
INSTRUCTION MANUAL
2021**



Technical Training & Certification Program

Department Contact Information

- Provide contact information for:
 - Administering Offices for various types of Local Agency and IDOT projects,
 - District Materials Engineer's offices for support on "all things Materials related" for materials that are incorporated into construction projects.

Level 2 Contract Administration

- This course has been developed to answer the following questions:
 1. What types of documents may be utilized by project inspectors to document the progress of contracts and to serve as permanent records of the activities involved with the construction of the project(s)?

Cowboy rules for life: Your fences need to be horse high, pig tight, and bull strong.

Level 2 Contract Administration

2. What forms should be included in the field records to record the Contractor's item progress so timely payments can be made and what determines how and when installed items are paid for?
3. What additional information must be included in the project field records?
4. What documentation is necessary to illustrate compliance with the contract requirements?

Level 2 Contract Administration

5. What are the special considerations and responsibilities to be aware of when Federal Aid is utilized?
6. What happens when necessary work is encountered during construction that is not identified on the contract documents?
7. What should an inspector do if non-complying work is performed and/or incorporated?
 - Other questions?

Level 2 Contract Administration

- Required Prerequisite!
 - Level 1 Contract Administration
- Recommended Prerequisite
 - Materials IM 204, Inspection of Construction Project Sampling & Testing
 - Iowa Basic Plan Reading
- Additional Recommendations
 - Materials Approved Products Listing Enterprise (MAPLE)
- All of the above are Web-based Courses

Level 2 Contract Administration

- Four Sections:
 - Department Contact Information,
 - Materials Acceptance Report,
 - Field Book Forms, and
 - Record Keeping.

Cowboy rules for life: When you lose, don't lose the lesson.

Level 2 Contract Administration

- PowerPoint Presentations

- Are available upon request:

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- Can be found on the Local Systems Bureau website under Post Letting Resources:

https://iowadot.gov/local_systems/Post-Letting-Resources

- Scroll down to **CONTRACT ADMINISTRATION**

Materials Acceptance Report

- Provides guidance on all aspects of Materials Acceptance:
 - Specifications
 - Materials Instructional Memorandums
 - Basis of Acceptance
 - Testing Frequencies
 - Agency and Contractor Responsibilities as related to Sampling and Testing requirements

Field Book Forms

- Identifying forms necessary for documentation of pay quantities when not using FieldManager or Appia
- Identifying support forms to record sampling and testing results, field checks, and other miscellaneous information when using Appia or FieldManager.
 - Support forms serve as a reminder to the inspector of duties that are required to ensure proper inspection procedures
 - They also serve as records that proper inspection procedures were followed.

Record Keeping

- Introduce the more common forms required for inspection and documentation during routine inspection of a construction project.
- Provide examples of real field records to illustrate procedures followed during project inspection

Cowboy rules for life: The easiest way to eat crow is while it's still warm.

Level 2 Contract Administration

- Reference Information:
 - Local Agency Instructional Memorandum (IM) 6.000, Construction Inspection
 - Used for Local Agency projects
 - Chapter 2 of the Construction Manual - Contract Administration
 - Used for Iowa Department of Transportation projects

Local Agency IM 6.000

Construction Inspection

- Guidelines and procedures for a Local Public Agency (LPA) as the Contracting Authority

Local Agency IM 6.000

Construction Inspection

- Eight Sections:
 - Introduction
 - Definitions
 - Resources
 - Preconstruction Inspection Duties
 - Preconstruction Meeting
 - LPA Construction Reviews
 - File Format, Location, and Retention

Local Agency IM 6.000

Construction Inspection

- Six Attachments:
 - Attachment A – Preconstruction Inspection Process Flowchart
 - Attachment B – Construction Inspection Process Flowchart
 - Attachment C – Subcontract Review and Authorization Process – Post Award Flowchart

Local Agency IM 6.000 Construction Inspection

- Six Attachments (continued):
 - Attachment D – Local Public Agency Construction Administration Guidance
 - Attachment E – Iowa DOT Field Inspection Review Report
 - Attachment F – Doc Express for Local Public Agencies – User’s Guide

Construction Manual

Chapter 2 – Contract Administration

■ Eight Sections:

1. Project Organization
2. Preconstruction
3. Contract Administration
4. Construction Period
5. Project Review & Audits
6. Contractor Payment and Price Adjustments
7. Construction Forms
8. Release of Temporary Easement