

Level 1 Contract Administration



Basic Contract Administration

- Discuss Roles and Responsibilities
 - Construction projects are 2-party contracts
- Define Contract Documents
 - Where are the requirements for the project specified

Basic Contract Administration

- Intent is to provide an overview of where you can find information
- Uses an actual project to illustrate how to use the contract documents
- **ALL PROJECTS ARE UNIQUE**

Cowboy rules for life: don't
name a pig you plan to eat.

Basic Contract Administration

- Where are the requirements of the contract described?
- Who is responsible for ensuring compliance with the Contract Documents?
- What are the key functions of construction inspectors?
- What should an inspector do if non-complying work is performed?
- Other questions?

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

Roles and Responsibilities

- Project Administrator (Project Inspector)
 - Knowledge of plans and specifications
 - Compliance with contract requirements
 - Inform Contractor of work deficiencies immediately
 - Measurement & Payment for items of work
 - Documentation of daily activities
 - Assess environmental impacts
 - Promote SAFETY
 - Maintain positive Public Relations
 - Be a Professional!

Roles and Responsibilities

- Contractor
 - Knowledge of plans and specifications
 - Perform work in compliance with Contract
 - Supervision of Subcontractors
 - Comply with environmental and safety regulations
 - Monitor and Document Traffic Control
 - Provide material approval documentation
 - Identify work not covered by the Contract

Contract Documents

- FHWA-1273
Required Contract Provisions for
Federal–Aid Construction Contracts

Contract Documents

- Specifications
 - Standard Specifications
 - General Supplemental Specification
 - Special Provisions
 - Developmental Specifications
 - SUDAS
 - Iowa Statewide Urban Design & Specifications

Contract Documents

- Proposal/Contract
 - Items
 - Contract Period
 - Addenda
 - Federal Aid Requirements

Contract Documents

- Contract
 - Addendums
 - DBE Commitment
 - Item Costs

Contract Documents

- Other associated Contract Documents
 - Subcontracts
 - Required Postings for Contractors Poster Board
 - Predetermined Wage Rate
 - Title VI Requirements

Contract Documents

- Project Plans
 - Organization
 - Standard Road Plans

Contract Documents

- Plans (not covered in this course)
 - Typical notes
 - Plan Notes
 - Estimate Reference Information
 - Road Standards
 - Tabulations

Cowboy rules for life: Life is simpler when
you plow around the stump.