

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-1-37
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PURPOSE: To State Policies and Procedures For Preparing for Contract Administration.

1. GENERAL:

Immediately after awarding a contract on a project, or sooner if possible, the County/LSBP Engineer should begin making preparations for administration of the contract.

2. PRECONSTRUCTION CONFERENCE:

Prior to issuing the Notice to Proceed, the County/LSBP Engineer should schedule, usually in his office, a preconstruction conference. The participants in the conference and the agenda may depend on the complexity of the project, Contractor's experience and prior performance, utility involvement, environmental concerns and any other circumstances that might require clarification before construction begins.

2.1. Attendees may include the County/LSBP Engineer and key employees, State Aid District Engineer and other personnel, Contractor and his superintendent, Subcontractors, utility representatives, County Supervisor and/or road manager and any other interested or effected parties.

2.2. A minimum preconstruction conference for simpler projects (such as reseal or striping and signing) should involve the County/LSBP Engineer and the Contractor.

2.3. Immediately following the preconstruction conference, the County/LSBP Engineer should write a report and submit copies to all parties in attendance. If State Aid is represented at the conference, that representative and the County/LSBP Engineer should compare notes prior to finalizing the report. A copy of the report should be furnished the District Engineer whether or not he attends the conference.

3. PREPARATION:

Before construction begins, the County/LSBP Engineer should arrange an informal meeting with all project personnel so that they are briefed on the work related to the functions each will perform. Such a meeting will allow any questions regarding the work to be discussed and thereby increase personnel effectiveness.

Some of the items which may be covered at the meeting are the following:

3.1. Delegation of work and lines of authority for inspectors to be assigned to the project.

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- 3.2. Employee's responsibilities and how they fit into the overall engineering supervision and inspection.
- 3.3. Frequency of tests and inspection. What to do when unacceptable work or improper methods or equipment are encountered on the job.
- 3.4. Legal relations and responsibility of employees toward the public, the Contractor, and visiting officials.
- 3.5. Regulations with regard to fraudulent representations, mis-statement of fact, false reporting, etc.
- 3.6. Documentation of procedures, quality and quantity control and record accounting practice.
- 3.7. Scope of the project and probable methods of proceeding.

After the plans have been checked, grade books for slope stakes, blue tops, etc., and any other field books that may be prepared in advance should be set up for the project. Haul tickets that may be needed should be prepared and ordered well in advance of their proposed use.

#### 4. ADMINISTRATION:

Administration of construction contracts is continually involving more and more paper work. The County/LSBP Engineer should anticipate this and have a filing system set up for proper storage of project records and correspondence. The extent of the system will vary with the size of the project, but in all cases it should be adequate to keep project documents readily available for reference by project personnel, State Aid District Engineer, and if necessary, Federal Highway Administration personnel. This file should be indexed into sections to separate the records by material, source, etc., as necessary for quick location. Sections will be cross-referenced, if necessary. The following is a suggested minimum project file assembly.

- 4.1. Misc. Construction Correspondence
- 4.2. Bridges
- 4.3. Contractor's Correspondence and Payrolls
  - 4.3.1. Labor Interviews (Where applicable)
  - 4.3.2. Weekly Reports - Trainees (Where applicable)
- 4.4. Right of Way
- 4.5. Utilities
- 4.6. Soils and Materials
- 4.7. Progress Reports
- 4.8. Test Reports
- 4.9. Supplemental Agreements and Change Orders
- 4.10. Estimates

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- 4.11. Final Data
- 4.12. Subcontracts
- 4.13. Contract Documents

Adequate preparation will pay dividends once the construction is under way.