

Construction Contract Administration Manual
Manual Notices

Manual Notice 2023-1

From: Duane S. Milligan, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual*

Effective Date: November 22, 2022

Purpose

The *Construction Contract Administration Manual* has been updated to comply with administrative rule changes and updated business practices, and to provide clarification for new and existing practices.

Contents

General

- ◆ Removed all references to Form 2235, as that form is no longer used.
 - The forms referred to in the CCAM will also be posted for external view.

Chapter 1, “Introduction”

- ◆ **Section 2, “Manual Description”**
 - Revised Manual Structure Table to include chapter titles and correct descriptions.
 - Added guidance on how to access and make changes to the contractor's signature authority list.
 - Replaced “vendor” with “contractor” under the General Information subsection.

Chapter 2, “Pre-Award Activities”

- ◆ **Section 1, “Overview”**
 - Clarified that bridge as-builts can be shared on the FTP site. The only exception to this would be in the case when the plans requested are for a Critical/Safety Sensitive structure. Refer to [Open Records Request Guidance for Bridge Information](#).
 - Clarified that Form 2519 is a request form and not a release form.
 - Updated Form 2900 reference to webpage link.
- ◆ **Section 3, “Pre-Bid Conference”**
 - Added examples of procedural errors

Chapter 3, “Post-Award Activities”

◆ Section 2, “Legislative Notification Requirements”

- Added guidance to clarify the use of the template project letters to state legislators.

◆ Section 3, “Beginning of Work”

- Clarified Article 8.1, “Prosecution of Work.”
- Clarified CMCL will provide the contract documents to the contractor and district.

◆ Section 4, “Preconstruction Conference”

- Renamed Section 4 title from “Preconstruction Meeting” to “Preconstruction conference.”
- Added “Other topics as appropriate.”
- Added “Corresponding to the contract.”
- Added SP000-954 and SP000-1019 and hyperlinks.
- Replaced Form 2178 with Form 2804.
- Clarified the attachments being referenced belonging to Form 2390.
- Removed “Another form was also developed for submitting contact information for the contractor's required staff” from Attachment A subsection.
- Replaced “required parties” with “attending parties.”
- Removed “to remain in force for the entire project” from the Materials section of the Suggested Preconstruction Meeting Topics table.
- Removed “Carbon Copy Format” from the Law Enforcement section of the Suggested Preconstruction Meeting Topics table.
- Reworded the last bullet in the Other Matters section of the Suggested Preconstruction Meeting Topics table to match the Special Provision.
- Removed “Go over items that will necessitate adding time to the contract” in the Pavement Markings section in the Suggested Preconstruction Seal Coat Topics list.

◆ Section 5, “Preconstruction Safety Meeting”

- Removed “Conduct a preconstruction safety meeting with the contractor after the Texas Transportation Commission has awarded the contract, the contract has been executed, a work order has been issued, and prior to commencement of construction operations” in the Preconstruction Safety Meeting Responsibilities subsection.

◆ Section 6, “Partnering”

- Added “The purpose of partnering is for TxDOT and the Contractor to achieve mutually beneficial goals. TxDOT should not use the partnering process to circumvent contract provisions.”

Chapter 4, “Project Records and Closeout”

◆ Section 1, “Importance of Accurate Records”

- Removed the first bullet under the Electronic Records subsection and replaced with “provide observed information daily.”
- Added guidance for, “Project Record Reviews.”

◆ Section 3, “Traffic Control Plan”

- Added guidance about off duty police officer force accounts and 1% bond markup.
- Updated guidance to reflect that payment for law enforcement coordinators is appropriate.
- Clarified to take corrective actions upon receipt of Form 599.
- Clarified criteria notifying the Department at least 180 days before an event will be held.

◆ Section 4, “Project Records”

- Added information that is to be included with final plans, “final contract cost, and AE’s seal and signature.”
- Removed “Credit time as “TIME SUSPENSION” (if approved) or other applicable credit reason may be used.”
- Clarified guidance on handling project records when project is complete.
- Clarified that the semi-annual reports time periods are from October 1– March 31 and April– September 30.

◆ Section 5, “Project Closeout”

- Clarified Form 2802 is for projects let May 2020.
- Removed “required for both day and night inspections each month” from #22.
- Revised to include the correct USC reference for Form 599, 23 USC 407
- Included District project reviews in checklist

Chapter 5, “Control of the Work”

◆ Section 2, “Work Documents”

- Revised to include the correct USC reference for Form 599, 23 USC 407.

Chapter 6, “Control of Materials”

◆ Section 3, “Buy America”

- Added “Form 1818 is still required on 100% State Funded Projects regarding amendment 223.045.”
- Included Project Records Checklist link as a reference for Buy America requirements.

Chapter 7, “Changes to the Contract”

◆ Section 1, “Change Orders”

- Removed “in accordance with SP 000-384”
- Added “once the Contractor completes the Form 1295 on the Ethics Commission website, the Contractor should print the form and complete the remaining requested information on the hard copy. Once that information is completed on the hard copy form, the Contractor should provide that to the District and upon receipt the District then logs onto the Ethics Commission website and acknowledges the Contractor's Form 1295.”

◆ Section 2, “Change Order Approval Authority”

- Replaced reference to the Franchise Memo with reference to Standard Operating Procedure No. 01-22 (SOP).

◆ Section 3, “Force Account and Interim Adjustments”

- Added “Taxes” section to include guidance on sales tax and services.

◆ Section 5, “Terminations”

- Added “by adding only the acceptable costs for termination and work performed since the last progress estimate, if any. Do not zero-out the remaining items of the contract. The CO should include the applicable CO reason code for Termination (7A-7G) as the primary CO reason.”
- Removed “reducing the affected quantities of work and adding acceptable costs for termination.”
- Added “Then process the final estimate to release the project from further SiteManager actions.”

Chapter 9, “Legal Relations and Responsibilities”

◆ Section 2, “Employee Responsibilities”

- Revised subsection title from “Protection of Adjoining Property” to “Protection of Adjacent Property.”

Chapter 10, “Prosecution and Progress”

◆ Section 3, “Subcontracting”

- Added a table with instructions on how to access list of E-Verify Participants.
- Removed “Do not adjust any contract requirements that are related to the original contract amount, such as DBE goals.”
- Removed Per 23 CFR 635.116(a) FHWA form 11273-VI, “Subletting or Assigning the Contract”.
- Revised “Per 23 CFR 635.116, the Contractor is to perform the work defined in the contract by installing the pay items, not to provide contract administration oversight (which is

not a pay item and not part of their contract). The prime contractor must perform at least 30% of the contract work using their own company resources. Mobilization does not count towards performing 30% of the contract.”

- ◆ **Section 5, “Temporary Suspension of Work or Work Day Charges”**
 - Clarified that work activities on critical path may not be performed during time suspensions.
- ◆ **Section 6, “Construction Project Timelines”**
 - Added Best Practice notation and included email reference link.
- ◆ **Section 8, “Default of Project”**
 - Removed “it is important to track the costs of performing this work so that the documented expenses can be properly charged to the surety” and added guidance to clarify.

Chapter 11, “Measurement and Payment”

- ◆ **Section 2, “Issues Affecting Payments”**
 - Added “Force account work is described under Chapter 7, Section 3-Force Account and Interim Adjustments to the Contract.”
 - Added “generating estimates monthly until the final estimate/payment is generated.”
 - Added “including zero dollar and negative amounts” “See Chapter 4, Section 5 Project Closeout for final estimate”
- ◆ **Section 3, “Prompt Payment”**
 - Added guidance for Tex. Gov. Code §2253.041, “Public Work Performance and Payment Bonds.”
 - Removed “Also refer to the prompt payment flow chart provided in Chapter 17.”

Chapter 12, “Environment”

- ◆ **Section 1, “Hazardous Materials or Waste”**
 - Included guidance from Environmental Affairs Division regarding bridge demolition and renovation activities and notifying DSHS.
- ◆ **Section 2, “Biological Resources”**
 - Included guidance regarding protected species requirements.
- ◆ **Section 3, “Water Resources”**
 - Clarified guidance regarding Notices of Intent.
 - Added guidance regarding inspections and the use of Form 2118.
 - Added guidance regarding SWP3 binder.
 - Added two bullets to clarify what project areas to include in an inspection.

- Removed the “TPDES Construction General Permit Notice of Termination (NOT)” subsection.
- Added example bullets of Work in Waters of the United States section.
- ◆ **Section 4, “Cultural Resources”**
 - This section as a whole was rewritten to reflect pertinent codes.
- ◆ **Section 5, “Project-Specific Locations”**
 - Project-Specific Location guidance was updated.

Chapter 14, “Small Business Programs”

- ◆ **Section 1, “Program Overview”**
 - Added “The DBE goal applies to the final value of the original contract requirements. The DBE goal also applies to all change orders which increase or decrease the final value of the contract. Refer to Chapter 1, Section 1, in the Prime Contractors' Compliance Guide.”

Chapter 16, “FHWA Oversight Requirements”

- ◆ **Section 1, “Background”**
 - Clarified that the federal fiscal year is from October 1 to September 31.
- ◆ **Section 4, “Change Orders”**
 - Clarified guidance regarding TxDIPs Stewardship and Oversight plans.
 - Reworded guidance to clarify project oversight responsibilities for Federal-Funded projects.
- ◆ **Section 6, “Final Inspection of Federal-Aid Projects”**
 - Removed all information pertaining to Form 2235, which is no longer used.
 - Added guidance for final documents and reconciling project closeout.

Chapter 17, “Forms and Documents”

- ◆ **Section 2, “EEO Poster/Notice Checklist”**
 - Added Texas Workforce Commission along with weblink
 - Removed existing Bulletin Board Checklist and replaced with the most current version.

Supersedes

This publication supersedes prior versions of the manual.

Contact

For any questions or assistance please contact Construction Division's Construction Director, Carlos J. Rodriguez, P.E., at (512) 416-2512.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2022-1

From: Duane S. Milligan, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual (CCAM)*

Effective Date: August 06, 2021

Purpose

The Construction Contract Administration Manual has been updated to comply with administrative rule changes and updated business practices, and to provide clarification for new and existing practices.

Contents

Overall Changes:

- ◆ Added Reference section to all chapters to refer to code and statutes
- ◆ Removed Appendix
- ◆ Replaced references to “Projects of Division Interest (PoDI)” with “Texas Division Involved Project (TxDIP)”

Chapter 2, “Pre-Award Activities”

- ◆ Section 2, “Addenda”
 - Added description of “minor quantity error” for clarification
 - Added “The addendum amends the original contract terms.”

Chapter 3, “Post-Award Activities”

- ◆ Section 3, “Beginning of Work”
 - Added language related to starting work on the project.
- ◆ Section 4, “Preconstruction Meeting”
 - Added new Forms 2795 and 2796.
 - Added information regarding Forms 2390, 2391, 2795, 2796 and 2802.
 - Added under the bulletin board requirements: “The posters should be posted at the beginning of construction.”
 - Added in the Law Enforcement section of the Suggested Preconstruction Meeting Topics table: “Law enforcement personnel need training for any work zone traffic services they provide. It is the contractor’s responsibility to provide certification when requested. Form 318 contains a box certifying training is on file.”

- Added under the Environmental section of the Suggested Preconstruction Meeting Topics table: “The CRPE will maintain a list of all applicable employees who have completed the training. The list must be made available upon request. Include: employee's name, training course name, and date that the employee completed the training.”
- Removed “Change Order Contact” from Prime Contractor’s required documentation, since it is not included in Form 2795.
- Added “SBE liaison, CRP, alternate CRP, flagger instructor, and project scheduler” for contractor contacts, since they need to be listed in Form 2795.
- Added “A bar or CPM project schedule (as required by contract) should be submitted seven calendar days before the preconstruction meeting.”
- Incorporated the content from the previous Suggested Preconstruction Agenda into the Suggested Preconstruction Meeting Topics Table.
- Added information on FHWA Form-1391.
- ◆ Section 5, “Preconstruction Safety Meeting”
 - Added “The preconstruction safety meeting takes place immediately after the preconstruction meeting.”
 - Added “Use the Safety Meeting agenda found in Form 2796, ‘Pre-Construction Conference Agenda.’”
 - Specified work zone safety devices that may be used.
 - Added to the Preconstruction Safety Meeting Topics table: “Storage of Equipment and Materials.”

Chapter 4, “Project Records and Closeout”

- ◆ Section 1, “Importance of Accurate Records”
 - Added “Only TxDOT Personnel should use TxDOT letterhead.”
- ◆ Section 3, “Traffic Control Plan (TCP)”
 - Added “Flaggers have an unobstructed escape route in the event of an errant vehicle” to the list of formal inspection activities.
 - Specified to provide a signed and sealed copy of changes to the TCP to the contractor.
 - Added language on Automated Flagger Assistance Devices.
 - Added information about TCP changes from Chapter 5.
- ◆ Section 4, “Project Records”
 - Clarified time suspensions and material on hand before starting work.
 - Added information on potential time impacts from change orders.
 - Moved information for Material Certification letters to Chapter 6.

- Clarified that progress schedules should be received no later than the 20th calendar day of the month.
- ◆ Section 5, “Project Closeout”
 - Specified all projects should be closed out within 60 days of acceptance.
 - Specified that pile and drill shaft records with updated bridge layouts be sent to the district bridge office.
 - Specified that injury reporting is only applicable to projects that have SP 000-010.

Chapter 5, “Control of the Work”

- ◆ Section 2, “Work Documents”
 - Moved paragraph at the end of the TCP documentation section to Chapter 4. Section 3.
- ◆ Section 3, “Inspections”
 - Clarified TDI.R requirements for change orders with pedestrian elements.
 - Added that FHWA may virtually observe testing if needed.

Chapter 6, “Control of Materials”

- ◆ Section 1, “Materials”
 - Specified that PIF is required for mandatory use of local materials and designated materials in change orders.
 - Added “The additional cost to replace the material would be subject to review for federal participation,” for Use of Designated Materials.
 - Replaced subtitle Local Material Sources with Required or Listed Material Sources.
- ◆ Section 3, “Buy America”
 - Specified material is exempt from Buy America when left in place for the contractor’s convenience.
 - Added that Buy America applies to steel/iron materials donated by the state or a third party regardless of federal participation or non-participation.

Chapter 7, “Changes to the Contract”

- ◆ Section 1, “Change Orders”
 - Added, “Document reasons for using force account procedures or interim adjustment.”
 - Added, “Review all price justification documents received from the contractor. When approved, ensure the documents are initialed by the approver.”
 - Changed language relating to Environment reviews.
- ◆ Section 3, “Force Account and Interim Adjustments to the Contract”

- Added “CO documentation should include but is not limited to:” and “Time needed to complete the work.”
- Added language regarding CST CO audits.
- ◆ Section 4, “Supplemental Agreements”
 - Provided additional clarification on when to use a supplemental agreement and required coordination.

Chapter 8, “Disputes and Claims”

- ◆ Section 3, “Payment in Settlements of Disputes and Claims”
 - Added “in Settlements of Disputes and claims” to the section title.
 - Added “The DE’s signature is required on all dispute resolution COs. These COs are not eligible for federal participation; reason code 3A must be used.”
 - Added “All claim payments are not eligible for federal participation and must be coded appropriately.”
 - Added steps for the Districts to process CO Payment in Settlements of Disputes and Claims.

Chapter 9, “Legal Relations and Responsibilities”

- ◆ Section 3, “Conflicts of Interest and Ethics”
 - Added link to Compliance Division dashboard, “Allegations Map”.

Chapter 10, “Prosecution and Progress”

- ◆ Section 1, “Worker and Equipment”
 - Added that the superintendent should be documented on Form 279S and that updates may be submitted on the form or by email from an authorized signer.
 - Added clarification on required training list a contractor must maintain on employees.
- ◆ Section 2, “Project Schedules”
 - Added information about additional project-specific liquidated damages.
- ◆ Section 3, “Subcontracting”
 - Specified Form 2802 should be used to request subcontractor approval.
 - Added a Subcontractor Audit subsection with new information on conducting subcontractor audits.
 - Added information for what is considered 30% of the contract.
 - Added a reference to Subcontracting and Payroll Requirements Table.
 - Clarified that if an overrun increase, or addition of work quantities results in a subcontracted amount exceeding 70% of the total contract amount, new subcontractors will require approval to perform additional work.

- ◆ Section 8, “Default of Project”
 - Clarified the 10-day letter should be signed by the Area Engineer at minimum.
 - Clarified when work suspension becomes excessive the contractor may be defaulted through the default process.

Chapter 11, “Measurement and Payment”

- ◆ Section 1, “Forms and Guidance Documents”
 - Added a direct link to the Response to Surety regarding contract status-Template form to the Contract Administration Forms and Description table.
 - Clarified that the Project Bulletin Board posters must be accessible, legible, and current.

Chapter 12, “Environment”

- ◆ Section 5, “Project Specific Locations”
 - Specified the contractor is responsible for off ROW permits, clearances, NOL, and monitoring.

Chapter 13, “Health and Safety”

- ◆ Section 2, “Contract Requirements”
 - Added OSHA references for powerline safety.

Chapter 15, “Contractor Workforce”

- ◆ Section 2, “Labor Requirements”
 - Added “Use Form 2220, ‘Labor Standards Review,’ for the labor interviews.”
 - Added guidance for payroll submitted in LCPtracker under the Payroll Review subsection.
- ◆ Section 3. “On-the-Job Training”
 - Changed subsection title from “Policy” to “Procedure.”
 - Added further clarification under the Diversity Management System from the 2020 Federal OJT manual.

Chapter 16, “FHWA Oversight Requirements”

- ◆ Section 1, “Background”
 - Added “(June 1 to May 31)” to clarify the definition of a performance year.
 - Added “may” for clarification on TxDIPs elevated risks.
 - Updated where to send the Material Certification and added reference to Materials and Tests Quality Assurance Program webpage.
 - Updated CO section in the table to state, “All change orders to be internally reviewed and approved by the Department for federal participation.”

- Removed “FHWA AE signature is required on all COs for TxDIP designated projects” from Federal-Aid Project Checklist.
- ◆ Section 2, “Required Contract Provisions – Federal-Aid Construction Projects”
 - Clarified that Federal-aid projects between \$100M and \$500M total project cost also requires a IFP and an annual update to the PMP.
- ◆ Section 3, “Interim Project Review Guide – State and Federal-Aid Projects”
 - Clarified the NOI is to be available in the SWP binder.
- ◆ Section 4, “Change Orders”
 - Stated COs for TxDIP projects require verbal approval documented with a confirmation email.
 - Clarified that TxDOT assumes FHWA oversight for all non-TxDIP federal aid projects.
 - Added, “FHWA may continue to Review Major COs if noted on the S&O Plan” under “Federal-Aid Projects.”
 - Change Public Interest Determination to Public Interest Finding Determination.
 - Replaced “Federal Aid Policy Guide” with “FHWA Contract Administration Core Curriculum (CACC).”
 - Specified that significant changes in contract scope are not eligible for federal participation.
 - Added more examples for contract items that are not eligible for federal participation.
 - Revised reason codes 2G and 4A-D in the Mandatory Non-Participating CO Reason Codes table.
 - Added a paragraph after the Mandatory Non-Participating CO Reason Codes table to include more guidance on the reason codes listed.
 - Added more guidance on the procedures for extending or adding project limits to the contract.
 - Added “for TxDIP projects” regarding communicating proposed changes with FHWA.
 - Included “and/or Significant Change in Contract Scope” to various sections under adding project limits.
 - Specified FHWA may participate in emergency work “if fully documented in the CO and accompanied by a PIF and/or Cost Effectiveness Determination.”

Chapter 17, “Forms and Documents”

- ◆ Section 1, “Forms and Guidance Documents”
 - Added a direct link to the Response to Surety regarding contract status-Template form to the Contract Administration Forms and Description table.
 - Clarified that the Project Bulletin Board posters must be accessible, legible, and current.

Supersedes

This publication supersedes prior versions of the manual.

Contact

Please contact the Construction Division's Construction Section at (512) 416-2512.

Archives

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Manual Notice 2020-1

From: Gina E. Gallegos, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual (CCAM)*

Effective Date: April 27, 2020

Purpose

The Construction Contract Administration Manual has been updated to comply with administrative rule changes, update business practices, and provide clarification for new and existing practices.

Contents

Chapter 1, “Introduction”

- ◆ Section 2, “Manual Description”
 - Updated the general information to say a signature from an authorized signer is required for any crucial project changes and preferred for notifications.

Chapter 2, “Pre-Award Activities”

- ◆ Section 1, “Sharing Project Information”
 - Referred to Design Division final PS&E section for guidance on early release of plans.
 - Added requirement for Form 2519 for releasing all DGNs that are given to the contractor. Only awarded Contractor may receive DGNs.
- ◆ Section 2, “Addenda”
 - Clarified considering a delay start when issuing significant addenda.
 - Fixed the Letting Manual hyperlink

Chapter 3, “Post-Award Activities”

- ◆ Section 4, “Preconstruction Conference”
 - Changed heading and all wording that says, “Preconstruction Conference” to “Preconstruction Meeting”
 - Clarified FHWA may not participate in time extensions for utility delays.
 - Added notify the contractor of the DRP under Traffic Control
 - Add statement about referring to the Work Zone Safety and Mobility Guideline, section 10 for information about temporary traffic control for construction.
 - Added use of commercial labs for material.

- Added discussion of Buy America to Materials
- Added DMS requirements for Subcontractors
- Added confirm all payment by DMS tracked subs under DBE/SBE
- Added topic of CUF requirements to preconstruction meeting.
- Added post award Good Faith Efforts are evaluated at the District level.
- Added note to discuss roadway closure procedures for seal coat preconstruction.

Chapter 4, “Project Records and Closeout”

- ◆ Section 1, “Importance of Accurate Record”
 - Added Diversity Manual System to e.g. of maintaining adequate software programs and hardware dependency documentation.
- ◆ Section 3, “Traffic Control Plan”
 - Referred to ATSSA Quality Guidelines
 - Clarified Pedestrian pathways or detours must be accessible in accordance with ADA standards and as outlined in the TMUTCD. Temporary signs and other devices should not block pathways intended for pedestrian use.
 - Added statement about Form 599 may be filled electronically and not to be saved or distribute electronic versions.
 - Removed statement regarding FHWA withholding payment for releasing form 599.
 - Clarified the Department must approve TCP changes.
 - Added new section for law enforcement usage
- ◆ Section 4, “Project Records”
 - Stated to document unauthorized Subcontractors on DWR.
 - Stated Shop-Drawings are included in final As-builts.
 - Clarified FHWA 1494 form.
- ◆ Section 5, “Project Closeout”
 - Added DBE/SBE monthly, DBE purchase orders, Goal shortfall explanations and final payment report to the project closeout checklist requirements
 - Added Construction Stage Gate Checklist and any other required environmental commitment documentation.
 - Added Statement of Cost to the checklist
 - Added Form 2235 to the checklist

Chapter 5, “Control of the Work”

- ◆ Section 2, “Work Documents”

- Added TCP guidance
- ◆ Section 4, “Prime Contractor Performance Evaluation”
 - Deleted entire information under this section and added “Refer to the Prime Contractor Performance Evaluations Manual for more information or contact Maintenance/Construction Division”.

Chapter 6, “Control of Materials”

- ◆ Section 1, “Materials”
 - Added statement about referring to the FHWA PSL quick guide for contractors responsibilities.
 - Updated all the hyperlinks
 - Added stockpiling aggregates must be environmentally cleared and store materials to prevent an impact to the environment.
 - Stated delivery fees and purchasing excess materials must be non-participating.
 - Removed requirement to have two non-participating change orders.
- ◆ Section 2, “Material Testing”
 - Clarified the sampling and testing of material procedures
 - Updated the actions and responsibilities for tests
 - Clarified: Project Acceptance test performed by contractor must still be validated by independent verification sampling and testing by TxDOT
 - Clarified to refer to section 6 and 7 of the Quality Assurance Program for Design Bid Build Projects.
 - Stated to ensure SiteManager is updated with all acceptance testing. Added material producer list (MPL) and quality monitoring program to the table and of actions and responsibility for tests.
 - Added acceptance of failing materials must be documented under exceptions under the Material Certification Letter.
 - Stated to Ensure to keep SiteManager updated with all acceptance and Sampling and Testing requirements.

Chapter 7, “Changes to the Contract”

- ◆ Section 1, “Change Orders”
 - Stated to determine the need for environmental review, re-evaluation, and approval as required.
 - Added note to contact DEQC if drainage affected conveys waters of the US
 - Added all CO's should be signed and sealed by the Area Engineer at minimum.
 - Removed settlement agreement requirement for termination

- Changed may to shall on when to use unique bid code.
- To item 10 added, “Signature must follow District, Construction Division, an Executive Director signature authority found on Contract Services webpage.”
- Added link to the Standard Operating Procedure 01-19 for Form 1295
- ◆ Section 2, “Change Order Approval Authority”
 - Added Signatures must follow Signature Authority as established by the Executive Director, Construction Division Director, and District Engineer as found on the Contract Services webpage.
 - Deleted for “State -Funded Projects Only” in Extending or Adding Limits to the Contract.
 - Added “along with necessary updates to meet environmental clearance” when adding limits.
- ◆ Section 3, “Force Account and Interim Adjustments to the Contract”
 - Clarified rates for equipment, material, and labor must be agreed upon prior to performing work.
 - Clarified work performed by subcontractors under force account.
 - Added guidance on unilateral Change Order
 - Clarified interim adjustments
- ◆ Section 4, “Supplemental Agreements”
 - Added CST will ensure proposed new contractor is prequalified and has the necessary bidding capacity to have the contract re-assigned.

Chapter 9, “Legal Relations and Responsibilities”

- ◆ Section 2, “Employees Responsibilities”
 - Added statement about coordinating with PIO to provide announcements for upcoming traffic
 - Clarified deficiencies need to be corrected in accordance with priority 1 and priority 2 deficiencies requirements.

Chapter 10, “Prosecution and Progress”

- ◆ Section 2, “Project Schedules”
 - Authorization to Begin Work replaces Notice to Proceed.
 - Included Additional Project Specific Liquidated Damages (APSLD) information.
- ◆ Section 3, “Subcontracting”
 - Added clarification on the Unified Certification Program (TUCP) print out shown, DBE or SBE certification. Clarified the date of the print out shown in the header and footer. The TUCP is a best practice for all DBEs both race conscious and race neutral.

- Added for federally funded projects in DMS, the contractor must request to add a subcontractor in DMS.
- Clarified Race conscious DBE participation (DBE on an approved commitment agreement form or utilization plan) and Race Neutral DBE participation
- Race conscious DBE subcontract work items must match the work items in the executed commitment agreements.
- Added for approved DBE, subcontractor must equal or exceed committed amounts and contain same work items.
- Clarified DBEs must self-perform 30% of the work in order to perform a CUF.
- Clarified commitment agreement form use.
- Clarified DBE requirements
- Added CIV DBE Manual Links
- Clarified the use of Form 4903 and 4902 for projects not in DMS.
- ◆ Section 8, “Default of Contract”
 - Clarified the 10-day letter should be signed by the Area Engineer at minimum.
 - Clarified when work suspension becomes excessive the contractor may be defaulted through the default process.

Chapter 11, “Measurement and Payment”

- ◆ Section 2, “Issues Affecting Payments”
 - Clarified periodic field measurements and calculations.
 - Information added for prefabricated structural materials with the test method TXTRST that are stored at approved sites run the Material Verification Report (CIS26) for verification and approval.
 - Clarified when a notice for negative payment is required.
- ◆ Section 3, “Prompt Payment Audit”
 - Added prompt pay is required for both state and federally funded projects.
 - Clarify that Form 2177 is for all projects
 - Added Area Office must review in DMS when a subcontractor indicates they are not paid promptly and address any payment discrepancies.
 - Clarified the prompt payment quarter will be based on a calendar year basis starting January 1st as per FHWA recommendation.
 - Added table whom to audit for prompt payment on different type of projects.

Chapter 12, “Environment”

- ◆ Section 1, “Hazard Materials or Waste”

- Clarified field material containing debris so that examples are found under the PSL section 5
- Stated to suspended work immediately in impacted area.
- ◆ Section 3, “Water Resources”
 - Modified Contractor involvement with Project Specific Locations.
 - Clarified measures for compliance for work performed in: Waters of the United States (Section 404); Navigable Waters of the US (Section 10); Navigable Waterways (Section 9); and Edwards Aquifer (EAPP).
 - Added measures for compliance for work in Coastal Counties.
- ◆ Section 4, “Cultural Resources”
 - Expanded on THC statement.
 - Added ensure compliance with the National Historic Preservation Act.

Chapter 13, “Health and Safety”

- ◆ Section 3, “Violations”
 - Added information on Construction Sanitation Facilities requirements per OSHA.
 - Document all discussion and interaction in DWR or a follow up email.

Chapter 14, “Business Opportunity Programs”

- ◆ Changed title to Small Business Programs
- ◆ Section 1, “Program Overview”
 - Clarified what the program is for and what the program applies to.
 - Stated District DBE Compliance and Monitoring Guide should be used.
 - Stated Prompt Payment regulations are covered through item 9 of the Standard Specification and Chapter 11 of the CCAM.

Chapter 15, “Contractor Workforce”

- ◆ Section 2, “Labor Requirements”
 - Stated quarters pertaining to labor interviews will be based on a calendar year basis starting January 1st.
 - Changed the SSN to Employee ID number.

Chapter 16, “FHWA Oversight Requirements”

- ◆ Section 2, “Change Orders”
 - Added table on Non-Participating CO Reason Codes
- ◆ Section 4, “Required Contract Provisions - Federal-Aid Construction Projects”

- Added Form FHWA 1022
- Added Project Management and Financial Plans
- ◆ Section 5, “Local Government Projects”
 - Added updated Form 2146 to include the use of the Third-Party Notification tool for local government projects

Chapter 17, “Forms and Documents”

- ◆ Section 1, “Forms and Guidance Documents”
 - Added material verification report (CIS26)
 - Added Sample prompt payment complaint acknowledgement sample letter
 - Procedure 125
 - Major Project Financial Plan Guidance

Supersedes

The 2019 Construction Contract Administration manual is superseded.

Contact

For any questions or assistance please contact 512-416-2512.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2019-1

From: Gina E. Gallegos, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual (CCAM)*

Effective Date: June 13, 2019

Purpose

The Construction Contract Administration Manual has been updated to comply with administrative rule changes, update business practices, and provide clarification for new and existing practices.

Contents

Chapters 1 through 17 have been updated. Chapter 16, “Local Government Contract Oversight,” has been removed and replaced with “FHWA Oversight Requirements.”

Contact

For any questions or assistance please contact Carlos Rodriguez, P.E., Construction Section Director, at 512-416-2512.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2015-1

From: John F. Obr, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual (CCAM)*

Effective Date: August 28, 2015

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division.

Updates correspond to recently published revisions to Form 599, "Traffic Control Devices Inspection Checklist."

Contents

Chapter 4, "Job Records"

◆ Section 3, "Traffic Control Plan"

- The Department will notify the Contractor of deficiencies at the time of inspection or by the end of the next business day.
- The Contractor will correct noted deficiencies immediately upon notification (Priority 1) or within 7 calendar days of notification (Priority 2), as designated on Form 599.

Contact

If you have questions or require assistance, please contact Roxana Garcia at 512/416-2482.

Archives

Past manual notices are available in a [pdf archive](#).

Manual Notice 2014-02

From: John F. Obr, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual (CCAM)*

Effective Date: December 15, 2014

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division.

The purpose of these revisions is to allow electronic copies of executed change orders.

Contents

Chapter 7, "Changes to the Contract"

- ◆ Section 1, "Change Orders"
 - Deleted language requiring submission of change orders with original signatures.
 - Added language requiring submission of electronic change orders

Contact

If you have questions or require assistance, please contact Roxana Garcia of the Construction Division at 512/416-2482.

Archives

Past manual notices are available in a [pdf archive](#).

Manual Notice 2014-01

From: John F. Obr, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual (CCAM)*

Effective Date: March 01, 2014

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division.

The purpose of these revisions is:

- ◆ to remove references to the Estimates Manual, which is obsolete for construction contracts,
- ◆ to add language regarding segregation of input and authorization to reduce conflicts associated with the Daily Work Report (DWR) approval process on pay items,
- ◆ to remove duplicate language contained in specifications or other manuals, as directed by Department manual policy, and
- ◆ to make editorial revisions throughout.

Contents

Chapter 4, "Job Records"

- ◆ Section 1, "Importance of Accurate Records"
 - Deleted subheading "Record Keeping," and accompanying text referencing the *Estimates Manual*.
- ◆ Section 2, "Public Information Act"
 - Replaced information paraphrasing the Department's open records policy with a reference and direct link to the Department's Legal Manual, Chapter 4, "Open Records."
- ◆ Section 3, "Traffic Control Plan"
 - Added items and clarification to the lists of duties of District and Contractor staff responsible for managing work zone safety.
 - Added information on formal and informal inspections and procedures.
- ◆ Section 4, "Project Records"
 - Added new subheading, "DWR Authorization," outlining the following policy:

- **Ensure there is a minimum of two individuals involved in the authorization of the DWR so that the individual inputting the information in the DWR is not the same individual authorizing the DWR.**
- **By checking the authorized box, the checker has made a reasonable and good faith effort to ensure the information with this DWR is complete and can be included for payment.**
- Under "Working Day Charges," deleted information contained in specifications or other manuals.
- Deleted subheading "Contractor's Labor Payrolls" and accompanying text.
- Under subheading "Final Plans," deleted information contained in specifications or other manuals.
- Under subheading "Required Reports and Forms," deleted information contained in specifications or other manuals, added information pertinent to completing Form 2235, and added a statement regarding records retention.

Chapter 11, "Measurement and Payment"

- ◆ Section 1, "Introduction"
 - Under subheading "Overview," deleted reference to the *Estimates Manual*.
 - Under subheading "Policy," deleted information contained in specifications or other manuals.
- ◆ Section 2, "Issues Affecting Payments"
 - Under subheading "Plans Quantity Measurement," deleted information already contained in the specifications and added information clarifying the policy regarding plan quantity items.
 - Deleted subheading "Extra Work" and accompanying text.
 - Revised subheading "Material on Hand (MOH)" to replace a reference to the *Estimates Manual* with a reference to the *Standard Specifications*.
 - Deleted subheading "Damage to the Work" and accompanying text.
 - Under subheading "QC/QA Hot Mix Payment," replaced tables listing standard item and description codes with a reference to the *SiteManager Contract Administration User Manual*.
 - Under subheading "Road-User Costs Incentives and Disincentives," replaced tables listing standard item and description codes with a reference to *SiteManager Contract Administration User Manual*.
 - Added subheading "Force Account."
 - Deleted subheading "Retainage for Wholly State Funded Contracts" and accompanying text.

-
- Deleted subheading "Zero Retainage for Federally Funded Contracts" and accompanying text.
 - Deleted subheading "Final Payment" and accompanying text.
 - ◆ Section 3, "Prompt Payment"
 - Deleted "Wholly State-Funded Contracts" from Section title.
 - Under subheading "Policy," incorporated information previously found in Section 4 applicable to federally funded contracts.
 - Added "and Material Supplier" to subheading title "Subcontractor Complaints" and added information and procedures for handling complaints.
 - Added subheading "Contractor Compliance," to include information regarding Form 2177 submission requirements and follow-up action.
 - Deleted Section 4, "Prompt Payment - Federally Funded Contracts."
 - ◆ Deleted Section 5, "Force Account."

Contact

If you have questions or require assistance, please contact Roxana Garcia-Zinsmeyer of the Construction Division at 512/416-2482.

Archives

Past manual notices are available in a [pdf archive](#).

Manual Notice 2013-01

From: John F. Obr, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual (CCAM)*

Effective Date: May 01, 2013

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division.

These revisions bring the CCAM into compliance with the Code of Federal Regulations (CFR) and Texas Administrative Code (TAC).

Contents

Chapter 4, "Job Records"

- ◆ Section 4, "Project Records"
 - Under Subhead "Contractor's Labor Payrolls," replaced "social security number" with "worker's individual identifying number" in the list of information the first payroll record for each employee must contain.
 - Deleted the following sentence: "Employee social security numbers, addresses, and phone numbers need only appear on the initial project payroll record and on the first payroll on which a new employee appears."

Chapter 6, "Control of Materials"

- ◆ Section 3, "Buy America"
 - Under Subhead "Overview," revised the last bullet to add the text in bold: "materials are temporarily installed **and not left in place when work is completed.**"

Chapter 14, "Business Opportunity Programs"

- ◆ Section 1, "Program Overview"
 - Under Subhead "Small Business Enterprise (SBE) Program (State Contracts)," revised the following sentence to add the text in bold: "The SBE Program applies to highway improvement contracts **that are 100% state funded or that involve federal funding and do not have a DBE goal provided.**"
- ◆ Section 2, "Contract Reporting Requirements"

Under Subhead "DBE/SBE Monthly Progress Reports," revised the following sentence to add the text in bold: "The DBE reports will pertain to all federally-funded contracts, and the SBE reports will pertain to 100% state-funded projects **and federally-funded projects that do not have a DBE goal provided.**"

Chapter 16, "Local Government Contract Oversight"

- ◆ Section 2, "General Requirements Checklist"
 - In the table entitled "State Requirement Bid Document Preparation," under "District Monitoring Responsibilities," revised the following SBE requirement to add the text in bold: "Applicable to projects that are wholly funded with state funds **and federally-funded projects that do not have a DBE goal provided.**"

Contact

If you have questions or require assistance, please contact Roxana Garcia-Zinsmeyer of the Construction Division at 512/416-2482.

Archives

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Manual Notice 2007-01

From: Thomas R. Bohuslav, P. E., Director, Construction Division

Manual: Construction Contract Administration Manual

Effective Date: October 01, 2007

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division.

Changes

Changes include:

Throughout the manual, the section known as CST - Claims and Disputes changed to CST - Claims, Disputes, and Special Programs (CST-CDSP).

Chapter 2, Pre-bid Conference.

- ◆ Section 1- 'Showing the Project'
 - Under subhead, 'Purpose and Process of Showing a Project,' information added to define and process minor errors prior to letting. Information added to process errors that create the potential for an unbalanced bid.
- ◆ Section 2 - 'Pre-Bid Conference'
 - Under subhead, 'Introduction' the first paragraph was deleted and replaced with "Pre-bid conferences may be conducted to provide specific project information, explain any unusual aspects of the project and address any potential bidder questions."
The second and third paragraph were combined. Text "minutes may be written or recorded" was added in the first sentence of the revised paragraph.
In the first bulleted item, text was revised to address late arrivals.
An item was added to the end of the bulleted list to issue an addendum to correct a proposal.
 - Added new subsection, 'Mandatory Attendance.'

Chapter 3, Post-Award Activities.

- ◆ Section 3 - 'Pre-Construction Conference'
 - Under subhead, 'Purpose of Conference,' the "written record of the meeting" was defined as meeting minutes.

- Under subhead, ‘Conference Responsibilities and Make-up,’ added “(as required)” after bulleted items “news media,” “utility companies,” and “local governmental entities.”

Added bullet item #6 “emergency entities. . .”

Deleted paragraph after bulleted list referencing the Traffic Control Plan.

- Under subhead, ‘Pre-construction Conference Agenda’ in the table by the same name under the column heading ‘Topic/Comments’ for ‘Agenda Item’:

‘Contractor’s Work Plan’ added two items to the end of bulleted list: “present the subcontractors proposed for the project and the work they will perform (DBEs discussed below)” and “railroad insurance, if required in the contract.”

‘Utility Adjustment’ in the second bullet, deleted “is responsible for” and changed to “should not.”

‘Traffic Control’ added three bulleted items: 1) explain the Traffic Control Plan (TCP) and its sequence during the course of the contract, 2) stress to the contractor that deficiencies noted during construction must be corrected as soon as possible, and 3) ensure the contractor provides the scheduled sequence of work to the respective utility owners.

‘Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)’ deleted “HUB” from the last bulleted item.

‘EEO, Training and Labor Compliance’ the subsection “Optional On-the-Job Training special provision” was deleted. The subsection “On-the-Job Training” was added. Under subsection “Payroll records,” time frame was defined as “within 7 calendar days” for submitting payroll records on federal-aid construction projects.

◆ Section 4 - ‘Partnering Process’

- Under subhead, ‘Procedure’ the last paragraph referencing the Partnering Handbook was deleted.

Chapter 4, Job Records.

◆ Section 1 - ‘Importance of Accurate Records’

- Under subhead, ‘Electronic Records’ added examples of software on the bulleted item “include adequate software programs and hardware dependency documentation”

◆ Section 2 - ‘Public Information Act’

- Under subhead, ‘Overview’ the term “public information officer” was replaced with “open records coordinator.” Two paragraphs added after second paragraph. Content describes the district open records coordinator responsibilities and procedures to follow for processing information requests.

In the last paragraph, instructions were added to describe how to process information requests sent to individual departmental employee’s e-mail address.

◆ Section 3 – ‘Traffic Control Plan (TCP)’

- Under subhead, ‘Construction or Work Phase Requirements’ a description of the district traffic control coordinator’s (TCC) responsibilities was added to the end of the subsection.
- Under subhead, ‘Formal Inspections and Procedures’ at the end of the first paragraph added information on when to use electronic and written entry.

In the third paragraph, changed text on the project folder labelling. Changed the language for the department’s response requirement on Form 599 requests.

◆ Section 4 – ‘Project Records’

- Under subhead, ‘Notice of Beginning Work’ added bulleted item “CCSJ.”
- Under subhead, ‘Progress Schedules’ more specific language was added to the end of the first paragraph under the bulleted list to describe the written clarification from the contractor.
- Under subhead, ‘Project Diary’ content was added to describe the procedures for maintaining a project diary and for the correction of diary entries.

In the bulleted list, added bullet, “approximate quantities of work.”

In bulleted item added “and type” to “quantity and type of equipment and activity at the project site”

- Under subhead, ‘Final Plans’ a bulleted procedural list was added after the last paragraph to describe how to develop final as-built plans sets.
- Under subhead, ‘Required Reports and Forms’ the information for completing, processing, and retaining Form 2235*, Final Inspection of Federal-Aid Project, was revised.
*Note: Form 2235 replaces FHWA-1446C.

The instructions to process Forms 168, 181, and 1276 have changed. Districts are instructed to maintain these forms in the project file. No distribution outside of the district is required.

Chapter 5, Control of the Work.

◆ Section 1 - ‘Project Authority’

- In the third paragraph under subhead, ‘Authority and Duties of Inspectors’ deleted “Only the engineer may approve or accept the work or issue instructions contrary to the contract.”

◆ Section 2 – ‘Work Documents’

- Under subhead, ‘Traffic Control’ more specific language was added for removal and covering signs that restrict speed limit in a construction or maintenance work zone.
- Under subhead, ‘Open Records Requests for Form 599’ in the first paragraph the label message was changed.
- Subhead changed from ‘Working Data and Transition Plan’ to ‘Pedestrian and ADA Requirements.’

The first paragraph under this subheading was added. It describes pedestrian elements and their accessibility.

- Under subheading, 'Document Disposition' the label message was changed.
- ◆ Section 3 - 'Construction Surveying'
 - Under subhead, 'Overview' sentence referencing survey control documentation and the related memo dated January 12, 2006 was added to the end of the first paragraph.
- ◆ Section 4 – 'Inspections'
 - Under subhead, 'Inspection by the Department' the sentence "Document the inspection of survey work in the project diary." was added to the end of the paragraph. Under the same subhead, in the second level subsection 'Exempt Federal-aid Projects' updated the date for the Federal Oversight Agreement to October 13, 2006.
- ◆ Section 5 – 'Post Construction Evaluation.'
 - Section deleted.

Chapter 6, Control of Materials.

- ◆ Section 1 – 'Material'
 - Under subhead, 'Material Source Information' at paragraph #5 added bulleted list of material with an established history of TxDOT use.
 - Under the bulleted list, added a new paragraph with a link to the TxDOT Material Producer List for NRMs that may be accepted without documentation of environmental suitability. Presents condition to use forms, CSTM-NRM-1 and CSTM-NRM-2.
- ◆ Section 2 - 'Material Testing'
 - Under subhead, 'Forms and Reports' in table 'Forms and Reports Maintained in District Files,' under the 'Reference' column, added content for Forms 311 Rev. and 596.
 - Subhead name changed from 'Guide Schedule of Sampling and Testing' to 'Sampling and Testing.'
- ◆ Section 3 – 'Buy America'
 - Under subhead, 'Overview' added condition for use of Form 1818, Material Statement, to the beginning of the third paragraph.
- ◆ Added Section 4 - 'Buy Texas'

Chapter 7, Changes to the Contract.

- ◆ Section 1 - 'Change Orders'
 - Under subhead, 'Policy,' added "Unit prices that are comparable to bid prices for the same character of work are acceptable without additional justification." to the second paragraph.

- Under subhead ‘Change Order Preparation’ added bulleted item “adding new items of work.”
- Under second level subhead, ‘Change Orders Requiring CST Review’:
 - a) revised bullet #4, added criteria for when the use of “price justification” is not required and
 - b) added bullet #7 “coordination with DES for pedestrian elements that exceed the TDLR \$50,000 threshold.”
- ◆ Section 2 - ‘Change Order Approval Authority’
 - Under subhead, ‘Policy’ in the table ‘Change Order (CO) Signature Authority’ under column ‘Change Order Category’:
 - Added “Bilateral” descriptor to “CO less than \$50,000” and “CO less than \$300,000”
 - Added item “Unilateral CO less than \$300,000” and corresponding “DE” for ‘Signature Authority.’
 - Added “regardless of amount” to the end of ‘CO changing project limits.’
 - Added item “CO that resolves termination cost to contractors” and corresponding “AED, EO” for ‘Signature Authority.’
 - Added item “CO that changes limits or roadways on district-wide CSJ projects (i.e., CCSJ: 09xx-00-xxx)” and corresponding “AED, EO” for ‘Signature Authority.’
 - Under table ‘Change Order (CO) Signature Authority’ added “While the signature authority listed above may not be delegated further, the district delegation allowed is at the discretion of the DE.” after the first sentence.
 - Under subhead, ‘Federal Letter of Authority (FLOA) Federal-Aid Projects’ added conditions for approval of major COs on FLOA projects for federal participation.
 - Added content on approval requirements for minor COs and work on all FLOA COs.
 - Under subsection, ‘State Letter of Authority (SLOA) Federal-Aid Projects’ second level subhead, ‘Federal Participation,’ the introduction to the second bulleted list changed from “FHWA may grant retroactive participation if” to “Federal-aid participation may be granted if.”
 - Under subsection, ‘State Funded Projects,’ added new subsection ‘Extending or Adding Project Limits to the Contract.’
- ◆ Section 3 - ‘Force Account and Interim Adjustments to the Contract’
 - Under subhead, ‘Change Orders Involving Contractor Force Account Work,’ in the paragraph under the bulleted list, changed the “COs for force account work less than” dollar amount from \$5,000 to \$10,000.
- ◆ Section 4 – ‘Supplemental Agreements’
 - Under subhead, ‘Policy’ deleted 3 items:

- 1) Bulleted item “change the terms or conditions of the contract, such as, extending the limits or adding a new project.”
 - 2) Sentence “A SA may be used to settle disputes.”
 - 3) “Note: Do not use COs to change the terms and conditions of the contract. COs are used only for changes to the work.”
- Under subhead, ‘Policy’ reworded bulleted item under “Use a SA to:” from “dispute settlements involving a surety” to “settle disputes involving a surety”
- ◆ Section 5 - ‘Terminations’
 - Under subhead, ‘Procedures’ added sentence to the beginning of the first paragraph, “Coordinate with CST-FE to process contract terminations.” Added “CST-FE will” to the second sentence “provide written notice of termination. . .”

Chapter 8, Disputes and Claims.

- ◆ Section 1 – ‘Disputes’
 - Under subhead, ‘Policy’ added sentence under bulleted list “Notify FHWA when a dispute is submitted on a FLOA project.”
- ◆ Section 2 - ‘Claims’
 - Under subhead, ‘Claims’ added sentence to the end of the third paragraph, “Notify FHWA when a claim is filed on a FLOA project.”

Chapter 10, Prosecution and Progress.

- ◆ Section 4 - ‘Subcontracting’
 - In the first paragraph added “a hauling firm hauling only from a commercial source to the project” to the definition of subcontractor according to Article 1.128 of the Standard Specifications.

Chapter 11, Measurement and Payment.

- ◆ Section 2 - ‘Issues Affecting Payments’
 - Under table, ‘Item and Description Codes for Tracking Incentives/Disincentives with RUC,’ added new subhead, ‘Retainage for Wholly State Funded Contracts.’
 - Under subhead, ‘Retainage for Wholly State Funded Contracts,’ changed 4 first level subheads to second level subheads. “Retainage on” was deleted from the front of each of the first three subheads;
 - a) the revised subhead changed from ‘Retainage on Contracts with Recycled Materials’ to ‘Contracts with Recycled Materials’;
 - b) the revised subhead changed from ‘Retainage on Contracts without Recycled Materials’ to ‘Contracts without Recycled Materials’; and

- c) the revised subhead changed from ‘Retainage on Contracts with Vegetative Establishment, Maintenance or Performance Period (VEMP)’ to ‘Contracts with Vegetative Establishment, Maintenance or Performance Period (VEMP).’
- Two new subsections were added: ‘Zero Retainage for Federally Funded Contracts’ and ‘Effect of Zero Retainage on Payment Items.’
- ◆ Section 3 title, ‘Prompt Payment,’ changed to ‘Prompt Payment - Wholly State Funded Contracts.’
 - Under subhead, ‘Policy,’ two paragraphs, detailing conditions for subcontractor payment, were moved to newly added Section 4, ‘Prompt Payment - Federally Funded Contracts’ under subhead ‘Policy.’
- ◆ Added Section 4 - ‘Prompt Payment - Federally Funded Contracts’
 - New content added under existing information moved from Section 3, ‘Prompt Payment - Wholly State Funded Contracts,’ under subhead, ‘Policy.’
- ◆ Section 5 - ‘Force Account,’ was formerly Section 4 - ‘Force Account.’ No content change.

Chapter 14, Business Opportunity Programs.

- ◆ Section 2 – Title ‘Contract Monitoring Requirements’ changed to ‘Contract Reporting Requirements.’
 - Subhead, ‘Commercially Useful Function (CUF) Reviews,’ changed to section heading for newly created Section 3 by the same name. The first paragraph under the subhead was also moved to Section 3 under subhead, ‘Overview.’
 - Added new subsection, ‘DBE Commitment Procedures.’
 - Added new subsection, ‘Use of Joint Checks’ under subsection, ‘DBE/HUB Subcontractor Approval Requests.’
- ◆ Added new section, Section 3 - ‘Commercially Useful Function (CUF) Reviews.’

Chapter 15, Contractor Workforce.

- ◆ Section 2 – ‘Labor Requirements’
 - In the last paragraph under the second level subhead, ‘Payroll Review,’ added “Document in the project file the review results, review date and reviewer name.”
- ◆ Section 3 – Title changed from ‘Optional On-the-Job Training’ to ‘On-the-Job (OJT) Training.’ The content under this section has been updated and rewritten to follow the FHWA approved OJT program manual.

Chapter 16, Local Government Contract Oversight.

- ◆ Section 2 – ‘General Requirements Checklist’
 - Under subhead, ‘Bid Document Components,’ in the table by the same name, changed the information under column heading ‘Office of Primary Responsibility (OPR),’ for ‘Bid

Document Component' items "Claims," "Liquidated Damages" and "Prevailing Minimum Wage."

- Under subhead, 'Contract Execution,' in the table, 'Federal Requirements - Contract Execution,' changed the office from "CST" to "BOP" under column heading, 'District Monitoring Responsibilities,' for "Disadvantaged Business Enterprise (DBE)" and "Small Business Enterprise (SBE)."
- Under subhead, 'Contract Administration,' in table, 'Federal Requirements - Contract Administration':

Changed contact phone number for CST-L&CA under column heading, 'District Monitoring Responsibilities,' for 'Requirement' item, "Change Orders"

For 'Requirement' item 'Final inspection and acceptance' updated the date for 'Reference' item 'FHWA/TxDOT Oversight Agreement' to 10/13/06.

Changed responsible branch from CST-L&CA to CST-FE under column heading, 'District Monitoring Responsibilities,' for 'Requirement' item "Prompt payment to subcontractors/vendors (See Disadvantaged Business Enterprises)."

Chapter 17, Forms and Guidance Documents.

- ◆ Section 1 - 'Forms and Guidance Documents'
 - In table, 'Contract Administration Forms and Examples,' deleted forms/guidance documents: Optional Training Schedule (Example), Registration for Optional OJT Program, OJT Weekly Report, and Quarterly Trainee Interview Report.
 - In table, 'Contract Administration Forms and Examples,' added forms: Form 2201, Contractor OJT Enrollment Request Form and Form 2202, OJT Weekly Reporting Form.

Contact

For more information or questions regarding the manual update, please contact Renee Frisinger, Labor & Contract Administration Branch of the Construction Division.

Past manual notices are available in a pdf archive.

Manual Notice 2007-01

From: Thomas R. Bohuslav, P. E., Director, Construction Division

Manual: Construction Contract Administration Manual

Effective Date: October 01, 2007

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division.

Changes

Changes include:

Throughout the manual, the section known as CST - Claims and Disputes changed to CST - Claims, Disputes, and Special Programs (CST-CDSP).

Chapter 2, Pre-bid Conference.

- ◆ Section 1- 'Showing the Project'
 - Under subhead, 'Purpose and Process of Showing a Project,' information added to define and process minor errors prior to letting. Information added to process errors that create the potential for an unbalanced bid.
- ◆ Section 2 - 'Pre-Bid Conference'
 - Under subhead, 'Introduction' the first paragraph was deleted and replaced with "Pre-bid conferences may be conducted to provide specific project information, explain any unusual aspects of the project and address any potential bidder questions."
 - The second and third paragraph were combined. Text "minutes may be written or recorded" was added in the first sentence of the revised paragraph.
 - In the first bulleted item, text was revised to address late arrivals.
 - An item was added to the end of the bulleted list to issue an addendum to correct a proposal.
 - Added new subsection, 'Mandatory Attendance.'

Chapter 3, Post-Award Activities.

- ◆ Section 3 - 'Pre-Construction Conference'
 - Under subhead, 'Purpose of Conference,' the "written record of the meeting" was defined as meeting minutes.

- Under subhead, ‘Conference Responsibilities and Make-up,’ added “(as required)” after bulleted items “news media,” “utility companies,” and “local governmental entities.”

Added bullet item #6 “emergency entities. . .”

Deleted paragraph after bulleted list referencing the Traffic Control Plan.

- Under subhead, ‘Pre-construction Conference Agenda’ in the table by the same name under the column heading ‘Topic/Comments’ for ‘Agenda Item’:

‘Contractor’s Work Plan’ added two items to the end of bulleted list: “present the subcontractors proposed for the project and the work they will perform (DBEs discussed below)” and “railroad insurance, if required in the contract.”

‘Utility Adjustment’ in the second bullet, deleted “is responsible for” and changed to “should not.”

‘Traffic Control’ added three bulleted items: 1) explain the Traffic Control Plan (TCP) and its sequence during the course of the contract, 2) stress to the contractor that deficiencies noted during construction must be corrected as soon as possible, and 3) ensure the contractor provides the scheduled sequence of work to the respective utility owners.

‘Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)’ deleted “HUB” from the last bulleted item.

‘EEO, Training and Labor Compliance’ the subsection “Optional On-the-Job Training special provision” was deleted. The subsection “On-the-Job Training” was added. Under subsection “Payroll records,” time frame was defined as “within 7 calendar days” for submitting payroll records on federal-aid construction projects.

◆ Section 4 - ‘Partnering Process’

- Under subhead, ‘Procedure’ the last paragraph referencing the Partnering Handbook was deleted.

Chapter 4, Job Records.

◆ Section 1 - ‘Importance of Accurate Records’

- Under subhead, ‘Electronic Records’ added examples of software on the bulleted item “include adequate software programs and hardware dependency documentation”

◆ Section 2 - ‘Public Information Act’

- Under subhead, ‘Overview’ the term “public information officer” was replaced with “open records coordinator.” Two paragraphs added after second paragraph. Content describes the district open records coordinator responsibilities and procedures to follow for processing information requests.

In the last paragraph, instructions were added to describe how to process information requests sent to individual departmental employee’s e-mail address.

◆ Section 3 – ‘Traffic Control Plan (TCP)’

- Under subhead, ‘Construction or Work Phase Requirements’ a description of the district traffic control coordinator’s (TCC) responsibilities was added to the end of the subsection.
- Under subhead, ‘Formal Inspections and Procedures’ at the end of the first paragraph added information on when to use electronic and written entry.

In the third paragraph, changed text on the project folder labelling. Changed the language for the department’s response requirement on Form 599 requests.

◆ Section 4 – ‘Project Records’

- Under subhead, ‘Notice of Beginning Work’ added bulleted item “CCSJ.”
- Under subhead, ‘Progress Schedules’ more specific language was added to the end of the first paragraph under the bulleted list to describe the written clarification from the contractor.
- Under subhead, ‘Project Diary’ content was added to describe the procedures for maintaining a project diary and for the correction of diary entries.

In the bulleted list, added bullet, “approximate quantities of work.”

In bulleted item added “and type” to “quantity and type of equipment and activity at the project site”

- Under subhead, ‘Final Plans’ a bulleted procedural list was added after the last paragraph to describe how to develop final as-built plans sets.
- Under subhead, ‘Required Reports and Forms’ the information for completing, processing, and retaining Form 2235*, Final Inspection of Federal-Aid Project, was revised.
*Note: Form 2235 replaces FHWA-1446C.

Chapter 5, Control of the Work.

◆ Section 1 - ‘Project Authority’

- In the third paragraph under subhead, ‘Authority and Duties of Inspectors’ deleted “Only the engineer may approve or accept the work or issue instructions contrary to the contract.”

◆ Section 2 – ‘Work Documents’

- Under subhead, ‘Traffic Control’ more specific language was added for removal and covering signs that restrict speed limit in a construction or maintenance work zone.
- Under subhead, ‘Open Records Requests for Form 599’ in the first paragraph the label message was changed.
- Subhead changed from ‘Working Data and Transition Plan’ to ‘Pedestrian and ADA Requirements.’

The first paragraph under this subheading was added. It describes pedestrian elements and their accessibility.

- Under subheading, ‘Document Disposition’ the label message was changed.

- ◆ Section 3 - ‘Construction Surveying’
 - Under subhead, ‘Overview’ sentence referencing survey control documentation and the related memo dated January 12, 2006 was added to the end of the first paragraph.
- ◆ Section 4 – ‘Inspections’
 - Under subhead, ‘Inspection by the Department’ the sentence “Document the inspection of survey work in the project diary.” was added to the end of the paragraph. Under the same subhead, in the second level subsection ‘Exempt Federal-aid Projects’ updated the date for the Federal Oversight Agreement to October 13, 2006.
- ◆ Section 5 – ‘Post Construction Evaluation.’
 - Section deleted.

Chapter 6, Control of Materials.

- ◆ Section 1 – ‘Material’
 - Under subhead, ‘Material Source Information’ at paragraph #5 added bulleted list of material with an established history of TxDOT use.
 - Under the bulleted list, added a new paragraph with a link to the TxDOT Material Producer List for NRMs that may be accepted without documentation of environmental suitability. Presents condition to use forms, CSTM-NRM-1 and CSTM-NRM-2.
- ◆ Section 2 - ‘Material Testing’
 - Under subhead, ‘Forms and Reports’ in table ‘Forms and Reports Maintained in District Files,’ under the ‘Reference’ column, added content for Forms 311 Rev. and 596.
 - Subhead name changed from ‘Guide Schedule of Sampling and Testing’ to ‘Sampling and Testing.’
- ◆ Section 3 – ‘Buy America’
 - Under subhead, ‘Overview’ added condition for use of Form 1818, Material Statement, to the beginning of the third paragraph.
- ◆ Added Section 4 - ‘Buy Texas’

Chapter 7, Changes to the Contract.

- ◆ Section 1 - ‘Change Orders’
 - Under subhead, ‘Policy,’ added “Unit prices that are comparable to bid prices for the same character of work are acceptable without additional justification.” to the second paragraph.
 - Under subhead ‘Change Order Preparation’ added bulleted item “adding new items of work.”
 - Under second level subhead, ‘Change Orders Requiring CST Review’:

a) revised bullet #4, added criteria for when the use of “price justification” is not required and

b) added bullet #7 “coordination with DES for pedestrian elements that exceed the TDLR \$50,000 threshold.”

◆ Section 2 - ‘Change Order Approval Authority’

- Under subhead, ‘Policy’ in the table ‘Change Order (CO) Signature Authority’ under column ‘Change Order Category’:

Added “Bilateral” descriptor to “CO less than \$50,000” and “CO less than \$300,000”

Added item “Unilateral CO less than \$300,000” and corresponding “DE” for ‘Signature Authority.’

Added “regardless of amount” to the end of ‘CO changing project limits.’

Added item “CO that resolves termination cost to contractors” and corresponding “AED, EO” for ‘Signature Authority.’

Added item “CO that changes limits or roadways on district-wide CSJ projects (i.e., CCSJ: 09xx-00-xxx)” and corresponding “AED, EO” for ‘Signature Authority.’

- Under table ‘Change Order (CO) Signature Authority’ added “While the signature authority listed above may not be delegated further, the district delegation allowed is at the discretion of the DE.” after the first sentence.
- Under subhead, ‘Federal Letter of Authority (FLOA) Federal-Aid Projects’ added conditions for approval of major COs on FLOA projects for federal participation.
Added content on approval requirements for minor COs and work on all FLOA COs.
- Under subsection, ‘State Letter of Authority (SLOA) Federal-Aid Projects’ second level subhead, ‘Federal Participation,’ the introduction to the second bulleted list changed from “FHWA may grant retroactive participation if” to “Federal-aid participation may be granted if.”
- Under subsection, ‘State Funded Projects,’ added new subsection ‘Extending or Adding Project Limits to the Contract.’

◆ Section 3 - ‘Force Account and Interim Adjustments to the Contract’

- Under subhead, ‘Change Orders Involving Contractor Force Account Work,’ in the paragraph under the bulleted list, changed the “COs for force account work less than” dollar amount from \$5,000 to \$10,000.

◆ Section 4 – ‘Supplemental Agreements’

- Under subhead, ‘Policy’ deleted 3 items:

1) Bulleted item “change the terms or conditions of the contract, such as, extending the limits or adding a new project.”

2) Sentence “A SA may be used to settle disputes.”

- 3) “Note: Do not use COs to change the terms and conditions of the contract. COs are used only for changes to the work.”
- Under subhead, ‘Policy’ reworded bulleted item under “Use a SA to:” from “dispute settlements involving a surety” to “settle disputes involving a surety”
- ◆ Section 5 - ‘Terminations’
 - Under subhead, ‘Procedures’ added sentence to the beginning of the first paragraph, “Coordinate with CST-FE to process contract terminations.” Added “CST-FE will” to the second sentence “provide written notice of termination. . .”

Chapter 8, Disputes and Claims.

- ◆ Section 1 – ‘Disputes’
 - Under subhead, ‘Policy’ added sentence under bulleted list “Notify FHWA when a dispute is submitted on a FLOA project.”
- ◆ Section 2 - ‘Claims’
 - Under subhead, ‘Claims’ added sentence to the end of the third paragraph, “Notify FHWA when a claim is filed on a FLOA project.”

Chapter 10, Prosecution and Progress.

- ◆ Section 4 - ‘Subcontracting’
 - In the first paragraph added “a hauling firm hauling only from a commercial source to the project” to the definition of subcontractor according to Article 1.128 of the Standard Specifications.

Chapter 11, Measurement and Payment.

- ◆ Section 2 - ‘Issues Affecting Payments’
 - Under table, ‘Item and Description Codes for Tracking Incentives/Disincentives with RUC,’ added new subhead, ‘Retainage for Wholly State Funded Contracts.’
 - Under subhead, ‘Retainage for Wholly State Funded Contracts,’ changed 4 first level subheads to second level subheads. “Retainage on” was deleted from the front of each of the first three subheads;
 - a) the revised subhead changed from ‘Retainage on Contracts with Recycled Materials’ to ‘Contracts with Recycled Materials’;
 - b) the revised subhead changed from ‘Retainage on Contracts without Recycled Materials’ to ‘Contracts without Recycled Materials’; and
 - c) the revised subhead changed from ‘Retainage on Contracts with Vegetative Establishment, Maintenance or Performance Period (VEMP)’ to ‘Contracts with Vegetative Establishment, Maintenance or Performance Period (VEMP).’

- Two new subsections were added: ‘Zero Retainage for Federally Funded Contracts’ and ‘Effect of Zero Retainage on Payment Items.’
- ◆ Section 3 title, ‘Prompt Payment,’ changed to ‘Prompt Payment - Wholly State Funded Contracts.’
 - Under subhead, ‘Policy,’ two paragraphs, detailing conditions for subcontractor payment, were moved to newly added Section 4, ‘Prompt Payment - Federally Funded Contracts’ under subhead ‘Policy.’
- ◆ Added Section 4 - ‘Prompt Payment - Federally Funded Contracts’
 - New content added under existing information moved from Section 3, ‘Prompt Payment - Wholly State Funded Contracts,’ under subhead, ‘Policy.’
- ◆ Section 5 - ‘Force Account,’ was formerly Section 4 - ‘Force Account.’ No content change.

Chapter 14, Business Opportunity Programs.

- ◆ Section 2 – Title ‘Contract Monitoring Requirements’ changed to ‘Contract Reporting Requirements.’
 - Subhead, ‘Commercially Useful Function (CUF) Reviews,’ changed to section heading for newly created Section 3 by the same name. The first paragraph under the subhead was also moved to Section 3 under subhead, ‘Overview.’
 - Added new subsection, ‘DBE Commitment Procedures.’
 - Added new subsection, ‘Use of Joint Checks’ under subsection, ‘DBE/HUB Subcontractor Approval Requests.’
- ◆ Added new section, Section 3 - ‘Commercially Useful Function (CUF) Reviews.’

Chapter 15, Contractor Workforce.

- ◆ Section 2 – ‘Labor Requirements’
 - In the last paragraph under the second level subhead, ‘Payroll Review,’ added “Document in the project file the review results, review date and reviewer name.”
- ◆ Section 3 – Title changed from ‘Optional On-the-Job Training’ to ‘On-the-Job (OJT) Training.’ The content under this section has been updated and rewritten to follow the FHWA approved OJT program manual.

Chapter 16, Local Government Contract Oversight.

- ◆ Section 2 – ‘General Requirements Checklist’
 - Under subhead, ‘Bid Document Components,’ in the table by the same name, changed the information under column heading ‘Office of Primary Responsibility (OPR),’ for ‘Bid Document Component’ items “Claims,” “Liquidated Damages” and “Prevailing Minimum Wage.”

- Under subhead, ‘Contract Execution,’ in the table, ‘Federal Requirements - Contract Execution,’ changed the office from “CST” to “BOP” under column heading, ‘District Monitoring Responsibilities,’ for “Disadvantaged Business Enterprise (DBE)” and “Small Business Enterprise (SBE).”
- Under subhead, ‘Contract Administration,’ in table, ‘Federal Requirements - Contract Administration’:

Changed contact phone number for CST-L&CA under column heading, ‘District Monitoring Responsibilities,’ for ‘Requirement’ item, “Change Orders”

For ‘Requirement’ item ‘Final inspection and acceptance’ updated the date for ‘Reference’ item ‘FHWA/TxDOT Oversight Agreement’ to 10/13/06.

Changed responsible branch from CST-L&CA to CST-FE under column heading, ‘District Monitoring Responsibilities,’ for ‘Requirement’ item “Prompt payment to subcontractors/vendors (See Disadvantaged Business Enterprises).”

Chapter 17, Forms and Guidance Documents.

- ◆ Section 1 - ‘Forms and Guidance Documents’
 - In table, ‘Contract Administration Forms and Examples,’ deleted forms/guidance documents: Optional Training Schedule (Example), Registration for Optional OJT Program, OJT Weekly Report, and Quarterly Trainee Interview Report.
 - In table, ‘Contract Administration Forms and Examples,’ added forms: Form 2201, Contractor OJT Enrollment Request Form and Form 2202, OJT Weekly Reporting Form.

Contact

For more information or questions regarding the manual update, please contact Renee Frisinger, Labor & Contract Administration Branch of the Construction Division.

Manual Notice 2005-1

To: Users of the *Construction Contract Administration Manual*

From: Thomas R. Bohuslav, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual*

Effective Date: November 1, 2005

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division. Changes include revisions to all chapters and inclusion of additional sections and subheadings as outlined below.

Contents

- ◆ Chapter 1, Introduction
 - Section 2 – Section heading changed to ‘Manual Description.’ Subhead changed to ‘Use of this Manual.’ References to ‘handbook’ changed to ‘manual.’
- ◆ Chapter 2, Pre-bid Conference. Significant changes throughout the chapter.
- ◆ Chapter 3, Post-Award Activities
 - Section 2 – ‘Legislative Notification Requirements.’ Subhead changed to ‘Completion of Project Letter to State Legislator.’ New information inserted on legislator notification.
 - Section 3 – ‘Pre-Construction Conference.’ Changes throughout this section.
 - Section 4 – ‘Partnering.’ Replaced first and second subheads with ‘Policy’ and ‘Procedure’ along with their respective content.
- ◆ Chapter 4, Job Records. Changes throughout the chapter. Significant changes found in:
 - Section 1 – ‘Importance of Accurate Records’ under subhead, ‘Correspondence.’
 - Section 2 – ‘Public Information Act’
 - Section 3 – ‘Traffic Control Plan (TCP)’ under subhead, ‘Formal Inspections and Procedures.’
 - Section 4 – ‘Project Records’ under subheads, ‘Materials Received’ and ‘Required Reports and Forms.’ Added new subhead, ‘Progress Schedules,’ along with corresponding content. Changed subhead from ‘Records on Temporary Suspension of Work or Time’ to ‘Records on Temporary Suspension of Work or Working Day Charges.’ Changed subhead from ‘Daily Time Charges’ to ‘Working Day Charges.’ New note added regarding TxDOT forms access.
- ◆ Chapter 5, Control of the Work. Significant changes found in:

- Section 1 – ‘Project Authority’ under subheads, ‘Authority of the Engineer’ and ‘Contractor’s Superintendent.’
 - Section 2 – ‘Work Documents’ under subheads, ‘Plan Quantities,’ ‘Open Records Requests for Form 599,’ and ‘Coordination of Contract Documents.’ Added new subhead, ‘ADA Working Data and Transition Plan,’ along with corresponding content.
 - Section 3 – section title changed to ‘Construction Surveying.’ Significant content changes under subhead, ‘Overview.’ Subhead changed to ‘Method A’ and content replaced. Subhead changed to ‘Method B’ and content revised. New subhead, ‘Method C,’ with corresponding content was added.
 - Section 4 – ‘Inspections.’ Significant changes throughout the chapter.
 - Section 5 – ‘Post Construction Evaluation.’ Under subhead, ‘Overview,’ significant content was removed. A new reference and link to the *Engineering, Architectural & Survey Services Manual* was added. New subhead, ‘Form Completion,’ with corresponding content was added.
- ◆ Chapter 6, Control of Materials. Changes throughout the chapter. Significant changes found in:
- Section 1 – ‘Material’ under subheads, ‘Material Source Information’ and ‘Local Material Sources.’
 - Section 2 – ‘Material Testing.’ New note added regarding TxDOT forms access.
 - Section 3 – ‘Buy America.’
- ◆ Chapter 7, chapter title changed to Changes to the Contract. Significant changes throughout this chapter. Includes section headings, subheads titles, and corresponding content changes or additions.
- New section and corresponding content added, Section 3 – ‘Force Account and Interim Adjustments.’
 - New section and corresponding content added, Section 5 – ‘Terminations.’
- ◆ Chapter 8, Disputes and Claims.
- Section 1 – ‘Disputes.’ New subheads, ‘Policy’ and ‘Partnering and Issue Escalation’ along with corresponding content added. Significant content changes under subhead, ‘Appeals and Disputes.’ Subhead, ‘Relation of Project Records to Claims and Disputes,’ along with corresponding content deleted.
 - Section 2, ‘Claims.’ Subhead changed from ‘Administrative Hearings’ to ‘Appeals.’ Under subhead ‘Appeals’ there were significant changes in content.
- ◆ Chapter 9, Legal Relations and Responsibilities.
- Section heading for Section 1 was changed to ‘Introduction.’ Under new subhead, ‘Policy,’ there were significant changes in content.
 - Section 2 - ‘Employee Responsibilities.’ New section inserted.
 - Section 3 – formerly Section 2, ‘Conflicts of Interest.’ The section heading was changed to ‘Conflicts of Interest and Ethics.’ Changes made throughout this section. New subhead and content added, ‘Non-TxDOT Internet Access.’

- ◆ Chapter 10, Prosecution and Progress. All section headings changed and content replaced.
- ◆ Chapter 11, Measurement and Payment. Section headings and subheads changed.
 - Section 2 – ‘Issues Affecting Payments’ was formerly Section 3, ‘Scope of Payment.’ Under subhead ‘QC/QA Hot Mix Bonus/Liquidated Damages’ added table 2004 Standard Specifications - ‘Adding Hot Mix and/or Ride Bonus/Liquidated Damage to the Construction Estimate.’ Under subhead, ‘Road-user Costs Incentives and Disincentives,’ added table 2004 Standard Specifications – ‘Item and Description codes for Tracking Incentives/Disincentives with RUC.’ New subheads and corresponding content added: ‘Retainage on Contracts with Recycled Materials,’ ‘Retainage on Contracts without Recycled Materials,’ ‘Retainage on Contracts with Vegetative Establishment, Maintenance or Performance Period (VEMP),’ ‘Final Retainage Release,’ and ‘Final Payment.’
 - Section 4 – ‘Force Account.’ A new section inserted.
- ◆ Chapter 12, Environment. Significant changes found:
 - Section 1 section heading changed to ‘Hazardous Materials or Waste.’ Subhead, ‘Overview,’ along with content deleted and replaced with a new subhead ‘Policy,’ and new content. Subhead, ‘Definitions,’ and corresponding content deleted. Subhead, ‘Procedure Overview,’ changed to ‘Procedure,’ with significant changes in content. Under subhead, ‘Hazardous Materials Anticipated during Construction,’ significant changes in content. New subhead, ‘Remediation,’ and corresponding content added. Under subhead, ‘Cost Recovery and Accounting,’ all content replaced.
 - Section 2 – ‘Biological Resources.’
 - Section 3 – ‘Water Resources.’
 - Section 4 – ‘Cultural Resources.’
 - Section 5 – Section heading changed to ‘Project Specific Locations.’ New reference and information added for project specific locations.
 - Deleted Section 6 – ‘Certification Requirements.’ Section information moved under Section 3, ‘Water Resources.’
- ◆ Chapter 13, Health and Safety.
 - Section 1 – ‘Federal Safety and Health Laws.’ Subhead ‘Introduction’ deleted and replaced with subhead, ‘Policy,’ along with corresponding content. This section’s information was split into three sections.
 - Section 2 – ‘Contract Requirements.’ New section inserted. Information moved from Section 1, ‘Federal Safety and Health Laws,’ were subheads, ‘Pre-Construction Preparation,’ ‘Pre-Construction Conference,’ and ‘Construction Surveillance’ along with corresponding content.
 - Section 3 – ‘Violations.’ New section inserted. Information moved from Section 1, ‘Federal Safety and Health Laws,’ were subheads, ‘Policy (formerly ‘Violations of Safety Regulations’),’ ‘Definitions,’ ‘Incident Reporting Requirements (formerly ‘Accident Reporting Requirements’),’ and ‘Investigations by Other Agencies’ along with corresponding content.

- ◆ Chapter 14, Business Opportunity Programs.
 - Section 1 – ‘Program Overview.’ Subhead ‘Introduction’ deleted and replaced with ‘Policy.’ Most content throughout this section replaced. Subhead, ‘When Prime Contractor Is an Approved DBE/HUB,’ and corresponding content deleted. This section’s information was split into two sections.
 - Section 2 – ‘Contract Monitoring Requirements.’ New section added. Content moved from Section 1, ‘Program Overview,’ were subheads, ‘DBE/HUB Subcontractor Approval Requests’ and ‘DBE/SBE Monthly Progress Reports’ along with corresponding content. New subheads along with content added: ‘Commercially Useful Function (CUF) Reviews’ and ‘DBE/SBE Final Reports.’
- ◆ Chapter 15, Contractor Workforce.
 - Section 1 – ‘EEO Requirements.’ Most content in this section was replaced. First three subheads changed to: ‘Policy,’ ‘Contract Provisions,’ and ‘Contractor Federal EEO Requirements.’ Subhead, ‘EEO Correspondence/Reports,’ changed to ‘EEO Correspondence and Reports.’
 - Section 2 – ‘Labor Requirements.’ Section heading changed from ‘Labor Laws and Requirements.’ Subheads changed from ‘Introduction’ to ‘Policy’ and from ‘EEO Special Provisions’ to ‘Labor Laws.’ Added new subhead, ‘Contract Labor Requirements’ along with corresponding content. Under subhead, ‘District Monitoring for Federally Funded Projects (formerly ‘District Labor Requirements’),’ significant changes in content.
 - Section 3 – ‘Optional On-the-Job Training.’ Significant content change under subhead, ‘Introduction.’ New subheads, ‘Contract Requirements’ and ‘Contractor OJT Responsibilities’ and corresponding content added. Subhead, ‘OJT Responsibilities of OCR, Districts, and Contractors,’ changed to ‘Workflow and Responsibilities.’ Table named ‘OJT Responsibilities of OCR, Districts, and Contractors, changed to ‘OJT Responsibilities and Workflow.’ The ‘NOTE’ related to trainee pay, located below this table was moved under subhead, ‘Contractor OJT Responsibilities.’
 - Section 4 – ‘Workforce Project Posters.’ Revised note at the bottom of the table ‘Job Site Posters and Notices.’
- ◆ Chapter 16, Local Government Contract Oversight. Changes throughout the chapter, significant changes found:
 - Section 2 – ‘General Requirements Checklist.’ Under subhead, ‘Letting and Award,’ in table, ‘State Requirements Letting and Award.’ Under subhead, ‘Contract Execution,’ in table, ‘State Requirements – Contract Execution.’ Under subhead, ‘Contract Administration,’ in table ‘State Requirements – Contract Administration.’
- ◆ Chapter 17, Forms and Guidance Documents.
 - Section 1, ‘Forms and Guidance Documents.’ In table, ‘Contract Administration Forms and Examples,’ new notes added to the bottom of the table regarding FHWA form requirements and TxDOT forms access.

Supersedes

The revised manual supersedes prior versions of the manual.

Contact

For more information or questions regarding the manual update, please contact Renee Frisinger, Labor & Contract Administration Branch of the Construction Division.

Manual Notice 2004-2

To: Users of the *Construction Contract Administration Manual*

From: Thomas R. Bohuslav, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual*

Effective Date: August 1, 2004

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division. Changes include revisions to one chapter. Details are below.

Overview of Changes

- ◆ Chapter 12, Environment
 - Office name changes: from Contract Services Office (CSO) to Office of General Counsel – Contract Services Section (OGC – CSS) and Environmental Affairs Division, Hazardous Materials Management Section (ENV-HMM) changed to Environmental Affairs Division, Pollution Prevention and Abatement Branch (ENV-PPA)

Section 1 – “Hazardous Materials/Waste”

Moved two paragraphs from subhead “Definitions” to “Procedure Overview”:

- “TxDOT Standard Specifications, Article 8.10. Hazardous Materials, addresses hazardous materials discovered on sites owned or controlled by the state. Per Article 8.10, materials utilized in the project shall be free of any hazardous materials. The AE is to be immediately notified when there is evidence of materials suspected of containing hazardous materials.”
- “Article 8.10 also discusses the responsibilities for existing materials and materials delivered to the project containing hazardous materials. For existing materials, the State is responsible for testing and removal. The AE may suspend work. For materials delivered, the contractor is responsible for testing and removal.”

Under “Procedure Overview,” deleted first two paragraphs:

- “One benefit of performing environmental site assessments early in the project development process is that unanticipated contamination encountered during construction is minimized. When unanticipated contamination is encountered in a construction project, the potential negative consequences include possible injury to workers and the public; damage to equipment and property; delays in construction; damage claims by the contractor; and additional costs for the procurement of consultant services, specialty contractors and field changes. The discovery of hazardous materials may delay project construction significantly until a lengthy, complex process of investigation produces acceptable measures to handle the contamination. Also, if the unanticipated encounter with hazardous material contamination aggravates the existing problem, such as causing a further release of contaminants, then TxDOT may become partially liable for the environmental consequences and required cleanup of the release.”
- “When hazardous materials are identified during earlier phases of the project development and it is determined that cleanup is not feasible prior to construction, then preventive action may be incorporated into the construction project. Preventive action refers to cleanup and related activities that are required to effect the construction of the highway project. Should cleanup activities by a responsible party be required due to state or federal regulations to protect human health and the environment, then the activities are considered corrective actions.”

From the table, “Options for Handling Contamination”:

- Option 3 – added text “or an environmental consultant.” Related references in the manual were changed.
- “Option 4 – develop ‘extra work’ order(s) for the prime construction contractor or subcontractor” was deleted. The total number of options changed from 6 to 5. Options 5 and 6 changed to Option 4 and 5. Related references in the manual were changed.

Under the subhead, “Hazardous Materials Anticipated to be Encountered During Construction”:

- Added references to Option 3 and 4 from the table, “Options for Handling Contamination,” and provided detailed instructions on how to address hazardous materials and waste using special provisions and supplemental agreements.
- Office name, Environmental Affairs Division, Hazardous Materials Management Section (ENV-HMM), changed to Environmental Affairs Division, Pollution Prevention and Abatement Branch (ENV-PPA). Changed related references throughout the chapter.

Under the subhead, “Unanticipated Hazardous Materials Encountered during Construction”:

- The first bullet of the second set of bullets, text “The AE can contact the Office of General Counsel. . .” was changed to “The AE can contact the Environmental Affairs Division, Pollution Prevention and Abatement Branch (ENV-PPA). . . .” Added text, “The environmental consultant may be capable of providing limited remediation support in handling contaminated materials. Whether the environmental consultant could provide remediation support would be determined on a case-by-case basis.”
- Text under the second set of bullets, deleted: “Provide the contractor the option to perform the testing, removal and/or disposition as "extra work" by a CO's in accordance with Article 4.3 of the TxDOT Standard Specifications. The contractor is not obligated to opt for "extra work" since the required work is outside the scope of the contract. The AE will need to obtain proposals and estimated costs for "extra work" from consultants and/or specialty contractors to compare with the estimated costs from the contractor. Several factors including required expertise, timeliness in developing extra work orders, cost effectiveness and pollution liability insurance may affect whether the contractor consents to extra work orders or if they are accepted by TxDOT. If the contractor is unwilling to opt for the "extra work," or if this option is not cost effective. . . .”
- Text under the second set of bullets in the first paragraph, added text: “Suspend work in the impacted area and consider granting a time extension. An available option is to arrange for an emergency contract for a specialty contractor. Some districts have prearranged purchase orders for specialty contractors and/or laboratories. An environmental consultant may be necessary for testing or developing preventive action plans. The AE can contact ENV-PPA for statewide environmental engineering consultants and to determine if the consultant could perform any required handling of contaminated materials.”

Section 3 – “Water Resources”

Under subhead, “TPDES Construction General Permit Storm Water Pollution Prevention Plans (SWP3) Requirements”:

- End of the second paragraph under the bulleted list, added text, “Any changes to the SWP3 should be approved by the engineer.”

Under subhead, “Contractor Involvement”

- Added table that identifies the contractor’s responsibility to provide SWP3 information regarding their on-ROW PSLs.
- Added bulleted list of additional contractor responsibilities for on-ROW PSLs.
- Added bulleted list of information provided by the contractor to the engineer for any off-ROW PSLs within 1 mile of any project limit when an SWP3 is required.

Section 6 – “Certification Requirements”

Changed and added text to the table, “Documents Required to be Certified by TCEQ’s CGP”:

- Added “(For Projects Managed)” to column head “Authorized Individual or Position”
- Delegation of authority under column head “Authorized Individual or Position” and for documents: NOI, NOT, NOC, Low Rainfall Erosivity Waiver Application, and CSN changed from “District Engineer or Division Director, not to be delegated below Area Engineer, Project Engineer or Division Section Director” to “District Engineer or Division Director or his or her immediate staff (e.g., Director of Operations); or Area Engineer. No further delegation allowed.”
- Delegation of authority under column head “Authorized Individual or Position” and for documents: Inspection report certifications and “All other reports and information requested by the TCEQ executive director.” changed from “As above, or an individual (or position) in a supervisory role who has been designated in writing.” to “Above and delegated to Assistant Area Engineer, Maintenance Supervisor, Project Architects or Engineers, or Project Inspectors with overall responsibility for the project. Personnel performing the inspections shall be trained in the CGP regulations.”
- Added text under “Legal Basis” for “30 TAC 305.44, Signatories to Applications”: “requires principle executive officer having responsibility of overall operations over a geographic unit.” And for “30 TAC 305.128, Signatories to Reports” added text: “requires position having responsibility for the overall operation of the facility activity, or environmental matters.”

Supersedes

The revised manual supersedes prior versions of the manual.

Contents

The manual change issues the above changes and additions online.

Contact

For more information or questions regarding the manual update, please contact Renee Frisinger, Labor & Contract Administration Branch of the Construction Division.

Manual Notice 2004-1

To: Users of the *Construction Contract Administration Manual*

From: Thomas R. Bohuslav, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual*

Effective Date: March 1, 2004

Purpose

This manual notice transmits revisions to the manual and provides clarification and additional guidance for the policies and procedures of the Construction Division. Changes include revisions to all chapters and inclusion of additional sections and subheadings as outlined below.

Overview of Changes

- ◆ Chapter 1, Introduction
 - Section 2 - revised the manual structure table under "How This Manual is Organized."
- ◆ Chapter 2, Pre-Award Activities
 - Section 1 - revised to include release of changes through an addendum and correction of errors if they affect competitiveness of the project.
 - Section 2 - information regarding mandatory pre-bid conferences added.
- ◆ Chapter 3, Post-Award Activities
 - Section 2 - new section added outlining legislative notification requirements.
 - Section 3 - added additional paragraph regarding discussion of the Traffic Control Plan with the contractor; several modifications were made to the Pre-Construction Conference Agenda table.
 - Section 4 - additional wording and revisions were made concerning the TxDOT Partnering program.

- ◆ Chapter 4, Job Records
 - Section 1 - minor revisions made
 - Section 2 – minor revisions made
 - Section 3 – new section added to describe TCP procedures
 - Section 4 - removed "Anticipated Beginning of Project Letter"; added additional paragraph explaining the importance of the Project Diary; added that it is no longer necessary for the districts to submit a notice to CST when a Controlling Control Section Job (CCSJ) is to be removed from the Contract Information system (CIS); additional guidance provided explaining that it is no longer necessary to submit form FHWA 1446 to the Federal Highway Administration and CST; submission of form FHWA 1446 FIN is only necessary when non-participating costs are involved; removed first two bullets regarding form FHWA1391; general revisions were made in remaining portions of this section.

- ◆ Chapter 5, Control of the Work
 - Section 1 - general revisions were made
 - Section 2 - added "Traffic Control Plan Documentation," explaining how to document TCP activities in the diaries and Form 599; added "Open Records Requests for Form 599" to provide an opinion by the Office of General Counsel (OGC) regarding open records requests for Form 599; added "Document Disposition" explaining that documents containing information identifying, evaluating, or planning safety enhancement of potential accident sites, hazardous roadway conditions, or railway-highway crossing should be kept separate from project files; general revisions were made throughout the rest of the section.
 - Section 3 - an additional paragraph was added under "Overview" to clarify that the contractor is responsible for setting construction stakes (unless otherwise shown on the project plans); removed "Contractor Survey Work."
 - Section 4 - added additional wording regarding district scheduling of a TDLR inspection prior to project completion; additional wording added to eliminate the requirement for districts to submit Form FHWA-1446C to the FHWA and CST; submission of form FHWA 1446 to FIN is only necessary when non-participating costs are involved.

- ◆ Chapter 6, Control of Materials
 - Section 2 – added information explaining that it is to the Department's benefit that the Contractor knows test results.

- ◆ Chapter 7, Change Orders
 - Section 1 - added additional wording to "Advance Funding Agreements" to clarify procedures.
 - Section 2 – clarified bilateral and unilateral change orders; web link was provided for the procedural document regarding the processing of change orders for federal oversight projects.

- ◆ Chapter 9, Legal Relationships and Responsibilities to the Public
 - Section 2 - added "Cellular Telephones" explaining use of contractor provided cellular telephones by department employees.

- ◆ Chapter 10, Prosecution and Progress
 - Section 1 - added text explaining that insufficient insurance or Surety bond, or lack of insurance or Surety bond by the contractor is not a justifiable reason for defaulting a contract.
 - Section 2 - added paragraph explaining that the 70 percent subcontractor requirement does *not* apply to federally funded projects.
 - Section 3 - added a sentence explaining that for contracts involving multiple work orders, working days are established and charged for individual work orders on a separate basis.
- ◆ Chapter 11, Measurement and Payment
 - Section 4 – this section added to discuss the department’s prompt payment provision for subcontractors.
- ◆ Chapter 12, Environment
 - Section 2 – removed third paragraph under the "Endangered Species Act Requirements"; other general revisions were made.
 - Section 3 - several revisions made under "Storm Water Discharges"; paragraph added explaining the Texas Commission on Environmental Quality (TCEQ) issuance of a Construction General Permit (CGP) for construction activities under the Texas Pollutant Discharge Elimination System (TPDES) permitting program; bulleted list was removed ; under "Receiving Coverage Under the TPDES Construction General Permit," replaced acronym "NPDES" with "TPDES" and "SW3P" with "SWP3"; under "Notice of Intent (NOI)," added explanation that small construction sites of one acre or more but less than five acres do not require an NOI but must have a CSN posed prior to any construction activities ; removed certification statement contained within the NOI ; also added current web link for NOI provisions; removed first and last paragraph under "Contractor Involvement," and reworded the second paragraph; under "Inspections," reworded first paragraph and provided link to the "Construction Pollution Prevention Plan Inspection and Maintenance Report"; removed certification statement under the subheading "TPDES Construction General Permit Notice of Termination (NOT)."
 - Section 6 – added new section "Certification Requirements," addressing certification requirements for the Texas Pollutant Discharge Elimination System (TPDES) Storm Water Construction General Permit (CGP).
- ◆ Chapter 13, Certification Requirements
 - Section 1 - added "Accident Reporting Requirements" and "Definitions."
- ◆ Chapter 14, Business Opportunity Programs
 - Section 1 - additional paragraphs were added to "DBE/HUB/SBE Monthly Progress Reports" discussing race neutral reporting of subcontractors.
- ◆ Chapter 15, Contractor Workforce
 - Section 2 – replaced "Labor Interviews" and "Additional Labor Classifications" with "Labor Laws." A new section was inserted and titled "Fair Labor Standards Act (29 CFR Chapter V)." Added "District Labor Requirements; Labor Interviews; Payroll Review; and Semiannual Labor Compliance Enforcement Report."

- ◆ Chapter 16, Local Government Contract Oversight
 - New chapter added to provide information related to district responsibilities associated with the administration and oversight of highway improvement contracts and related transportation projects let and/or administered by local government (LG) entities. A General Requirements Checklist is included.
- ◆ Appendix
 - Added link to TxDOT Administrative Documents, including Administrative Orders and Circulars; Form 599, Traffic Control Devices Inspection Checklist was revised and added; Form 1915, Request for Payment of Material on Hand, was updated with a signature line added; Change Order Form was revised to include the word "Construction"; Reason Code chart was revised; added the Environmental Commitment Checklist for Construction, Maintenance and Facilities Projects.

Supersedes

- ◆ Administrative Circular 32-79 is superseded by the Traffic Control Plan Documentation in Chapter 5.
- ◆ Administrative Circular 20-93 is superseded by information provided in Chapter 6, Control of Materials.
- ◆ Administrative Memoranda Change Order Announcement 12-20-02 incorporated into Chapter 7, Change Orders.

Contents

The manual change issues the above changes and additions online.

Contact

For more information or questions regarding the manual update, please contact Renee Frisinger, Labor & Contract Administration Branch of the Construction Division.

Manual Notice 2002-2

To: Users of the *Construction Contract Administration Manual*
From: Thomas R. Bohuslav, P. E., Director, Construction Division
Manual: *Construction Contract Administration Manual*
Effective Date: November 1, 2002

Purpose

This manual notice is intended to transmit changes to the content of the *Construction Contract Administration Manual*.

Overview of Changes

The following section of Chapter 6 was revised to reflect changes:

- ◆ Section 2, Material Testing
 - added Independent Assurance tests and program information
 - reduced number of *Guide Schedule of Sampling and Testing* tables to two tables - one English and one Metric.

Contents

The manual change issues the above changes and additions online.

Instructions

Access the new version through the TxDOT Online Manual System.

Effective Date

This manual notice is effective November 1, 2002.

Contact

For more information or questions regarding these changes, please contact David Belser of the Materials & Pavements Section of the Construction Division.

Manual Notice 2002-1

To: Users of the *Contract Administration Handbook for Construction Projects*

From: Thomas R. Bohuslav, P. E., Director, Construction Division

Manual: *Construction Contract Administration Manual*

Effective Date: September 1, 2002

Purpose

To transmit the new *Construction Contract Administration Manual* (CCAM) which replaces the *Contract Administration Handbook for Construction Projects*.

Contents

The manual has been completely rewritten and reorganized. The chapters and appendix of the *Construction Contract Administration Manual* are as follows:

- ◆ Chapter 1, Introduction
- ◆ Chapter 2, Pre-Award Activities
- ◆ Chapter 3, Post-award Activities
- ◆ Chapter 4, Job Records
- ◆ Chapter 5, Control of the Work
- ◆ Chapter 6, Control of the Materials
- ◆ Chapter 7, Change Orders
- ◆ Chapter 8, Disputes and Claims
- ◆ Chapter 9, Legal Relationships and Responsibilities to the Public
- ◆ Chapter 10, Prosecution and Progress
- ◆ Chapter 11, Measurement and Payment
- ◆ Chapter 12, Environment
- ◆ Chapter 13, Health and Safety
- ◆ Chapter 14, Business Opportunity Program
- ◆ Chapter 15, Contractor Workforce
- ◆ Appendix A, Forms and Documents.

Instructions

The CCAM is available through the TxDOT Online Manual System.

Effective Date

This manual notice is effective September 1, 2002.

Contact

For more information or questions regarding the new manual, please contact Renee Frisinger or John Jameson of the Administrative Operations Branch of the Construction Division.

Manual Notice 2001-2

To: Users of the Contract Administration Handbook
– for Construction Projects

From: Thomas R. Bohuslav, P. E.
Director, Construction Division

Subject: Revision to the Contract Administration Handbook

Date: April 2, 2001

Purpose

This manual notice transmits necessary changes to Chapter 4, "Section 6, Control of Materials" due to the inclusion of Appendix C, "Quality Assurance Program for Construction" added in February 2001.

Effective Date

This manual notice is effective April 2, 2001.

Overview of Changes

Various changes made throughout the section.

Contact

Questions regarding the contents may be addressed to Mr. David Belser (512/465-7740) of the Materials Section of the Construction Division.

Manual Notice 2001-1

To: Users of the Contract Administration Handbook
– for Construction Projects

From: Thomas R. Bohuslav, P. E.
Director, Construction Division

Subject: Revision to the Contract Administration Handbook

Date: February 1, 2001

Purpose

This manual notice adds the Quality Assurance Program for Construction as Appendix C.

Effective Date

This manual notice is effective February 1, 2001.

Overview of Changes

The Quality Assurance Program for Construction assures that the materials and workmanship incorporated into highway construction projects are in reasonable conformity with the requirements of the approved plans and specifications. This program also complies with the criteria in 23 CFR 637(B).

This program allows for the use of validated contractor-performed quality control (QC) test results as part of an acceptance decision and for the use of test results obtained by commercial laboratories in the Independent Assurance Program.

Contact

Questions regarding the contents may be addressed to Mr. David Belser (512/465-7740) of the Materials Section of the Construction Division.

Manual Notice 99-1

To: District Engineers, District Construction Engineers,
Area Engineers, Holders of the *Area Engineers' and Inspectors'*
Contract Administration Handbook

From: Thomas R. Bohuslav, P. E.
Director, Construction Division

Subject: Releasing *Contract Administration Handbook*
– *for Construction Projects*

Date: August 11, 1999

Purpose

To release the *Contract Administration Handbook* in order to update the *Area Engineers' and Inspectors' Contract Administration Handbook* that is currently being used.

Contents

This publication contains information assisting the area engineers and inspectors as well as other project personnel in administering construction contracts. It contains references to other publications when further referencing may be needed and is not intended to be a “stand-alone” document.

Coordination

This handbook was reviewed and revised by users in the districts, the affected personnel in the Construction Division and other divisions (offices) and the Federal Highway Administration (FHWA).

Instructions

This handbook completely replaces the January 1996 edition of *the Area Engineers' and Inspectors' Contract Administration Handbook*, which had two revisions in June 1996 and February 1997, and is now, obsolete. The previous edition should be recycled and replaced with this new edition.

Contact

Questions regarding the contents may be addressed to the Contract Administration Branch of the Construction Section of the Construction Division. Please contact the branch at (512) 416-2520.