

Contract Administration Update Training Minutes

- **Hummingbird**
 - Hummingbird – Don't scan the Comp. Book and time folder DOCO will scan it at final.
 - Description field in hummingbird show the actual work not work order #2, show work order #2 drainage repair.
 - FIN number in the header for hummingbird. **(Jennifer)**

- **Work Order – Reason Codes**
 - CPAM change the analysis needs to require a reason code. **(Jennifer)**
 - Reason Codes will be covered in the upcoming work order training.

- **CPM Schedules**
 - CPM Schedules – it is the contractors right to finish late. Acknowledge by letter that they are finishing late. Discuss with RE and Frank before you send the letter. Sample letter on the website
http://www.dot.state.fl.us/construction/DistrictOffices/d5web/operating_procedures.shtm#Pre-Construction section 2.1
 - CPM Schedule -Shows completion date after allowable contract time, what do you do? Notify them. Do you accept the schedule? Yes, see the template under preconstruction (D5 sample CPM schedule acceptance letter). Talk to RE and Frank before you send it.
 - Schedule – Avoid asking for a recovery plan since it implies that we are asking them to accelerate.

- **Crash Cushions**
 - Crash Cushions – do we pay for the cushion if they move the same crash cushion in phases do we pay for it, yes.
 - No work order needed for attenuator repair. Pay as a line item adjustment. (Will cover at work order training).

- **As- BUILTS**
 - As-BUILTS -Operating Procedures use the permit spreadsheet on our website to track permits. 8.2 on the Operating Procedures.
 - As-BUILTS -Specification 104 will move July 2011 to section 7-2.3 (Legal Requirements and Responsibility to the public) of the specifications.
 - Contractor is required to provide signed and sealed sections by PLS. It is a good idea to sit down with the surveyor prior to them surveying and tell them to follow the template in the plans.

- Just to clarify, the new Spec. changes to Spec 7-2.3 are as follows:
<ftp://ftp.dot.state.fl.us/LTS/CO/Specifications/History/Jul11/0070203.origind.pdf>

This shifts the responsibility of the As-Built drawings for permit compliance from FDOT to the contractor.

The specific requirements are detailed in the added Spec 104-6.6:

<ftp://ftp.dot.state.fl.us/LTS/CO/Specifications/History/Jan11/1040606.origind.pdf>

As-built drawings for permit compliance are to make sure the **drainage** system was built correctly and there is enough storage capacity in the retention ponds.

As-built drawings for Final estimate (check sections) are to make sure the **earthwork** was placed correctly for the ponds and roadway embankment.

Sometimes the word “as-builts” gets used interchangeably and it gets confusing.

Regardless of the new spec change, we will still be required to do check sections as required by final estimates.

- **Pipe Desilting**

- Pipe Inspection – if the specifications require it, we should follow the 430 specifications. On Maintenance we need to make sure we use the right specification.
- Existing vs new – Specification for Maintenance and Construction is the same we need to modify the specification to be more specific.
- Pipe Desilting – Chemical grout when should it be done. Shouldn’t wait a day or two we should do it immediately. Need to modify the specification to be more specific.
- Pipe Videoing: What about pipe greater than 48”? This came up at the DCE Meeting see comment below:
6) Video Inspection of pipes > 48” – (Brian McKishnie)
Brian indicated that contractors have reported that visual inspections of certain installations of 48” and greater pipe may require additional efforts so as to be compliance with OSHA requirements. SCO (Larry Ritchie) will look into this situation further.
- Jack will create a Pre-work agenda for Pipe Videoing once he attends the training.
(Jack)

General Comments

- Difference in the CPPR and CFPR – CFPR is used on Maintenance projects and requires you to correspond with the contractor twice. , CPPR is used on Construction Projects.
- Plans- send to field as soon as we receive the CD while they are printing. **(Jennifer)**

- Suggest to David Sadler add 3 year value added on all jobs not just design build. **(Lorie)**
- Revise letter to withhold payment if we don't have the as-built drawings. **(Jennifer)**