

Review and Administration Manual

TABLE OF CONTENTS

INTRODUCTION (Chapter 1)	(Revised: 2/09/07)
1.1 Purpose	1-1
1.2 Authority	1-1
1.3 Scope	1-1
1.4 Revisions and Additions	1-1
1.5 Adopted Suggestions For Manual Revisions	1-2
1.6 Liaison with Forms and Procedures Office	1-2
1.7 Training	1-3
1.8 Updates	1-3
1.9 Forms	1-3
1.10 Electronic Data Storage.....	1-3
DISTRICT FINAL ESTIMATES OFFICE (Chapter 2)	(Revised: 2/09/07)
2.1 Purpose	2-1
2.2 Definitions.....	2-1
2.3 Procedures	2-5
2.3.1 Final Estimates - Review Function	2-5
2.3.2 Coordination of Plans and Standard Specifications with these Procedures.....	2-7
2.4 List of Figures Following This Chapter	2-8
ADMINISTRATIVE MANAGEMENT (Chapter 3)	(Revised: 3/27/07)
3.1 Purpose	3-1
3.2 Procedure	3-1
3.2.1 General DFEO Administrative Functions	3-1
3.2.2 Final Estimates Support Records.....	3-1
3.2.3 Completion of Final Estimates Package for Initial Review by DFEO/Residence Office.....	3-5
3.2.4 General Liability Claims: Processing Insurance Claims against the Contractor's General Liability Insurance	3-8
3.2.5 Department's Receipt of Unpaid Bill Notices from	

	Subcontractors or Material Suppliers	3-8
3.3	List of Figures Following This Chapter	3-11

REVIEW FUNCTIONS and TYPES (Chapter 4)

(Revised:4/12/07)

4.1	Purpose	4-1
4.1.1	Resident Office/Consultant Quality Control (QC) Plan	4-1
4.1.2	Certification of the Final Estimates Package	4-1
4.1.3	Certified Final Estimates Package Submittal to the DFEO.....	4-2
4.1.4	Consultant Construction Engineering Inspection(CCEI) Scope of Services	4-2
4.1.5	Final Estimates Qualification (Level II)	4-3
4.2	Procedures	4-3
4.2.1	Review Functions.....	4-3
4.2.2	Review Types.....	4-4
4.2.3	Contract Assignment and Priority Selection Criteria.....	4-5
4.2.4	Review Marking Conventions.....	4-6
4.3	Review Documentation of a Certified Final Estimate	4-7
4.4	List of Figures Following This Chapter	4-8

Attachment 4.1	Certification as to Accuracy of Final Payment	14-9
Attachment 4-2	CCEI Final Estimates Certification Flow Chart	14-10
Attachment 4-3	Sample QC Plan.....	14-11
Attachment 4-4	Review Types.....	14-12
Attachment 4-5	Sample Post Audit Review for Certified Final Estimate	14-18

PREPARATION FOR REVIEW (Chapter 5)

(Revised:1/04/07)

5.1	Purpose	5-1
5.2	Procedure	5-1
5.2.1	Prerequisite Background Knowledge	5-1
5.2.2	Initial Checks for Plans and Final Estimates Items.....	5-5
5.3	List of Figures Following This Chapter	5-6

LUMP SUM, SQUARE YARD & TRUCK MEASURED ITEMS REVIEW (Chapter 6)

(Revised:7/29/2002)

6.1	Purpose	6-1
6.2	Procedure	6-1
6.2.1	Items of General Construction Operations	6-1
6.2.2	Clearing & Grubbing Construction Site	6-3
6.3	List of Figures Following This Chapter	6-5

DRAINAGE, EROSION, TRAFFIC CONTROL and BARRIER ITEMS REVIEW

(Chapter 7)

(Revised: 6/12/07)

7.1	Purpose	7-1
7.2	Procedure	7-1
7.2.1	Curb, Traffic Separator, and Barrier Wall	7-1
7.2.2	Miscellaneous Concrete Paving Items	7-1
7.2.3	Traffic Control Items	7-3
7.2.4	Erosion Control Items	7-4
7.3	List of Figures Following This Chapter	7-4

EARTHWORK ITEMS and RELATED OPERATIONS REVIEW (Chapter 8) (Revised:)

8.1	Purpose	8-1
8.2	Procedure	8-1
8.2.1	Roadway Excavation, Embankment and Lateral Ditch Excavation	8-1
8.2.2	Borrow Excavation	8-2
8.2.3	Subsoil Excavation	8-4
8.2.4	Channel Excavation	8-5
8.2.5	Excavation for Structures (Direct Pay)	8-6
8.2.6	Mulch Blanket and Topsoil (Finish Soil Layer)	8-7
8.3	List of Figures Following This Chapter	8-7

ROADWAY, BASE, STABILIZING and PAVEMENT ITEMS REVIEW (Chapter 9)

(Revised:9/12/07)

9.1	Purpose	9-1
9.2	Procedure	9-1
9.2.1	Final Reviewing - Items Grouped by Common Procedure	9-1
9.2.2	Final Reviewing - Individual Item Procedures	9-3
9.2.3	Portland Cement Concrete Paving and Reinforced Cement Concrete Pavement Items	9-9

BITUMINOUS MATERIAL ITEMS REVIEW (Chapter 10)

(Revised:11/30/2001)OBSOLETE 11/22/06

STRUCTURAL ITEMS REVIEW (Chapter 11)

(Revised:1/15/2002)

11.1	Purpose	11-1
11.2	Procedure	11-1
11.2.1	Major Concrete Structures	11-1
11.3	Inlets, Manholes Junction Boxes and Yard Drains	11-4

11.4	Drainage Structures.....	11-4
11.5	Prestressed Construction	11-7
11.6	All Piling (455-11 and 455-12)	11-7
11.7	Structural Steel	11-14
11.8	Timber Structures	11-15
11.9	Related Bridge Items	11-16
11.10	NO Figures Following This Chapter.....	11-17

OVERVIEW FUNCTION (Chapter 12)

(Revised:11/28/2001)

This Chapter has been incorporated into Chapter 4

ADJUSTMENTS TO FUEL & BITUMINOUS MATERIALS (Chapter 13)(Revised:2/21/05)

13.1	Purpose	13-1
13.2	Procedures	13-1
13.2.1	All Projects	13-1
13.3	Lump Sum and Design Build	13-1
13.3.1	DFEO Responsibility	13-1
13.4	Fuel and Bituminous Adjustment (Conventional Projects).....	13-2
13.4.1	DFEO Responsibility	13-2

POST REVIEW PROCESSING / CONTRACT CLOSEOUT (Chapter 14)

(Revised:6/14/07)

14.1	Purpose	14-1
14.2	Procedure	14-1
14.2.1	Post Reviewing Operations	14-1
14.2.2	Verification of the Final Estimate	14-1
14.2.3	Updated Estimate to Include	14-2
14.3	Update and Submittal of Final Estimate	14-3
14.3.1	Update Final Estimates Changes	14-3
14.3.2	Progress (Partial) Estimates.....	14-4
14.3.3	Submittal of Final Estimate.....	14-5
14.3.3.1	Offer of Final Payment for Value Added Contract Features.....	14-6
14.3.4	Joint Participation Agreements (JPA's)	14-9
14.4	Contract Documentation	14-9
14.4.1	Initial Notification and Collection of Contract Documents.....	14-9
14.5	Suspension Procedures	14-10
14.5.1	Action to proceed with Notice of Suspension Letter at Day 80.....	14-10
14.5.2	Required Documents not received with 90 days	14-10
14.5.3	Required Documents not received within 90 days from Contractors who are non-responsible or ineligible	14-12

14.5.4	Required Documents not received within 90 days from the Surety ..	14-14
14.6	Offsetting Payments	14-16
14.6.1	District Authorization	14-16
14.6.2	All Construction Contracts.....	14-17
14.7	Recovery of Overpayments	14-17
14.7.1	Send the Submit Package Certified Mail.....	14-18
14.7.2	No Response from Contractor after 60 Days	14-18
14.7.3	No Response from Contractor after 90 Days	14-18
14.7.4	Notify Legal Office.....	14-18
14.7.5	Receipt of Overpayment Check from Contractor.....	14-18
14.8	Forfeiture of Amounts Due	14-19
14.8.1	Exemption from Forfeiture.....	14-19
14.8.2	Forfeiture Requirements	14-19
14.8.3	Forfeiture and Contract Closure	14-19
14.9	Contractor's Acceptance of the Final Estimate	14-19
14.9.1	Regular or Regular Overpayment - Acceptance Letter	14-19
14.9.2	Qualified or Qualified Overpayment - Acceptance Letter	14-20
14.10	Contractor's Affidavit and Surety Release	14-20
14.10.1	Requirements, Page No. 1	14-21
14.10.2	Requirements, Page No. 2.....	14-21
14.10.3	General Counsel Document Review	14-21
14.10.4	Contracts Completed by Surety	14-21
14.10.5	Receipt of the 21-A and Unpaid Bills.....	14-22
14.11	Pass Process.....	14-23
14.11.1	Regular and Qualified Passes.....	14-23
14.11.2	Pass Packages	14-23
14.11.3	Qualified Acceptance Management and Tracking Qualified Acceptance Issues.....	14-26
14.11.3.1	Notification Letter on One or More Issues After Offer of Final Payment.....	14-26
14.12	Contract Closure.....	14-27
14.12.1	Time Limit on Claims.....	14-27
14.12.2	Notification of Impending Closure	14-27
14.12.3	Contract Closure	14-28
14.12.4	Closing Memorandum from General Counsel's Office	14-28
14.12.5	Contract Closure due to Regular Acceptance by Contractor.....	14-28
14.12.6	Contract Closure	14-28
	List of Figures Following This Chapter	14-29

FINAL ESTIMATES PERFORMANCE REVIEWS (Chapter 15) (Revised: 1/04/07)

15.1	Purpose	15-1
15.2	Review Personnel.....	15-1

15.3	General Information.....	15-1
15.4	Frequency of Evaluation.....	15-2
15.5	Scheduling Evaluations.....	15-2
15.6	Evaluations.....	15-2
15.6.1	The DFEO Evaluations.....	15-2
15.6.1.1	IA Process.....	15-2
15.6.1.2	Post Audit Reviews.....	15-3
15.7	Non-Compliance/Strike.....	15-4
15.8	Review Evaluation.....	15-4
15.6	Documentation.....	15-4
15.9.1	FE Qualification Performance System (FEQPS) Database.....	15-4
15.9.2	FE Qualification Performance Report (QPR).....	15-5
15.9.2.1	DFEO QPR.....	15-5
15.10	Suspensions.....	15-5
Appendix	15-1 FE Qualification Performance Report.....	15-7
Appendix	15-2 FE IA Review Checklist.....	15-8