

Local Project Administration Certification Course



Construction Administration

MaineDOT's Role in Your Projects

- ❖ **Review of Preliminary & Final plans, Specifications & Estimate prior to bid**
- ❖ **Attend Pre-construction, Pre-utility & Pre-pave meetings**
- ❖ **Review Contract Modifications**
- ❖ **Provide guidance during construction**
- ❖ **Attend Final Inspection of project**

Oversight and Inspection

- ❖ Municipality in charge of a project will need to document and inspect the work.
- ❖ Construction materials must be tested: gravel, concrete, hot-mix asphalt.
- ❖ These tasks can be done either by a qualified municipal employee or a consultant with experience in inspection/oversight

Oversight and Inspection

- ❖ **Why?**
- ❖ **We are using taxpayer money.**
- ❖ **We need to be sure the public gets a quality project that meets all requirements and will last.**

Pre-construction Meeting

- ❖ **Held after a contract is awarded**
- ❖ **Attendees: Town, MaineDOT Staff, Contractor, Sub-contractors, Utilities**
- ❖ **Schedule/Completion Date/Liquidated Damages**
- ❖ **Submittals – Traffic Control Plan, Quality Control Plans, SEWPCP (soil erosion and water pollution)**
- ❖ **Labor Requirements: See if any Davis-Bacon wage classifications are missing**
- ❖ **Utility Conflicts and their schedule of work**
- ❖ **Discuss Materials Testing Requirements**
- ❖ **Select weekly progress meeting time & location**

Materials Testing & Certification Requirements

Concrete (cast in place & pre-cast)	Asphalt
Gravels (Base & Subbase) & Borrow	Underdrain Sand/Stone
Geotextile Fabrics	Loam/Seed/Mulch
Paint	Steel/Iron Products
Plastic Culvert Pipes	Timber Fencing & Preservatives

Minimum Testing Requirements

- ❖ **MaineDOT will develop Minimum Testing Requirements for materials on your project**
- ❖ **List the materials to be tested and the tests to be performed**
- ❖ **Will be provided to the Town and Project Resident before construction begins**

Duties of a Construction Project Resident

Communication/Project Meetings & Minutes	Ensure Compliance with Plans, Specs, Permits, & Laws
Manage Submittals, RFIs, Schedule, CMs	Coordinate QA Materials Testing/Collect Certifications
Indep. Measurement & Recording of Pay Quantities	Approval from MaineDOT prior to Contract Modification execution
Utility Coordination	Labor Compliance (Elations, Payroll interviews, DBEs)
Document Daily Work Activities	Create & Submit As Built Plans

Documentation

- ❖ **Project Resident is responsible for documenting on a daily basis:**
 - Work that has been completed
 - Items and quantities placed on the project
- ❖ **Documentation should be made in a field book.**
- ❖ **Quantities must be independently documented for payment to contractor**

Construction Administration Checklist

- ❖ Found in Section 11 of the LPA Manual.
- ❖ Step-by-step instructions
- ❖ Useful tool for staying on track during construction administration

Project Record-Keeping Manual

- ❖ **The Project Record-Keeping Manual is the “how to” for inspection and documentation**
- ❖ **Provides guidance for creating, maintaining and submitting documentation and records on construction projects**
- ❖ **Found in its entirety as Section 12 of the LPA Manual, “Construction Documentation.”**

Key Points

- ❖ Resident is typically a full-time job: There are many responsibilities to overseeing a project properly. Budget accordingly.
- ❖ It took a lot of effort to reach this point. Be sure you get what you are paying for.
- ❖ Make sure you understand project specifications and contract documents, so you can enforce them.
- ❖ Document quantities of materials to verify requests for payment from Contractor.
- ❖ Don't jeopardize State & Federal funding in project.