

# Local Project Administration Certification Course



**Construction Administration**

# Oversight and Inspection

- ❖ Municipality in charge of a project will need to document and inspect the work.
- ❖ Quantities of materials must be verified
- ❖ 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.**

# MaineDOT's Role

- ❖ **MaineDOT remains involved in your project during construction by:**
  - **Attending preconstruction, pre-utility & pre-pave meetings**
  - **Reviewing Contract Modifications**
  - **Providing guidance during construction**
  - **Attending final inspection of project**
- ❖ **Typically handled by Jen Paul, Construction Manager and/or the MaineDOT Project Manager**
  - **[Jennifer.L.Paul@maine.gov](mailto:Jennifer.L.Paul@maine.gov) or 207-446-3316**

# Duties of a Construction Project Resident

<b>Communication/Project Meetings &amp; Minutes</b>	<b>Ensure Compliance with Plans, Specs, Permits, &amp; Laws</b>
<b>Manage Submittals, RFIs, Contract Modifications, &amp; adherence to Schedule</b>	<b>Coordinate QA Materials Testing &amp; Collect Certifications</b>
<b>Independent Measurement &amp; Recording of Pay Quantities</b>	<b>Seek concurrence from MaineDOT before executing Contract Modifications</b>
<b>Help with Utility Coordination</b>	<b>Labor Compliance (Elations, Payroll interviews, DBEs)</b>
<b>Document Daily Work Activities</b>	<b>Create &amp; Submit As Built Plans</b>

# Documentation

- ❖ **Project Resident must document for every work day:**
  - Work that has been completed
  - Items and quantities placed on the project
- ❖ **Detailed notes should be made in a field book.**
- ❖ **Quantities must be independently documented for payment to contractor**

# Field Book Information

## ❖ General field book entries should note:

- Day, month, year
- Weather conditions
- Contractor equipment, personnel, and hours worked
- Description of the work, with location by station
- Agreements or disagreements with the contractor
- Concerns that may lead to disputes later on

# Inspection Information

## ❖ Inspections also should be noted in book:

- Date, description and location of work by project station, whether by prime contractor or subcontractor
- Measurements and listings of pay items
- Important to log quantities for payment to contractor
- Federal Highway will look for documentation of quantities for payment if your project is audited



# Materials Testing & Certification Requirements

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

# Minimum Testing Requirements

- ❖ MaineDOT will develop Minimum Testing Requirements for your project which include the materials to be tested and the minimum frequency of tests to be performed
- ❖ Will be provided to the Town and Project Resident before construction begins
- ❖ **NEW POLICY THIS YEAR:** Local Agency must hire an independent testing lab for both sampling and testing of all aggregate materials. The Local Agency must also arrange for all sampling of concrete and asphalt included in the project by certified individuals (if the Resident/Inspector is not certified) and delivery of samples to the nearest MaineDOT lab (Freeport or Bangor) for MaineDOT personnel to perform the testing on all concrete and asphalt materials.

# Contract Modifications

- ❖ Usually, the Contractor will be asked to do extra or unforeseen work
- ❖ Requires a modification to original contract
- ❖ Must be prepared by Project Resident or Local Administrator – NOT the Contractor
- ❖ Must be sent to MaineDOT for review & concurrence before it is signed & before the proposed work can begin

# Contract Modifications

## ❖ **Contract modifications must have:**

- Description and location of work
- Reason for change or added work
- Estimated cost of the work, independently verified by municipality or local agency in charge
- Time involved, in days (If there is no change in time, write “0 days”)
- Must be signed by contractor and agency

## ❖ **See example on page 11-19 of LPA Manual**

# 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**

# Buy America Requirements

- ❖ Buy America applies to steel and iron products such as guardrail, steel sign supports/mast arms, light poles, cast iron frames and grates, anchor bolts, rebar, etc. and their coatings
- ❖ These must be manufactured in the United States
- ❖ Contractor must submit a Buy America certification before you pay for these items



# Checklist

- ❖ **Found in Chapter 11 of the LPA Manual**
  - Starts on page 11-12
- ❖ **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
- ❖ It is found on the Construction Support page of MaineDOT’s website:  
[www.maine.gov/mdot/contractors/support/](http://www.maine.gov/mdot/contractors/support/)



# Key Points

- ❖ Resident is typically a full-time job: There are many responsibilities. 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.