

MaineDOT Local Project Administration Certification Training



Construction Administration

Oversight and Inspection

- ❖ **Local agency in charge of a project will need to document and inspect the work.**
- ❖ **Quantities of materials must be verified**
- ❖ **Construction materials must be tested: aggregates, concrete, pavement.**
- ❖ **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 the taxpayers' money.
- ❖ We need to be sure, therefore, that the public gets a high-quality project that meets all requirements and will last.

MaineDOT's Role

- ❖ **MaineDOT stays involved 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, or the MaineDOT Project Manager**
 - **Jennifer.L.Paul@maine.gov or 207-446-3316**

Pre-construction Meeting

- ❖ **Held after a contract is awarded**
- ❖ **Attendees: Local Agency, MaineDOT, Contractor, Sub-contractors, Utilities**
- ❖ **Schedule/Completion Date/Liquidated Damages**
- ❖ **Submittals: Traffic Control Plan, Quality Control Plans, Soil Erosion & Water Pollution Control Plan**
- ❖ **Labor Requirements: See if any Davis-Bacon wage classifications are missing**
- ❖ **Utility conflicts and their schedule of work**
- ❖ **Materials Testing Requirements**
- ❖ **Set time & location of weekly progress meeting**

Duties of the Resident on a Construction Project

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

Documentation

- ❖ **Resident documents for each workday:**
 - Work completed
 - Pay items and quantities placed
- ❖ **Field journal must have detailed notes**
- ❖ **Quantities must be independently documented for payment to contractor**

Field Journal Information

❖ General field journal 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

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 develops Minimum Testing Requirements that include items to be tested and minimum frequency of tests.**
- ❖ **Provided to Local Agency and Project Resident before construction begins.**
- ❖ **Local Agency must hire an independent testing lab for both sampling and testing of aggregate materials.**
- ❖ **Local Agency must arrange for all sampling of concrete and pavement by certified individuals (if Resident/Inspector is not certified) and delivery of samples to a MaineDOT lab (Freeport or Bangor) for MaineDOT to do the required tests.**

Contract Modifications

- ❖ **Contractor often 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 work, independently verified
- Time, in days. If there is no change, write “0 days”
- Must be signed by contractor and local agency

❖ Form is online under Construction Field Documents:

www.maine.gov/mdot/lpa/lpadocuments/

Buy America

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



Build America, Buy America Act

- ❖ **NEW** - Part of Bipartisan Infrastructure Law passed in November 2021.
- ❖ Projects funded by Federal Highway Administration, for the most part, should see little change from current Buy America requirements.
- ❖ MaineDOT is developing a specification that will be distributed to local agencies and consultants.
- ❖ Contact MaineDOT Construction Manager, Jen Paul, for guidance in the meantime.

Checklist

- ❖ **Found in Chapter 11 of the LPA Manual**
 - Starts on page 11-12 of that section
- ❖ **Step-by-step instructions**
- ❖ **Useful tool for staying on track during construction administration**

Record-Keeping Manual

- ❖ **MaineDOT's 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 on Construction Support web page:
www.maine.gov/mdot/contractors/support/**

Key Points

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