

# MaineDOT Local Project Administration Certification Training



**Construction Administration**

# Oversight and Inspection

- ❖ **Sponsoring local agency must document and inspect the construction 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 that the public gets a safe, high-quality project that meets all requirements and will last.**
- **There must be on-site inspection whenever the contractor is working on contract items.**

# MaineDOT's Role

## ❖ During construction, MaineDOT:

- Attends preconstruction, pre-utility, pre-pave & progress meetings;
- Reviews contract modifications;
- Provides guidance during construction;
- Visits the work site; and
- Attends final inspection of project.

## ❖ Contact will be either Tom Stevens, Construction Manager, or the MaineDOT Project Manager.

- [Thomas.Stevens@maine.gov](mailto:Thomas.Stevens@maine.gov) or 207-592-4508.

# Duties of the Resident on a Construction Project

<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>

# Pre-construction Meeting

- ❖ Held after a contract is awarded.
- ❖ Attendees include Local Agency, MaineDOT, Contractor, Sub-contractors, Utilities, Environmental Coordinator, Property Office (ROW).
- ❖ Schedule/Completion Date/Liquidated Damages.
- ❖ Submittals: Traffic Control Plan, Quality Control Plans, Soil Erosion/Water Pollution Control Plan & work item specific materials.
- ❖ 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.

# Documentation

- ❖ **Resident documents for each workday:**
  - Work completed.
  - Pay items worked on 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 and temperature.
- Contractor equipment, personnel, times 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 by project station, whether by prime contractor or subcontractor.
- Detailed measurements and listings of pay items and follow best practices for inspection.
- 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

<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 Pipes</b>	<b>Timber Fencing &amp; Preservatives</b>

# 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.**
- ❖ **Must be sent to MaineDOT for review & concurrence before it is signed & before the proposed work can begin.**

# Contract Modifications

## ❖ Contract modifications must have:

- Detailed description and location of work.
- Reason for change or added work.
- Estimated cost of work, independently verified
- Time, in days. If 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/](http://www.maine.gov/mdot/lpa/lpadocuments/)

# Buy America/Build America, Buy America Act

- ❖ Applies to the entire contract.
- ❖ Contact MaineDOT Construction Manager, Tom Stevens or MaineDOT Contracts Section, for guidance in the meantime.



# Checklist

- ❖ **Found in Chapter 11 of the LPA Manual.**
  - Starts on page 11-13 of that section (Appendix 11A).
- ❖ **Step-by-step instructions.**
- ❖ **Useful tool for staying on track during construction administration.**

# Construction Support Documents

## ❖ Key Documents.

- **MaineDOT Record-Keeping Manual is “how to” for inspection and documentation.**
- **How to Pay for Stockpiles.**
- **Sample Identification instruction guide.**
- **Found on Construction Support web page:**  
**[www.maine.gov/mdot/contractors/support/](http://www.maine.gov/mdot/contractors/support/)**



# Additional Documents

- ❖ **Standard Specifications & updates.**
- ❖ **Standard Details & updates.**
- ❖ **Construction Manual.**
- ❖ **Elation System Users Manual.**
- ❖ **All available online:**  
**[www.mainedot.gov/contractors/publications/](http://www.mainedot.gov/contractors/publications/)**

# Key Points

- ❖ Resident is a full-time job, with many responsibilities. Budget accordingly.
- ❖ If a part-time Resident is desired, concurrence by MaineDOT is required.
- ❖ 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.
- ❖ Failure to perform will jeopardize State & Federal funding.

# QUESTIONS ?

